

Temporary Process for Chester County Conservation District (CCCD) during Physical Worksite Disruption due to the COVID-19 Pandemic

Disclaimer: This process is temporary and subject to be updated as needed as external influences necessitate. Permit applications submitted via email will be met with a confirmation email of receipt the next business day. If items are received over the weekend or after 2:00 p.m. they will be considered received the next business day. Letters will be sent electronically. DEP is suspending the timeframes for providing permit decisions established in the Policy for Implementing the Department of Environmental Protection (DEP) Permit Review Process (PRP) and Permit Decision Guarantee (PDG) due to the office closures related to COVID-19.

- 1) For **new submissions (New Projects, Major Amendments, Minor Amendments, or Renewals)**, please email all items included in the NOI/Application Checklist to Gordon Roscovich, CCCD Urban Team Leader, at groscoovich@chesco.org. (PLEASE NOTE: Field changes should be sent directly to the Resource Conservationist.)
 - a. Labeling of attachments should follow the checklist numbering and labeling (e.g. 8 - PNDI Receipt, 11 –ESC Drawings, etc...)
 - b. Include in the digital submission a picture/scan/copy of the required checks **and** Application for District Services prior to mailing them via USPS (see #2 below).
 - c. Size of emails should be kept to <20 MB so multiple emails may be required or a link to an FTP site for retrieval.
 - d. Hard copies may be requested at the end of the permit review process.

- 2) Send the required checks (district services fee, tier II fee if required, NPDES permit fee, and disturbed acreage fee) along with the completed CCCD Application for District Services, the **signed** (original signature) NOI or Permit Application and GIF (if individual permit), and signed module pages, via **USPS** to CCCD.

- 3) Second technical review fees should be sent to our office via USPS with an application for district services enclosed, and the digital re-submission should be emailed to the Resource Conservationist.
- 4) Once the NOI/application/plans/info are fully received and processed the review process will proceed following the standard operating procedure (SOP) outlined on [DEP's Program Integration webpage](#). Please note that due to the COVID-19 pandemic, DEP has suspended the PRP and PDG timeframes, but CCCD staff will do their best to follow the recommended review timeframes. Please see DEP's [Alert Details](#) webpage for DEP-related coordination information.
- 5) Resubmitted items should be sent to the CCCD staff member who you received correspondence from (e.g. Incompleteness Letter response goes back to Gordon Roscovich, Technical Deficiency Letter to the assigned Resource Conservationist).