NPDES SUBMITTAL SUGGESTIONS

1. Do set up an “informal” pre-application meeting to discuss overall concepts early in the design process.
2. Do set up a “formal” pre-application meeting very close to the time of submittal. The plan should be in final form and you should have all your infiltration testing results etc. You will need to bring at least 2 (two) sets of the NOI/Application and worksheets/spreadsheets (not the PNDI, Act 67 etc., just the body of the NOI), 1 E&S plan set, 1 E&S module, 2 PCSM plan sets, and 2 PCSM modules and any additional modules that are needed (3 and 4).
3. Recommend using the 1963 Lehigh County Soil survey due to issues with karst features, hydric soils, and A soils. Refer to the list of hydric soils on the LCCD website. May use online soils but you need to show equivalents to 1963 soil survey.
4. When making your formal submittal, only submit **1 (ONE)** copy of everything required including NOI/Application, PCSM plans, PCSM module and addendum, E&S plan, & E&S module or addendum until additional sets are required.
5. When resubmitting, only submit 1 (ONE) copy of those pages that **have been revised** for the NOI/Application and Worksheets (spreadsheets) (NOT the entire NOI/application and all worksheets/spreadsheets) as well as those E&S and PCSM plan sheets that have changed. All changes should be highlighted. Resubmit an entirely new E&S and PCSM module addendums if significant changes have occurred.
6. Include a response letter to the review indicating clearly where the changes may be located. Do not just indicate “item addressed”.
7. DO NOT DOUBLE SIDE. We are cutting down paper by only having one set of everything and by switching sheets in and out when revisions are made so double siding makes that task impossible. Final copies can be double sided.
8. Submit all fees upon your original submittal (the NPDES permit fee, the disturbed acreage fee, technical review fee and expedited fee (if applicable) upon initial submittal).
9. Act 67/68 and 127 notifications need to be sent to the County and the Township. LVPC may be copied on the County letter (indicate at bottom of letter) BUT we still need a registered receipt for the County along with LVPC and the Township.
10. The NOI/Application should be submitted in loose form (not in a binder, may be clipped) and should include the NOI/Application, all Worksheets (Spreadsheets), Modules, GIF (if individual), PNDI, PHMC (if applicable), Act 67/68 notifications, Water supplier letter (upon receipt), and Municipal consistency letter (upon receipt).

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