

## Lehigh County Conservation District

### Expedited Review System

At the request of, and to improve service to, the District's customers, the Lehigh County Conservation District (LCCD) Board of Directors has established a voluntary mechanism for expedited review of Erosion and Sediment Control and Post Construction Stormwater Management plans. The following policies and procedures shall apply:

1. A limit of four requests per calendar month will be accepted on a first come, first served basis from all applicants (See #5). One request per week will be accepted. Acceptance into the procedure will be subject to staff availability. In order not to adversely impact the normal review rotation, expedited reviews will be conducted outside of normal working hours.
2. For expedited review charges, refer to the current LCCD Fee Schedule for Services.
3. Any agencies exempt from paying a review fee, i.e., Commonwealth departments will not be eligible for an expedited review.
4. Entrance into the procedure will be limited to plans, which disturb less than 100 acres (see #10 for exceptions).
5. Any given applicant may submit only one plan per calendar month for expedited review. For purposes of this procedure, an applicant is defined as a project owner/developer, not an engineering or consulting firm. Prior to submission, the owner/developer and the plan designer must schedule a "formal" pre-application meeting with District staff. If a general or earthmoving contractor has already been engaged, he/she should also attend the meeting. ***Note that a "satisfactory" formal pre-application meeting is required prior to acceptance into the expedited review process. No "big ticket" items may be left unresolved and all infiltration testing and worksheets need to be supplied for review. If outstanding issues remain, additional meetings or correspondence may be necessary prior to submittal.***
6. Applicant must submit a request in writing for an expedited review. The applicant will be invoiced after the first completeness review and should submit a separate check for the expedited fee as per Section 109 of the fee schedule.
7. If accepted, for General NPDES permits, the plan for a project disturbing 0-100 acres will receive the first technical review within a maximum of 10 working days of receipt.

If accepted, for Individual NPDES permits including the Delegated Engineering Stormwater review, the plan for a project disturbing 0-100 acres will receive the first technical review within a maximum of 15 working days of receipt. ***Please note that the review letter will be issued by PaDEP for Individual permits and by the District for general permits.***

At this time the District is not accepting projects of greater than 100 acres in size into the Expedited process, however an Expedited review may be agreed upon based on staff availability, difficulty of the project and review time frames to be allotted. This will be determined on a case by case basis.

***NOTE: The completeness review may not be expedited. Only the technical portion of the review qualifies for expediting.***

8. To qualify for a follow-up review, a cover letter detailing the revisions made and plan sets with the changes highlighted must be provided. Expedited review letters will be e-mailed to the applicant and engineer. A second technical review of a general permit will be completed within a maximum of 5 business days of receipt of the resubmission to the District. A second technical review of an individual permit will be completed within a maximum of 15 business days of receipt of the resubmission to the District.

9. If, after the initial review, a meeting with the reviewer is requested, the District will commit to holding said meeting within 5 working days of request.

10. The expedited review process may be initiated after a project is found to be complete and with the submission of a fee as stated in Section 109 of the Fee Schedule.

11. Projects on which an expedited review is requested should be far enough along that E&SC and PCSM review is one of the final steps in the approval process – repeated submissions of the same project because of design changes are unacceptable. Once the plans have been deemed adequate, it will not be accepted a second time for expedited review.

12. The expedited fee will cover an initial review plus two follow-up reviews, if needed. There will be no additional fee for these subsequent reviews.

13. Requests for expedited reviews must be made in conjunction with plan submittals. Once a review has been submitted to this office (1st, 2nd, review etc.) and it has been entered into the database for a standard review, it may not be switched to an expedited review until it has been returned to the District for the next subsequent review.

Adopted at a public meeting of the Lehigh County Conservation District Board on September 14, 2000. Revised November 10, 2004. Second revision, March 9, 2006. Third revision, September 10, 2009. Fourth Revision, February 10, 2011. Fifth Revision, November 14, 2013. Sixth Revision, February 11, 2016. Seventh Revision, April 13, 2023.