

Lehigh County Conservation District – Electronic Submission Policy

The LCCD Water Quality department administering the county's NPDES and Chapter 102 programs will only be accepting electronic submissions going forward. The Water Quality staff will continue to process, review, and issue approvals for permit submittals through electronic processes – please see the below plan for specific procedures.

Plan Submittals

The District will no longer be accepting paper submissions – please send all submission documents electronically. This should include all normally included paperwork, plans and reports, etc. for both new submissions and re-submissions. Please provide all permit submittal documents as separate PDFs, per the **Document Submittal Guidelines**. We will be able to access the plan submissions through file sharing links, dropbox, etc.

Please include in the email:

Project name (consistent with NOI/Application or LCCD Application):

Municipality:

NPDES Permit: Yes or No

Type of submission – new/resubmittal/remaining deficiencies:

Type of submission – completeness/technical (if NPDES):

LCCD reviewer (if a resubmission):

Expedited – Yes or No:

Check submittal policy: Checks will need to be submitted by mail or delivered to the District office, but a scan or photo of checks will need to be submitted by email with the rest of electronic submission.

Please note that while we will accept plan submittals once we get copies of checks, review letters or approvals will not be issued until the checks have been physically received in the LCCD office. Please ensure that checks are submitted promptly to avoid delays in the review process. Please include a letter with the mailed checks identifying Project Name (consistent with the NOI/Application) and contact information.

NPDES submissions/re-submissions should be emailed to all of the below addresses:

Admin admin@lehighconservation.org

Kim Zieger kzieger@lehighconservation.org

Garrett Cook gcook@lehighconservation.org

Holly Kaplan hkaplan@lehighconservation.org

When a submittal is being deemed adequate for completeness, to be moved into the technical review, please send a “clean set” to the requesting reviewer.

Please send all non-NPDES submissions/resubmissions to:

Admin admin@lehighconservation.org

Kim Zieger kzieger@lehighconservation.org

Holly Kaplan hkaplan@lehighconservation.org

Please refer to the **Document Submittal Guidelines** for specifics of how to format the submittal. You will receive an email confirmation that your submittal was received. If you do not receive confirmation within one day of submittal, please contact the District.

All Review Letters, Permit Approvals, or other correspondence from the District will be communicated solely through email, and permit approvals will not include the issuance of stamped plans. Prior to permit issuance, the District will request an electronic submission of final plans and documents, and the permittee will be responsible for ensuring that the approved plans are being implemented based off of plan revision date. Please ensure that new revision dates are added to plans appropriately.

Pre-Application Meetings

The LCCD will continue to conduct formal and informal pre-application meetings through videoconference. Please visit <https://calendly.com/lccdmeetings> to schedule a pre-application meeting, and email Holly Kaplan at hkaplan@lehighconservation.org with any issues.

Please feel free to contact the District with any questions or concerns.

REV. December 11, 2025