



NOTICE OF INTENT (NOI) ADMINISTRATIVE COMPLETENESS CHECKLIST EROSION AND SEDIMENT CONTROL GENERAL PERMIT (ESCGP-3) FOR EARTH DISTURBANCE ASSOCIATED WITH OIL AND GAS EXPLORATION, PRODUCTION, PROCESSING, OR TREATMENT OPERATIONS OR TRANSMISSION FACILITIES

Please check the following list to make sure that you have included all the required information. Place a check mark in the column provided for all items completed and/or provided. Failure to provide all of the requested information will delay the processing of the application, may preclude the use of the Expedited Review, and may result in the application being placed ON HOLD with NO ACTION, or being considered withdrawn and the application file closed.

THIS CHECKLIST MUST BE COMPLETED AND ENCLOSED WITH YOUR GENERAL PERMIT NOI

✓CHECKLIST FOR EROSION AND SEDIMENT CONTROL GENERAL PERMIT NOI <input type="checkbox"/> NEW NOI <input type="checkbox"/> RENEWAL <input type="checkbox"/> PHASED <input type="checkbox"/> MAJOR MODIFICATION				Minor revisions are not required to be submitted to the regional office for review.	
If a Renewal, Phased or Major Modification, identify ESCGP Authorization # _____					
	CLIENT NAME _____				
	PROJECT and PHASE NAME _____ (If applicable)			Applicant Check ✓ if Included	Official Use Only
1.	Fully completed, properly signed and notarized Notice of Intent form (1 original and 2 copies for paper application). (Not required for subsequent phases)			<input type="checkbox"/>	<input type="checkbox"/>
2.	Is expedited review requested? If yes, complete items (a) and (b) below. If no, proceed to section 3 of this checklist.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. Expedited review eligibility has been completed and determined.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	b. Expedited review process related questions have fully been answered.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	Complete Erosion and Sediment Control (E&S) Plans . (1 original and 2 copies for paper application) NOTE: Identify locations as Drawings (D), Narrative (N). (Identify Not Applicable as "N/A") The E & S Plan must contain, at a minimum, the following:			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	a. Topographic Features Existing topographic features of the project site and immediate surrounding area. Include the project area outlined on an 8 ½" x 11" photocopy of the U.S.G.S. topo map area. The map must include the name of the appropriate 1:24,000 scale U.S.G.S. 7.5 minute series quadrangle map where the project is located.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	b. Soil Characteristics Types, depth, slope, locations and limitations of the soils including methods for resolution of all soil limitations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	c. Earth Disturbance Activity The characteristics of the earth disturbance activity, including the past, present and proposed land uses and proposed alteration to the project site.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	d. Project Site Runoff The Volume and rate of runoff from the project site and its upstream watershed area. Runoff impact analysis on downstream watercourse, design computations for protective measures if applicable, discharge analysis for non-surface water discharges.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>

	<p>e. Surface Water Classification The Location of all surface waters of this Commonwealth which may receive runoff within or from the project site including their classification under Chapter 93 and status as siltation-impaired water. All streams, springs, wetlands, and floodways within, adjacent or receiving water from the project site must be shown on drawings with proper identification of special protection waters and existing uses.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>f. BMP Description Narrative A narrative description of the location and type of perimeter and onsite BMPs used before, during, and after the earth disturbance activity.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>g. BMP Installation Sequence Narrative A sequence of BMP installation and removal in relation to the scheduling of earth disturbance activities, prior to, during and after earth disturbance activities that ensures proper functioning of BMPs.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>h. Supporting Calculations and Measurements All BMP design calculations and information must be attached with the E&S plans.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>i. Plan Drawings Plan drawings must include locations of proposed BMPs and a legend for all symbols used on the drawing. Construction details, notes, and specifications must be included to explain the drawings.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>j. Maintenance Program A maintenance program which provides for the operation and maintenance of BMPs and the inspection of BMPs on a weekly basis and after each stormwater event, including the repair or replacement of BMPs to ensure effective and efficient operation. The program must provide for completion of a written report documenting each inspection and all BMP repair, or replacement and maintenance activities.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>k. Material Recycling and Disposal Procedures which ensure that the proper measures for the recycling or disposal of materials associated with or from the project site will be undertaken in accordance with this title.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>l. Naturally Occurring Geologic Formations and Soil Conditions Identify naturally occurring geologic formations or soil conditions that may have the potential to cause pollution during earth disturbance activities and include the locations on plan drawings. Include BMPs to avoid or minimize potential pollution and its impacts from the formations. If the applicant suspects substantial possibility of potential slope failure, include a geotechnical report prepared by a geotechnical engineer.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>m. Thermal Impacts Identification of potential thermal impacts to surface waters of this Commonwealth from the earth disturbance activity including BMPs to avoid, minimize or mitigate potential pollution from thermal impacts.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>

	n. E&S Plan and PCSM/SR Plan Consistency The E&S Plan shall be planned, designed and implemented to be consistent with the PCSM Plan under § 102.8. Unless otherwise approved by the Department, the E&S Plan must be separate from the PCSM Plan and labeled "E&S" or "Erosion and Sediment Control Plan" and be the final plan for construction.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
	o. Riparian Forest Buffers Identification of existing and proposed riparian forest buffers should be included on the plan drawings if incorporated into the project site.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
	p. Antidegradation Requirements Satisfy antidegradation implementation requirements for special protection water and siltation-impaired waters including evaluation of nondischarge alternatives and ABACT.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Permit NOI Filing Fees of \$500 to the appropriate Clean Water Fund plus \$100/Acre of earth disturbance payable to the Commonwealth of PA Clean Water Fund (\$500 filing fee not required for subsequent phases) is required. For NOIs submitted to delegated county conservation districts, the administrative fee of \$500 must be paid to the conservation district and disturbed acreage fee to the Commonwealth of PA (two checks).	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Municipal Notification: (3 copies) Not required for subsequence phases.				<input type="checkbox"/>	<input type="checkbox"/>
a.	Act 14 Municipal Notifications to the local municipality and county governments that specify that the application is for Erosion and Sediment Control General Permit for Earth Disturbance Associated with Oil and Gas Activities. A "sample" notification letter is provided as Attachment C of the instructions. Proof or Receipt of municipal notifications: copies of certified mail receipts, proof of deliver from a commercial carrier or acknowledgment letters from the local municipality and county government.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Pennsylvania Inventory of Historical Places and the National Register of Historical Places: When conducting earth disturbance activities, the permittee shall protect archaeological specimens and historic resources in accordance with applicable State and Federal laws. For permitted activities on lands of the Allegheny National Forest (ANF) or other federal lands, the permittee should coordinate with the appropriate ANF Ranger or other appropriate federal agency on the protection of historic properties.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Pennsylvania Natural Heritage Program (PNHP). Include PNDI receipt, PNDI clearance and other information depending on the permit application option. (3 copies for paper application).	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Complete PCSM/SR Plans. (1 Original, 2 copies) NOTE: Identify location(s) as Drawing (D), Narrative (N). (Identify Not Applicable as "N/A".) The PCSM/SR Plan must contain, at a minimum, the following:				<input type="checkbox"/>	<input type="checkbox"/>
a.	Topographic Features The existing topographic features of the project site and immediate surrounding area must be shown plan drawings. The name of the USGS quadrangle map must be included.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>	

	b. Characteristics of Naturally Occurring Geologic Formations and Soil Conditions The types, depth, slope, locations and limitations of the soils and geologic formations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	c. Earth Disturbance Activity Characterization The characteristics of the project site, including the past, present and proposed land uses Limit of Disturbance (LOD), areas of cuts and fill, proposed impervious areas, locations of roads, proposed contours of project area and the proposed alteration of the project site.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	d. Net Change in Volume and Rate of Runoff An identification of the net change in volume and rate of stormwater from preconstruction hydrology to post construction hydrology for the entire project site and each drainage area. Include pre-development and post-development drainage area map. Post-development drainage area map must show Point of Discharge(s) (PODs) from PCSM BMPs.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	e. Surface Water Classification An identification and location of surface waters of this Commonwealth, which may receive runoff within or from the project site and their classification under Chapter 93.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	f. BMP Description Narrative A written description of the location and type of PCSM/Site Restoration BMPs including construction details for permanent stormwater BMPs including permanent stabilization specifications and locations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	g. BMP Installation Sequence Narrative A sequence of PCSM/Site Restoration BMP implementation or installation in relation to earth disturbance activities of the project site and a schedule of inspections for critical stages of PCSM/Site Restoration BMP installation.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	h. Supporting calculations All design information and calculations must be included with the PCSM/SR plan. Include verification of PCSM/SR plan consistency with the Act 167 plan, if a current and DEP approved Act 167 plan exists. Include summary of bio-infiltration BMPs used for the project using Attachment E of the NOI instructions.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	i. Plan Drawings The locations of BMPs with tributaries must be shown on the drawings. Notes, specifications, any constructions details, and any other supporting information needed to explain the drawings must also be included.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	j. Long Term Operation and Maintenance Schedule A long-term operation and maintenance schedule, which provides for inspection of PCSM/Site Restoration BMPs, including the repair, replacement or other routine maintenance of the PCSM/Site Restoration BMPs to ensure proper function and operation. The program must provide for completion of a written report documenting each inspection and all BMP repair and maintenance activities and how access to the PCSM/Site Restoration BMPs will be provided.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>

	k. Material Recycling and Disposal Procedures which ensure that the proper measures for recycling or disposal of materials associated with or from the PCSM/Site Restoration BMPs are in accordance with Department laws, regulations and requirements.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	l. Addressing Impacts from Naturally Occurring Geologic Formations and Soil Conditions An identification of naturally occurring geologic formations or soil conditions that may have the potential to cause pollution after earth disturbance activities are completed and PCSM/Site Restoration BMPs are operational and development of a management plan to avoid or minimize potential pollution and its impacts.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	m. Thermal Impacts An Identification of potential thermal impacts from post construction stormwater to surface water of this Commonwealth including BMPs to avoid, minimize or mitigate potential thermal pollution from thermal impacts.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	n. Riparian Forest Buffer Management Plan A riparian forest buffer management plan when required under § 102.14.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	o. Antidegradation Requirements A demonstration of compliance with antidegradation implementation requirements including evaluation of nondischarge alternatives and ABACT for where activities will be conducted in special protection waters or siltation impaired waters.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	8. PCSM Plan Stormwater Analysis Do the regulated activities require site restoration or reclamation? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, skip to Item 9. If No, provide the following information:			<input type="checkbox"/>	<input type="checkbox"/>
	a. Site Characterization and Assessment Predevelopment site characterization and assessment of soil and geology including infiltration and geotechnical studies that identify location and depths of test sites and methods used.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	b. Volume Reduction and Water Quality Requirements Analysis demonstrating that the PCSM BMPs will meet the volume reduction and water quality requirement specified in an applicable Department approved and current Act 167 stormwater management watershed plan; or manage the net change for storms up to and including the 2-year/24-hour storm event when compared to preconstruction runoff volume and water quality.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	c. Rate Requirements Analyses demonstrating that the PCSM BMPs will meet the rate requirements specified in an applicable Department approved and current Act 167 stormwater management watershed plan; or manage the net change in peak rate for the 2-, 10-, 50-, and 100-year/24-hour storm event in a manner not to exceed preconstruction rates.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	d. Calculation Methodologies Identification of the methodologies for calculating total runoff volume and peak rate of runoff and provide supporting documentation and calculations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>

e.	Construction Techniques Identification of construction techniques or special consideration to address soil and geologic limitations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
f.	Antidegradation Requirements Demonstration of compliance with antidegradation implementation requirements including evaluation of nondischarge alternatives and ABACT for where activities will be conducted in special protection waters or siltation impaired waters.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
9.	Phased Projects Is the activity being conducted as a phased project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, all of the following must be completed:			<input type="checkbox"/>	<input type="checkbox"/>
a.	Initial Phase - Is the master plan included? <input type="checkbox"/> Yes <input type="checkbox"/> No				
b.	Subsequent Phase(s) – Is(are) the subsequent phase(s) identified in the master plan? <input type="checkbox"/> Yes <input type="checkbox"/> No				
10.	Preparedness, Prevention and Contingency (PPC) Plan Will fuels, chemicals, solvents, other hazardous materials be used or stored on site during earth disturbance activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a PPC Plan must be maintained on the site during earth disturbance.			<input type="checkbox"/>	<input type="checkbox"/>
11.	Subsequent Phase Certification for Expedited Reviews Is the activity being conducted as a phased project? <input type="checkbox"/> Yes <input type="checkbox"/> No Is an expedited review being requested for subsequent phase? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, all of the following must be completed:			<input type="checkbox"/>	<input type="checkbox"/>
<p><i>I do hereby certify to the best of my knowledge, information, and belief, that the Erosion and Sediment Control and PCSM/Site Restoration Plan are true and correct, represent actual field conditions and are in accordance with the 25 Pa. Code Chapters 78 and 102 of the Department's rules and regulations. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.</i></p>					
Signature				Professional Seal	
Company					
Address					
Phone					
Most Recent DEP Training Attended Location _____ Date _____					
e-Mail Address					
<p>EXPEDITED REVIEW PROCESS In addition to the certification required above, applicants using the expedited permit review process must attach an E&S and PCSM/Site Restoration Plan developed and sealed by a licensed professional engineer, landscape architect, surveyor or professional geologist. The plans shall contain the following certification: <i>I do hereby certify to the best of my knowledge, information, and belief, that the Erosion and Sediment Control and PCSM/Site Restoration Plan and Post Construction BMPs are true and correct, represent actual field conditions and are in accordance with the 25 Pa. Code Chapters 78 and 102 of the Department's rules and regulations. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.</i></p>					
12.	Permit Renewal Is a permit renewal being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, all of the following must be completed:			<input type="checkbox"/>	<input type="checkbox"/>
a.	Administratively complete, signed, and notarized Notice of Intent Form, including Items 1-8. (1 signed original and 2 copies of the NOI/application for paper application)			<input type="checkbox"/>	<input type="checkbox"/>
b.	Permit filing fee of \$500 payable to the appropriate clean water fund plus \$100/Acre of earth disturbance payable to the Commonwealth of PA Clean Water Fund.			<input type="checkbox"/>	<input type="checkbox"/>