



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

Remove and recycle these instructions prior to mailing component to the approving agency.

INSTRUCTIONS FOR COMPLETING COMPONENT 3 SEWAGE COLLECTION AND TREATMENT FACILITIES

How to Obtain Planning Module Components

Planning module components appropriate to your project can be obtained by completing an "Application for Sewage Facilities Planning Module" mailer and sending it to the agency responsible for final review of your project (or the "approving agency"). This "approving agency" may be either DEP or a "delegated local agency" which is a local agency that has received planning approval delegation from DEP under Act 537. If you are unsure of where to send your mailer, contact the DEP regional office serving your county for help. **Do not use this component unless you have received a properly code-numbered copy from DEP or the delegated local agency.** You may obtain an Application for Sewage Facilities Planning Module mailer from the municipality, the delegated local agency, a DEP Regional Office or on DEP's website at www.dep.state.pa.us, Keyword: "Wastewater".

Upon receipt of the mailer, the "approving agency" (DEP or delegated local agency) will determine if your project is required to complete sewage facilities planning under Act 537. If planning is not required under Act 537, you will be informed by letter. If planning is required, the agency will assign a code number to your project and provide you with the correct planning module forms and instructions.

When Should You Use Component 3?

This component is used when any of the following are proposed: 1) a subdivision served by sewage collection, conveyance or treatment facilities, 2) a tap-in to public sewers with flows on a lot of 2 Equivalent Dwelling Units (EDUs) or more, or 3) the construction or modification of wastewater collection, conveyance or treatment facilities that will require DEP to issue or modify a Clean Streams Law permit. A sewer **EXTENSION** is defined as the construction of a sewage collection system to serve more than one tap-in. Sewer lines that cross property lines are also sewer extensions. A **TAP-IN** is defined as a connection to an existing sewage collection system.

Who Should Complete the Component?

This component should be completed by a consultant, engineer, or surveyor who is familiar with the municipality's Official Plan and available sewage disposal methods in the municipality in which the development project is proposed. Municipal and sewage authority officials should be consulted in the development of the project. Sections A through I, and Sections O through R must be completed for all projects. Section J, K, L, M and/or N should be completed only if applicable or marked. The following instructions provide general guidelines on completing the component.

Instructions for Completing Component 3

SECTION A. PROJECT INFORMATION

Project Name. In the "Project Name" block, enter the name by which this proposed land development project is, or will be, known, such as "Smith Subdivision".

Brief Project Description. Briefly describe the intended project in the space provided.

SECTION B. CLIENT (MUNICIPALITY) INFORMATION

Municipality Name, County, Municipality Type. Enter the name of the client municipality and the name of the county in which the municipality is located. Check the appropriate block indicating the municipality type, whether **City**, **Boro**, or **Township** (Twp).

Municipality Contact Individual Last Name, First Name, MI, Suffix, Title. Enter the requested information for the client contact in this block. The municipal client contact is often the municipal secretary, but may be another official, such as the chairman of the board of supervisors. Please indicate the appropriate title of the client contact in the Title block.

Alternative Individual Last Name, First Name, MI, Suffix, Title (optional). This is an optional block to be used by municipalities that wish to provide an alternate client contact. Enter the requested information only if an alternate contact name is desired.

Mailing Address. This is the mailing address of the client municipality identified above. It should not include locational data that is not appropriate for a standard mail address. In addition to the street number and name, PO Box number, RR number, Box number, or Highway Contract number designations, use any appropriate designation and number to further define the mailing address. Use these standard abbreviations:

e.g.,	APT	(Apartment)	FLR	(Floor)
	BLDG	(Building)	RM	(Room)
	DEPT	(Department)	STE	(Suite)

City, State, ZIP+4, Phone Information. Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code, if known.

SECTION C. SITE INFORMATION

DEP needs to be able to accurately locate your site and to understand the physical nature of the surrounding area. Therefore, the application must be accompanied by a 7.5 minute topographic map published by the US Geological Survey or a clear copy that includes the quadrangle name. These maps can usually be obtained from most map distributors or hunting and fishing supply stores. On the topographic map, draw the outline of the development site.

Site Name. The name of the site at the specific physical location. This should be similar to the project name in A.1. **DO NOT** use abbreviations, acronyms, etc.

Site Location. Provide the physical address of the location where the permitted activities will occur. **DO NOT** use PO Box numbers for site location information. Provide the city (or municipality), state, and the ZIP+4, if known.

Detailed Written Directions to Site. When providing written directions, **DO NOT** use PO Box address data. Include landmarks and approximate distances from the nearest highway.

Description of Site. Provide a written description of the proposed project.

Site Contact (Developer/Owner) Information. Provide the name of the person having overall responsibility for environmental matters at the site. This person is often the landowner or the landowner's agent. Include the individual's name, title, firm, email address (optional), mailing address, and daytime phone numbers. This individual will ultimately be responsible for paying the DEP review fee.

SECTION D. PROJECT CONSULTANT INFORMATION

If this form was completed by someone other than the applicant, such as a consultant, engineer or contractor, that individual should complete this section of the form.

SECTION E. AVAILABILITY OF DRINKING WATER SUPPLY

Indicate the intended source of the project's drinking water by checking the appropriate box. If a public water supply will be used, provide written documentation that the water supplier is aware of the project, possesses capacity to serve the project and is willing to serve the project. A public water supply is defined as a system that provides water to the public for human consumption that could serve 15 or more connections, or serve 25 or more people daily at least 60 days out of the year.

SECTION F. PROJECT NARRATIVE

The following information is required to be provided in narrative (paragraph) form and attached to the module package. Title the attachment "**Project Narrative**".

1. Indicate the nature of the development project. (*Residential, Commercial, Institutional, Industrial, etc.*) If the project is commercial, institutional or industrial, describe the activity, such as light manufacturing, private hospital, or heavy manufacturing.
2. Enter the number of lots or EDUs in the development project. Lots refer to single family residential dwellings and for purposes of flow calculation are assumed to generate a minimum of 400 gallons per day (gpd). If larger residential flows are anticipated, these flows should be used. The residual tract, if any, is also counted as a lot. For commercial, industrial, and institutional facilities, the number of lots in a subdivision is determined by using EDUs. Divide the total flow for these facilities by 400 to determine the number of EDUs.
3. Describe the proposed sewage disposal method (municipal treatment facility, package plant, etc.) including a description of collection and conveyance facilities, if applicable. Include a general map showing the path of the sewage to the treatment facility.
4. Specify the projected population to be served and sewage flows in gpd and how these figures were calculated. Flow figures should be consistent with those found in DEP's *Domestic Wastewater Facilities Manual* available on the DEP website at www.dep.state.pa.us, Keyword: "Wastewater" unless adequate justification for lower per capita flows is provided and/or has been previously approved by DEP.
5. Describe the location of the discharge, disposal point or land application, if applicable.
6. List the total acreage of the proposed land development project.
7. Describe the use of any acreage or parcels under the same ownership and adjacent to the property. (Such as: for future development, recreational, agriculture, open space, etc.) If the land is proposed for future development, or is part of a phased project, determine if there will be adequate sewage disposal facilities to serve those phases.
8. Provide information on any previous Act 537 planning completed for the site and any other information that the applicant believes is important for the Department's review of the project.

SECTION G. PROPOSED WASTEWATER DISPOSAL FACILITIES

This section requires the applicant to provide information on collection, conveyance and treatment facilities proposed for the development project.

1. Collection System

To complete this section, check the appropriate box to indicate if the collection system is a new system, an extension to an existing system or a tap-in to an existing system. For each of these cases, indicate the number of EDU's or tap-ins that will be served by the collection system and the name of the collection or conveyance system and the interceptor to be used. A sewer **EXTENSION** is defined as the construction of a sewage collection system to serve more than one tap-in. Sewer lines that cross property lines are also sewer extensions. A **TAP-IN** is defined as a connection to an existing sewage collection system.

2. Wastewater Treatment Facility

The second part of the section requires information on the treatment facility. See *Special Instructions And Information For Component 3 Planning Modules Proposing New Or Expanded Discharges Within The Chesapeake Bay Watershed* form (3800-FM-BPNPSM0353-1) for additional information on Chesapeake Bay watershed requirements.

- a. Indicate by checking the appropriate box whether the facility is new construction or if it is an existing facility. If the facility requires upgrading or expansion to serve the development, the appropriate box should be checked. New construction includes any proposal that will require the issuance of a Clean Streams Law permit. For existing facilities, provide the name and NPDES permit number of the facility. Contact the facility for that information.
- b. Indicate that all applicable technology and water quality standards will be achieved following this project by completing the required information and obtaining the permittee's authorized representative's signature on the confirmation statement.

3. Plot Plan

Submit a plot plan of the proposed subdivision that contains the information listed below. The scale of the plot plan should be sufficient to show the development and adjacent areas and allow the municipality and approving agency to easily identify the required information. The plot plan must be prepared by a registered surveyor prior to submittal to the approving agency. Some of the information required can be found in the municipality's Official Plan. Other information can be found in tax maps, zoning maps, soil maps, Federal Emergency Management Agency (FEMA) floodplain maps, wetland maps and on-site surveys.

- a. Existing and proposed buildings. All buildings on the tract and adjacent lots (including properties across streets) must be plotted.
- b. Lot lines of individual lots and size of lots in the proposed development.
- c. Adjacent lots.
- d. Remainder of tract. Any property that is not included in the plan but is under the same ownership and is adjacent must be plotted.
- e. Existing sewage facilities on adjacent lots and proposed sewage facilities to serve the development project. (location of collection lines, pump stations, etc.). These areas may be identified by use of a legend. Actual locations of tap-ins, sewer extensions, force mains, or pump stations that will be utilized by the project should be identified.
- f. The point of connection to the existing collection system. All proposed collection lines must be shown to the point of connection to the existing system.
- g. Existing and proposed water supplies (wells, reservoirs, etc.) and surface water (ponds, detention facilities, lakes, streams) on the adjacent land and proposed development.
- h. Existing and proposed rights-of-way. Proof of legal recording of rights-of-way may be required when the right-of-way is necessary to implement the sewage facilities alternative.
- i. Existing and proposed buildings, streets, roads, access roads, highways, etc.
- j. Open space areas designated within the proposed development and any parks, state forests or other state land adjacent to the development.
- k. Wetland areas. DEP is required to protect the wetlands of the Commonwealth from unnecessary destruction. Show any wetland areas on the plot plan as they are identified by hydric soils in USDA Natural Resources Conservation Service maps and by National Wetland Inventory mapping. If there is disagreement with the mapping, or wetlands are present and they are not shown in the mapping, plot the results of actual in-field delineation of the wetlands on the plan. Use the delineation process required by Title 25 of the Pennsylvania Code, Chapter 105, §105.451, Identification and Delineation of Wetlands-Statement of Policy.

If wetlands are present, the applicant may be required to obtain permits for any construction activities such as encroachments (fill, roads, utility lines) or obstructions (bridges, walls, piers) in, along, or across the wetlands. Contact the DEP regional office for further information.

Full delineation may be required as a condition of permit issuance, including issuance of onlot system permits, Clean Streams Law permits, or encroachment or obstruction permits for construction activities in, along, or across wetlands. The plot plan must distinguish between in-field delineations and transcribed mapping from existing sources.

- l. Flood Plains. These areas should be plotted on the plan as they are indicated in Federal Emergency Management Agency Flood Plain mapping or USDA Natural Resources Conservation Service mapping.
- m. Prime agricultural land listed by the USDA Natural Resources Conservation Service as "Pennsylvania Prime Farmland Soils", or soils listed as Capability Classification I, II or III in the USDA Natural Resources Conservation Service Soil Survey.
- n. Existing onlot or sewerage systems, pipelines, transmission lines, etc. Show any facilities currently in use or abandoned.
- o. Orientation to north, usually shown by a directional arrow.
- p. Show the locations of any sites where tests were performed in accordance with Sections K, L, M and/or N (if applicable). All soil profile test pit evaluations and slope measurements should be recorded on "Site Investigation and Percolation Test Report" forms (3800-FM-BPNPSM0290A, formerly known as "Appendix A").
- q. Show soil types and boundaries when a land based system is proposed.
- r. Show topographic lines with elevation when a land based system is proposed.

4. Wetland Protection

- a. DEP is required to protect the wetlands of the Commonwealth from unnecessary destruction. The applicant is required to answer "yes" or "no" to the question of whether there are any wetlands in the project area. If yes, show these areas on the plot plan as they are identified by hydric soils in USDA Natural Resources Conservation Service maps or by National Wetlands Inventory mapping. If there is disagreement with the mapping, or if wetlands are present and are not shown on the mapping, plot the results of actual in-field identification of the wetlands on the plan. Use the identification process required by Title 25 PA Code Chapter 105, §105.451, Identification and Delineation of Wetlands - Statement of Policy.
- b. If wetlands are present, indicate with a yes or no answer if the project is proposing any construction activities such as encroachments (fill, roads, utilities) or obstructions (bridges, walls, piers) in, along or across the wetlands. If any of these are proposed, please contact the DEP regional office for further information. Full delineation may be required as a condition of permit issuance, including issuance of Clean Streams Law permits, encroachment or obstruction permits for construction activities in, along, or across wetlands. The plot plan must distinguish between in-field delineations and transcribed mapping from existing sources.

5. Prime Agricultural Land Protection

Indicate whether the project involves the disturbance of prime agricultural lands. If the project will result in the disturbance of these lands, it must be consistent with policies and procedures established for protection of prime agricultural lands by the municipality. The project sponsor and local officials must rectify land use problems prior to submission of the sewage facilities planning module package to DEP for review.

6. Historic Preservation Act

Coordination with the Pennsylvania Historic and Museum Commission (PHMC) is necessary for proposals meeting conditions specified in DEP Technical Guidance 012-0700-001 *Implementation of the PA State History Code*. Specific documentation required to be submitted with this planning module package is found in the Technical Guidance, available online available on line in the eLibrary at DEP's website address at www.dep.state.pa.us. As a minimum this includes copies of the completed Cultural Resources Notice (CRN), a return receipt for its submission to the PHMC and the PHMC review letter.

7. Protection of Rare, Threatened or Endangered Species

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resource's (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, any clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self explanatory, self conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us. This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us. Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning module submission is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see to the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available on line in the eLibrary at DEP's website address www.dep.state.pa.us.

SECTION H. ALTERNATIVE SEWAGE FACILITIES ANALYSIS

This section is used to document that the proposed sewage disposal method is appropriate for the project both over the short-term (5 years) and long-term (beyond 5 years). Local government officials should be consulted in completing this analysis. The analysis consists of a narrative that describes land uses, sewage disposal methods, sewage management programs and a comparison of existing methods of sewage disposal in the area with the proposed method of sewage disposal. The analysis is used by the municipality and approving agency to determine if the chosen disposal method will have an impact on future municipal sewer service to these areas, and whether other potential methods of sewage disposal could better serve the sewage facilities needs of the area as a whole. Attach the narrative to the planning module and title it "**Alternatives Analysis**".

To complete the analysis, include the information listed below.

1. Describe the chosen disposal method, its location, the daily flow proposed and if the method is an interim method (to be replaced by the ultimate method in 5 years or less), or is an ultimate method (to serve the development in the long term, for 5 years or more). Provide a description of how the chosen method will provide compliance with effluent limitations. Also provide the number of lots or EDU's that will be served.
2. Describe the types of land uses adjacent to the project area (Agricultural, Residential, Commercial etc.) and the type of sewage disposal method serving each of those land uses.

Properties adjacent to the project must be described by indicating present land uses and zoning designations. Describe the sewage disposal methods being used for each of those adjacent land uses (onlot, municipal treatment, etc.) and if those methods are intended for interim or ultimate use.

3. Indicate if the sewage facilities described in (2) are in need of improvement due to noncompliance with effluent limitations, high rates of onlot malfunction or overloaded public sewers. Is there a potential for a combined public/private project?

If any of the sewage facilities described above are in need of improvement in order to attain or maintain compliance with effluent limitations (including Nitrogen and Phosphorus cap loads, where appropriate), overloaded treatment facilities or high onlot malfunction rates, a combined sewage disposal alternative that proposes to upgrade or construct facilities to serve these needs areas as well as the proposed project area may be more viable than a method intended to serve only the current project.

4. Determine and indicate what sewage disposal method is proposed for the development area in the municipality's Official Sewage Facilities Plan (such as: onlot disposal systems, public sewers, etc.).
5. Describe any existing sewage management program(s) in the area, and/or any sewage management program(s) that this project would be required to participate in, and that program's requirements.

When the alternatives analysis includes the potential construction of DEP-permitted **non-municipal** sewage treatment facilities, the municipality is required to implement a sewage management program that must include one of the management options outlined in Title 25, Pennsylvania Code, §71.72 (available at www.pacode.com). These options range from financial assurances to municipal ownership of the facility. The applicant should describe which option will be proposed, how it will be implemented, and why it was chosen over the other methods outlined in §71.72. Details of the chosen option must be included.

Any new or expanded point source discharges which are proposed in the Chesapeake Bay watershed, must not add to amount of nutrients discharging to the Bay waters. This is known as a nutrient cap load. See *Special Instructions And Information For Component 3 Planning Modules Proposing New Or Expanded Discharges Within The Chesapeake Bay Watershed form* (3800-FM-BPNPSM0353-1) for additional information on Chesapeake Bay watershed requirements. Maintaining the cap load for new sources can be accomplished through such methods as land application of effluent, recycle and reuse, acquiring offsets for loads from replacement, reduction or retirement of existing sources, or the purchasing of credits elsewhere (trading). Your alternatives selection proposal must clearly demonstrate that this requirement has been met.

6. Describe any potential alternative sewage disposal methods that are available for the project. Consider all reasonable possibilities for sewage disposal, such as a stream discharge or an alternate method of land disposal. The municipality, delegated local agency or DEP may also require consideration of particular types of sewage disposal methods in the analysis. The chosen method must assure that applicable water quality standards are attained.
7. Describe why the proposed method was chosen over any of the other methods described in the alternatives analysis. Environmental, administrative, and financial concerns may be addressed. Also indicate how the chosen method will guarantee adequate sewage disposal, including compliance with applicable water quality standards and effluent limitations, for the development in both the short-term (up to 5 years) and long-term (beyond 5 years) by describing the adequacy of the proposed facilities (organic and hydraulic loading) and the ability of the facility to accept additional flows or loads.
8. Indicate who will be the owner of the facility, and who will be responsible for operation and maintenance of the facility and ultimately compliance with applicable water quality standards and effluent limitations.

To assure adequate long-term sewage disposal for the project, the disposal system must be properly operated and maintained. The applicant must indicate in the analysis who will be the owner of the facility and who will be responsible for the operation and maintenance of the facility. This may be a private individual, a municipality, a sewer authority or a management agency; however, the ultimate responsibility lies with the municipality. The delegated local agency or DEP may require a more extensive analysis of the available choices relative to ownership and operation of the facility. If the project will be required to participate in an **EXISTING** municipal sewage management program or if a sewage management program is to be created, describe the program's requirements. Sewage management programs can consist of requirements for tank pumping, ordinances requiring maintenance of systems, or financial arrangements (fees, taxes, etc.) guaranteeing long-term operation of the treatment facilities.

9. Finally, the applicant may use the narrative to describe any special considerations or provide any additional information that supports the choice of disposal method. The alternatives analysis must be attached to the planning module package for review by the municipality and approving agency.

SECTION I. COMPLIANCE WITH WATER QUALITY STANDARDS AND EFFLUENT LIMITATIONS

The selected sewage disposal alternative identified through evaluation under Section H. above must comply with applicable water quality standards, effluent limitations established to meet those standards and other technical requirements. Documentation must be submitted with the Planning Module that shows that, in addition to statewide water quality standards, the selected method of sewage treatment and disposal also complies with any applicable water quality standards or treatment requirements for the following waters: (Check and complete all that apply.)

1. Waters Designated for Special Protection

Title 25, Pennsylvania Code, Section 93.4c. of the DEP regulations requires that sewage facilities proposing to discharge or increase an existing discharge into High Quality Waterways complete a Social or Economic Justification (SEJ) and publish a public notice as part of the sewage facilities planning process. Please refer to specific requirements that may be found in Section 93.4c(c), available online at www.pacode.com or from your local DEP office. Additional information is available as Technical Guidance 391-0300-002 also available online at www.dep.state.pa.us.

2. Pennsylvania Waters Designated as Impaired

Under Title 25, Pennsylvania Code, Section 96.4 of the DEP regulations, DEP has identified surface waters or portions thereof that are impaired, and thus require TMDL development under Section 303(d) of the federal Clean Water Act. Water quality based effluent limitations for discharges to these waters may be more stringent than those applicable to meet statewide water quality standards. Applicants should review their proposal and the DEP list of impaired waters, which can be found online at www.dep.state.pa.us under 'Mapping' and 'eMap'. Select the 'Streams Integrated List' layer. Applicants, municipalities or authorities proposing new or increased sewage discharges to impaired waters should contact the appropriate DEP regional office to schedule a pre-planning meeting prior to proceeding with their project.

3. Interstate and International Waters

Title 25, Pennsylvania Code, Section 93.9(b) of the DEP regulations provides for exceptions to statewide water quality standards where interstate commissions, international commissions or downstream states have adopted different water quality regulations or standards. Applicants, municipalities or authorities proposing new or increased sewage discharges to interstate or international waters have the option to contact the appropriate DEP regional office to schedule a pre-planning meeting prior to proceeding with their project.

4. Tributaries to the Chesapeake Bay

Title 25, Pennsylvania Code, 92.2(b)(14) incorporates by reference federal regulations under the Clean Water Act, which require that NPDES permits meet all water quality standards, including those of downstream states. In addition, 25 Pa. Code 92.73(5) specifically precludes the issuance, modification, renewal or reissuance of an NPDES permit "when the imposition of conditions cannot ensure compliance with the applicable water quality requirements of all affected states."

Maryland amended its water quality standards in August, 2005, as part of a multi-jurisdictional effort to address impairment of the Chesapeake Bay from nutrients and sediment. In accordance with the federal Clean Water Act and Pennsylvania regulations, Maryland's changes result in the need for nutrient reductions in Pennsylvania to comply with the new standards.

DEP has developed a plan to meet these requirements. First, in anticipation of the new water quality standards, DEP issued its Chesapeake Bay Tributary Strategy (CBTS) in July, 2004. This Strategy includes special allocations for nutrient discharges that apply to new and expanding sewage discharges within the Susquehanna and Potomac drainage basins in Pennsylvania. Documentation of compliance with these allocations must be submitted with planning modules proposing new or expanding discharges in these drainage basins. See *Special Instructions And Information For Component 3 Planning Modules Proposing New Or Expanded Discharges Within The Chesapeake Bay Watershed* form (3800-FM-BPNPSM0353-1) for additional information on Chesapeake Bay watershed requirements. Applicants, municipalities or authorities proposing new or expanding sewage discharges to these waters should contact the appropriate DEP regional office for special instructions on completing Component 3, and to schedule a pre-planning meeting prior to proceeding with their project. More information on Pennsylvania's strategy for achieving the nutrient reductions can be found on the DEP website at www.dep.state.pa.us, Keyword: "Chesapeake Bay" or for the special instructions use Keyword "Wastewater" and select "Act 537 Sewage Facilities Electronic Forms."

SECTION J. CHAPTER 94 (MUNICIPAL WASTELOAD MANAGEMENT) CONSISTENCY

(Complete if box is marked in component)

Owners of municipal sewage systems are required to prepare annual Wasteload Management reports in accordance with Title 25 of the Pennsylvania Code, Chapter 94. The reports provide detailed information on collection, conveyance and treatment system flows and organic loads relative to available capacity. Loads and flows are projected 5 years into the future based on planned development. If the system or any part of the system shows or projects an overload, a **corrective action plan (CAP)** to address the need is developed. Overloaded systems result in prohibitions and bans on additional connections. It is important that the applicant know how the project will impact or change the wasteload management of the system to which his/her project will connect.

To complete this section:

1. List the anticipated project flows in gallons per day (gpd).
2. When providing "treatment facility" sewage flows, use Annual Average Daily Flow for "Average" and Maximum Monthly Average Daily Flow for "Peak" in all cases. For "peak flows" in "collection" and "conveyance" facilities, indicate whether these flows are "peak hourly flow" or "peak instantaneous flow" and how this figure was derived (i.e., metered, measured, estimated, etc.).
 - a. Provide the design maximum monthly average and peak flows for proposed facilities, or the permitted average and peak capacity for existing facilities that will serve the project. This information can be obtained from the system designer or facility permittee.
 - b. Provide the present maximum monthly average flows and peak flows in gallons per day for the critical (most hydraulically restricted) sections of existing facilities. The facility permittee can provide this information.
 - c. Provide the projected maximum monthly average and peak flows in five years (two years for pump stations) through the critical sections of existing facilities. Include existing, proposed and future projects. In this fashion, consideration is given to present flow, flows from other approved projects, allocated capacity, and the proposed project flows. This information can be obtained from the facility's Chapter 94 report. If the project will affect more than one municipality or authority, please provide this information for each.

The values entered in the table for existing facilities should represent flows through those areas of the sewage pathway that are most restricted in hydraulic carrying capacity. Contact the facility permittee or the individual responsible for preparing the Chapter 94 report for this information. If information is not available from these sources, a physical inspection of the facilities may be required. Based on this inspection, carrying capacity may be calculated using slope and diameter of the collection or conveyance system and the size of such facilities as pump stations and treatment facilities. If flow information on critical sections cannot be determined based on calculations, flow measurements may be conducted for a representative period of time (to include both wet and dry weather conditions) for a minimum of seven days. This information must then be used to determine the flow through these sections. Proposed facilities must use design values to complete the table for design and projected flows. **COLLECTION** refers to pipelines and conduits. **CONVEYANCE**

refers to pump stations and force mains, interceptors, trunk sewers, or any other appurtenant facility used for conveying sewage to a plant. **TREATMENT** refers to the sewage treatment plant to be used.

3. & 4. The person responsible for preparing the Chapter 94 report for each of the collection, conveyance and treatment systems that are planned for use must sign the form. In most cases, the Chapter 94 report preparer is an employee or representative of the treatment facility permittee. Contact the owner or permittee of each facility to determine if this is the case for your project. The signoff will indicate that there is adequate capacity available for the project's sewage disposal needs as required in § 71.53(d)(3), and that the additional load will not negatively impact the Chapter 94 status of the facility, taking into account projected loads and any previously allocated capacity. If the project will negatively impact the Chapter 94 status of the facility, the project cannot be approved. In some cases, DEP has approved a CAP for the allocation of connections to systems where flow or loading problems exist. Where CAPs are in effect, the project may be approved based on these allocations. If this is the case, the Chapter 94 report preparer should attach a letter that grants these allocations to the project. In some cases, municipalities have an approved list of projects for the allocation of connections; in other instances, a municipality has a general allocation. The letter should indicate if the allocation is from an approved list or is part of a general allocation.

SECTION K. TREATMENT AND DISPOSAL OPTIONS

(Complete if marked in component or if the project will propose a discharge of treated effluent)

Four options are available for the disposal of treated sewage effluent: (1) spray irrigation or other land application, (2) recycle and reuse, (3) discharge to an intermittent or ephemeral stream, or (4) discharge to a perennial surface water body. Each of the four options has technical requirements that must be met before the planning module can be approved. The following paragraphs describe the type of information that must be included for each of the four discharge alternatives. Select all appropriate treatment and disposal options being proposed, indicate the selection by checking the corresponding checkbox in Section K and attach all necessary documentation to support the selection(s). Note that where technically feasible land application and reuse alternatives are preferable to discharge alternatives.

1. Spray Irrigation or other Land Application

The Department's technical guidance, "*Manual For Land Treatment of Wastewater*" DEP ID: 362-2000-009 (available in the eLibrary on the DEP website at www.dep.state.pa.us), and the EPA documents "Guidelines for Water Reuse" (EPA/625/R-92/004) and "Land Treatment of Municipal Wastewater" (EPA/625/1-81-013), provide the necessary instructions for proposals. The planning elements as outlined in those documents should be included with the Component 3.

2. Recycle and Reuse

The Department's technical guidance, "*Reuse of Treated Wastewater Guidance Manual*" DEP ID: 362-0300-009 (available in the eLibrary on the DEP website at www.dep.state.pa.us), and the EPA documents "Guidelines for Water Reuse" (EPA/625/R-92/004) and "Land Treatment of Municipal Wastewater" (EPA/625/1-81-013), provide the necessary instructions for proposals. The planning elements as outlined in those documents should be included with the Component 3.

3. Discharge to Intermittent or Ephemeral Stream, Drainage Channel, Swales, or Storm Sewer

The Department's technical Guidance, "*Evaluating Wastewater Discharges to Intermittent and Ephemeral Streams, Drainage Channels and Swales, and Storm Sewers*" DEP ID: 391-2000-014 (available in the eLibrary on the DEP website at www.dep.state.pa.us), provides the necessary instructions for proposals involving a discharge to intermittent or ephemeral streams, drainage channels, swales, or storm sewers. The planning elements as outlined in that document should be included with the Component 3. If the proposed discharge flow extends to point of first use (POFU) Section I above must be addressed.

4. Discharge Perennial Stream (Surface Water)

If a discharge to perennial surface waters is proposed, Section I above MUST be addressed. In addition:

- a. On a 7.5' USGS topographic map, show the property lines of the development and the point of discharge to the stream. Label the stream name. If the discharge is to an unnamed tributary of a stream, label the first-named body of water on the map.

- b. Specify the quality and rate at which sewage effluent will be discharged to the stream. DEP will evaluate the stream flow and current quality of the stream to determine if the level of treatment proposed is sufficient, or if additional treatment is needed. Seasonal variations in the discharge flows should also be discussed if they are proposed.
- c. Contact the appropriate regional office regarding determination of preliminary effluent limits. Evaluate the treatment facilities and alternatives for meeting effluent limitations and water quality standards.

SECTIONS L, M, N. PERMEABILITY AND HYDROGEOLOGY

(Complete if marked in component or appropriate for the project)

In certain situations, permeability testing and hydrogeology studies must be completed for the proposed development. These sections should be completed if marked. Sections M and/or N should be completed and sealed by a registered professional geologist familiar with the requirements of these sections. This person should contact the DEP Regional Hydrogeologist for further guidance.

SECTION L. PERMEABILITY TESTING

(Complete if marked in component or if the conditions in number 1 (below) apply)

1. Completion of this section may be required when any of the following exist:
 - a. An onlot system with a total absorption area greater than 5,000 square feet will be used.
 - b. DEP has determined that the soil, underlying parent material, geology at the site, or volume of the discharge may cause adverse groundwater mounding or inadequate sewage treatment.
2. The following information is to be submitted:
 - a. Description of the soils and geology at the site and the characteristics of these which may limit the horizontal or vertical movement of sewage.
 - b. Description, location and results of any permeability testing performed, including:
 - (1) Identification and description of restrictive layers of soil, parent material and bedrock.
 - (2) Rate of flow through and laterally over those restrictive layers (in inches per hour).
 - (3) Calculation of potential groundwater mounding expected from the additional flows.
 - c. Recommendations on system design modifications needed because of poor permeability, including absorption area sizing or placement and dosing rates for onlot overland flow.

Note: DEP may require more detailed hydrogeologic information based on the information submitted in this section.

SECTION M. PRELIMINARY HYDROGEOLOGIC STUDY

(Complete if marked in component or if the condition from number 1 (below) apply)

Hydrogeologic work requires an appropriate professional signature and seal.

1. This section must be completed when soil-dependent treatment methods are proposed and any of the following apply:
 - a. A large volume system (a system designed for flows greater than 10,000 gpd) will be used.
 - b. A subdivision of more than 50 EDUs with a density of more than one EDU per acre is proposed.
 - c. DEP has determined that water supplies within ¼ mile of the proposed development site exceed 5 parts per million (ppm) nitrate-nitrogen (NO₃-N).
 - d. DEP has determined that known geological conditions at the proposed site may contribute to the potential for groundwater pollution from such systems.

2. The following information is to be submitted on a copy of the topographic map of the area and in narrative form:
 - a. Results of background sampling for total coliform, fecal coliform, pH, and nitrate-nitrogen.
 - b. If as a part of a Preliminary Hydrogeologic Study a well is drilled to assess the background nitrate-nitrogen concentrations in the shallow groundwater, the hydrogeologist shall provide a log of the well or wells. The log or logs shall provide the date of drilling, total well depth, depth to bedrock, depth to bottom of casing, depth to all water bearing zones, and the static water level. The well logs do not need to be graphical. In addition, the report should contain a discussion of the well purging protocol used prior to well sampling. The protocol must assure that a fresh sample is obtained from the shallow aquifer.
 - c. Topographic location of the proposed system(s).
 - d. Estimated area of impacted groundwater (dispersion plume and mixing zone within the dispersion plume) calculated from the surface topography and known geologic conditions.
 - e. Identification of existing and potential groundwater uses within the dispersion plume.

Note: Based on the information submitted in this section, DEP may require more detailed hydrogeologic information (Section N, below).

SECTION N. DETAILED HYDROGEOLOGIC STUDY

(Complete if marked in component or if DEP determines during the planning proves that the additional study is necessary)

Hydrogeologic work requires an appropriate professional signature and seal. A detailed hydrogeologic study must be completed when the proposed system(s) may degrade groundwater or surface water to the point that existing or potential groundwater uses or designated stream uses may not be protected. Often specific tasks listed in the detailed hydrogeologic study will satisfy DEP concerns. Since the level of study necessary for a particular site may vary, it is recommended the DEP regional hydrogeologist be contacted to determine the level of study necessary for a project.

A. Content of Detailed Hydrogeologic Study

The following information must be included in the detailed hydrogeologic study using narrative and/or maps as appropriate.

1. Type of discharge to groundwater. This includes:
 - a. Dry stream channel
 - (1) Intermittent stream (dry under low flow conditions)
 - (2) Stormwater drainage ditch (flow in wet season or during and immediately after storms)
 - b. Onlot subsurface disposal
 - (1) Individual onlot systems
 - (2) Community onlot systems
 - (3) Large Volume onlot systems
 - c. Land Application
 - (1) Spray irrigation
 - (2) Unlined wetland cell
 - (3) Groundwater infiltration
2. Plot the topographic location of the discharge.
3. The relationship between surface water and groundwater flow.
4. Investigate, describe and plot geologic and hydrogeologic characteristics influencing groundwater flow. These characteristics include but are not limited to the following:
 - a. Bedrock formations, lithologic description and range of depth

- b. Bedding features, the frequency and direction of dominant joints and fractures
 - c. Faults, lineaments and earth fracture traces
 - d. Karst features such as open and closed sinkholes, closed depressions, known solution channels, pinnacles or other specific features
 - e. Unconsolidated material characteristics (soil, glacial materials, fluvial materials, etc.)
 - f. Unconsolidated bedrock characteristics (saprolite, weathered zones)
 - g. Elevation of the permanent groundwater table, anticipated water table fluctuation and groundwater flow direction
 - h. Unconfined or confined aquifer characteristics
 - i. Aquifer flow characteristics as quantified through pump testing or other characterization methodology (i.e., hydraulic conductivity, storage coefficient, transmissivity, etc.)
 - j. Existing, planned and potential down-gradient groundwater uses including, but not limited to: all water supply locations; the volume of water used at these locations; the estimated horizontal extent of each well's cone of depression; and the influence of pumping upon the natural groundwater gradient, the direction of flow and including both existing and potential water supplies.
5. Groundwater/surface water characteristics, including:
- a. If as part of a Detailed Hydrogeologic Study a well is drilled to assess the background nitrate-nitrogen concentrations in the shallow groundwater, the hydrogeologist shall provide a log of the well or wells. The log or logs shall provide the date of drilling, total well depth, depth to bedrock, depth to bottom of casing, depth to all water bearing zones, and the static water level. The well logs do not need to be graphical. In addition, the report should contain a discussion of the well purging protocol used prior to well sampling. The protocol must assure that a fresh sample is obtained from the shallow aquifer.
 - b. Existing groundwater quality and quantity, including, but not limited to, the following analyses:
 - 1) Total coliform
 - 2) Fecal coliform
 - 3) pH
 - 4) Total iron
 - 5) Turbidity
 - 6) Alkalinity
 - 7) Nitrate-Nitrogen
 - 8) Chloride
 - 9) Ammonia-Nitrogen
 - 10) Total manganese
 - 11) Sodium
 - 12) Magnesium
 - 13) Calcium
 - 14) Potassium
 - 15) Sulfate
 - 16) Total Dissolved Solids
 - 17) Hardness
 - 18) Volatile Organic Compounds
 - c. The name, location, flow characteristics, flow volume (cfs), existing water quality and designated use of any potentially impacted surface water (receiving stream). Include all surface water uses as listed for the water body in Chapter 93.
 - d. Influence of surface water runoff and groundwater recharge on groundwater characteristics.
 - e. Designation of any watershed area that is utilized for a water supply, recreation, or agricultural irrigation.
 - f. Any other information necessary to adequately analyze the hydrogeologic impact by the proposed facility.

B. Detailed Hydrogeological Study Analysis and Report

Using the information gathered, describe and analyze the proposed facility's impact. Use narrative and mapping where appropriate. A complete study should include, but not be limited to, the following items:

1. Discuss pre-treatment system components proposed to decrease effluent contaminant levels prior to groundwater discharge. Include design and testing data submitted to support any long-term, consistent, reliable, and measurable treatment claims.
2. Delineate any dispersion plume in which the existing water quality will be degraded. Include all identified contaminant and hydrogeological variables from the site in this analysis.
3. Describe any natural condition and/or artificial control that confines dispersion plume flow.
4. Delineate a mixing zone within the dispersion plume where any chemical or biological concentrations will exceed rates in Federal Drinking Water Quality Standards.
5. Identify a buffer zone for the dispersion plume and mixing zone and also discuss the effects of seasonal weather conditions on this zone.
6. Discuss impacts on existing, planned and potential groundwater uses in the delineated dispersion plume, mixing zone and buffer zone.
7. Discuss any surface water bodies that may intercept, or interact with the dispersion plume.
8. Predict and quantify any impacts the identified dispersion plume will have upon the uses listed for that surface water body.
9. Predict any effects of the dispersion plume on all existing, planned or future groundwater uses.
10. Predict the extent and height of any groundwater/wastewater mound resulting from restrictive layers in the subsurface. Restrictive layers may include, but are not limited to restrictive soil horizons, unconsolidated geological materials, weathered bedrock materials, low permeability bedrock, or a permanent groundwater table.
11. Discuss any physical, chemical or biological impact to groundwater, surface water or treatment facility function resulting from the formation of a groundwater/wastewater mound. Soil is often part of the treatment process and for analysis purposes may be considered part of the treatment facility.
12. Discuss and propose any system change or recommendations deemed necessary to mitigate the effects of the identified groundwater/wastewater mounding.
13. Discuss any groundwater monitoring program necessary to guard against adverse impacts from the facility. The program should include proposed monitoring well locations, appropriate groundwater sampling methodologies, appropriate chemical and biological sampling parameters, and appropriate monitoring frequencies. If appropriate, include monitoring considerations to protect existing surface water uses.
14. Discuss authority for controlling groundwater uses within the mixing and buffer zones. Such items as, groundwater easements and access rights that are necessary for mitigation or abatement purposes, should be discussed.
15. Discuss contingency plan to abate pollution if groundwater monitoring reveals a problem.

SECTION O. SEWAGE MANAGEMENT

This section is to be completed by the developer, representatives of the non-municipal treatment facilities and the municipality.

1. & 2. (Developer) List the anticipated project flows in gallons per day (gpd).

3. (Developer) Each permittee is responsible for assuring that concentration and load based discharge limits are not exceeded. This requires that the permittee and local government properly manage connections, properly operate and maintain treatment facilities and establish assurances for the continuing operation and maintenance of the facilities. Assurances take many forms. When a proposal includes the use of nutrient credits or offsets to achieve zero net increase in nutrient loads, the proposal must describe the methods to ensure that the credits and/or offsets will be available for the duration of the project. These assurances must be clearly described in the documentation for this section and appropriate letters of intent between the parties attached.
4. & 5. (Non-municipal Facility Agent) The person responsible for the collection, conveyance, and treatment system (normally the facility permittee) planned for use must answer the questions and sign the form. Attach the analysis necessary to properly answer the capacity questions. Evaluate the various options available to the municipality to assure long-term proper operation and maintenance of the proposed non-municipal facilities.
6. (Municipality) DEP permitted non-municipal sewage facilities and community onlot sewage systems permitted by a local agency require long-term operation and maintenance to keep them working correctly and to prevent public health hazards or pollution caused by a discharge of inadequately treated sewage effluent. When these systems fail due to lack of adequate operation or maintenance, DEP holds both the property owner and the municipal government responsible to either repair or replace the improperly functioning system. The municipality should protect itself from potential future liabilities associated with improperly operated or maintained sewage disposal systems by assuring that guarantees of long-term operation and maintenance are properly evaluated and in place before use of the facility is approved.

DEP regulations, § 71.72 requires that all planning modules proposing non-municipal and community onlot systems include an evaluation of the options available to assure long-term proper operation and maintenance of the proposed facilities. Prior to adoption of the planning module the municipality shall require one or more or a combination of the following:

1. A bond or escrow account sufficient to cover the costs of future operation and maintenance of the sewage facilities under local ordinances. Bonding, escrow or other security shall be forfeited to the municipality upon notice by DEP of continuing noncompliance of the system with the operation and maintenance standards established through a condition in the permit issued by DEP or the local agency. (For additional details on this option refer directly to §71.72(a)(1)).
2. A maintenance agreement between the property owner and an individual, firm or corporation experienced in the operation and maintenance of sewage treatment systems.
3. A maintenance agreement between the property owner and municipality or its designated local agency which establishes the property owner's responsibility for operating and maintaining the system and the responsibility of the municipality or local agency for oversight of the system.
4. A municipal ordinance which requires the system to be operated and maintained through a maintenance agreement between the property owner and an individual, firm or corporation experienced in the operation and maintenance of sewage treatment systems.
5. Establishment of a properly chartered association, trust or other private entity which is structured to manage the system.
 - a. **ASSOCIATIONS** must meet the following minimum requirements to be considered adequate:
 - (1) The association must be nonprofit and incorporated or must be a co-op under the Public Utility Commission's jurisdiction.

(2) Articles of Incorporation and Bylaws must:

- (a) limit the purpose of the association and stipulate that funds collected for sewerage services be disbursed only in payment for expenses of these systems.
- (b) provide for membership and voting rights for each owner of an improved property in the development.
- (c) provide for suspension of service to property owners for non-payment of bills.
- (d) stipulate that the corporation owns the sewerage facilities.
- (e) establish the capability of the association to:
 - keep records and an accounting/auditing system
 - collect fees for services provided
 - disburse funds
 - contract with public or private agencies for labor or other services
 - employ personnel to operate and maintain sewage facilities
 - establish contingency funds for use in repairing system components
 - have elected officer and bylaws.
- (f) establish association membership as a deed restriction and condition of sale of the property.
- (g) establish the legal right to enter upon property for routine inspections or maintenance and to respond to emergencies.
- (h) establish assurance that adequate operation and maintenance funds are available from the start of the sewerage system operation.

b. Properly chartered **TRUSTS** must meet the following minimum requirements to be considered adequate:

- (1) The sewage facilities are legally conveyed to a third party (trustee) through a trust deed.
- (2) The trust deed contains specific provisions which require the original owner of the facilities to:
 - (a) Maintain the sewage system in accordance with normally accepted operation and maintenance standards and permit conditions at all times.
 - (b) Provide continued service to each property connected to the sewage facilities.
 - (c) Provide service at a rate established in the trust deed or by action or regulation of the Public Utilities Commission.
- (3) The Trust Deed states that upon the original owner's default on any of the Trust Deed provisions, the Trustee named has the authority and responsibility to take possession, operate and manage the sewage facilities.

6. Municipal ownership of the system.

7. Establishment of, or inclusion of, the system under a management agency through existing municipal codes, including but not limited to municipal authorities, sanitary boards and boards of health.

8. Establishment of, or inclusion of, the system under a management agency through the adoption of local ordinances under municipal codes.

SECTION P. PUBLIC NOTIFICATION REQUIREMENTS

If publication is required under Section 71.53(d)(6), the published notice must contain facts about the project in a newspaper of general circulation within the municipality affected to provide a chance for the general public to comment on proposed new land development projects. The applicant or the applicant's agent, the municipality or the local agency, may provide this notice. Where an applicant or an applicant's agent provides the required notice for publication, the applicant or applicant's agent shall notify the municipality or local agency and that municipality or local agency will be relieved of the obligation to publish.

Contents of Publication Notice. The following items must be contained in the notice:

1. Name of project.
2. Type of development (residential, multi-residential, commercial, industrial).
3. Location, including road and street markers, municipality and county.
4. Acreage under development and number of equivalent dwelling units proposed.
5. Type of sewage disposal proposed (individual, community or large volume onlot, holding tanks).
6. Reason why publication was necessary.
7. Establishment of a 30 day comment and review period.
8. Where and when the Sewage Facilities Planning Module can be seen for comment and review (preferably, the municipal office).
9. Address of municipal office where comments will be accepted.

All comments, the municipal responses to comments, and proof of publication shall be submitted with the Sewage Facilities Planning Module package. If no comments were received, attach a copy of the public notice and check the appropriate box in Section P.

SECTION Q. FALSE SWEARING STATEMENT

The final requirement of the component requires the person who has completed the component to provide the requested information and acknowledge the false swearing statement by signing and dating the form.

SECTION R. REVIEW FEES

The Sewage Facilities Act establishes a fee for the DEP planning module review. DEP will calculate the review fee for the project and invoice the project sponsor **OR** the project sponsor may attach a self-calculated fee payment to the planning module prior to submission of the planning package to DEP. (Since the fee and fee collection procedures may vary if a "delegated local agency" is conducting the review, the project sponsor should contact the "delegated local agency" to determine these details.) After consideration of the options available, please check the appropriate box in the Component 3 form attached.

Planning module review fees for a Component 3 submission may be determined using the following formulae:

1. For a new collection system (with or without a Clean Streams Law Permit), a collection system extension, or individual tap-ins to an existing collection system use this formula.

_____ Lots (or EDUs) X \$50.00 = \$ _____

The fee is based upon:

- The number of lots created or number of EDUs whichever is higher.
- For community sewage system projects one EDU is equal to a sewage flow of 400 gallons per day.

2. For a surface and subsurface discharge system use the appropriate one of these formulae.
 - A. A new surface discharge greater than 2000 gpd will use a flat fee:
\$ 1,500 per submittal (non-municipal)
\$ 500 per submittal (municipal)
 - B. An increase in an existing surface discharge will use:
_____ Lots (or EDUs) X \$35.00 = \$ _____
to a maximum of \$ 1,500 per submittal (non-municipal) or \$ 500 per submittal (municipal)
The fee is based upon:
 - The number of lots created or number of EDUs whichever is higher.
 - For community sewage system projects one EDU is equal to a sewage flow of 400 gallons per day.
 - For non-single family residential projects, EDUs are calculated using projected population figures
 - C. A sub-surface discharge system that requires a permit under the Clean Streams Law will use a flat fee:
\$ 1,500 per submittal (non-municipal)
\$ 500 per submittal (municipal)

OTHER REQUIREMENTS

Planning Agency Review

Component 4 *Planning Agency Review* forms (3800-FM-BPNPSM0362 A, B & C) and a copy of the entire planning module package must be forwarded by the applicant to each existing municipal, county or areawide planning agency, and any existing county or joint county health department for their comments. The use of registered mail or certified mail (return receipt requested) by the applicant when forwarding the package to the agencies will provide proof of receipt. These agencies are required to provide comments within 60 days of receipt of the module package. The planning agencies will review the package for consistency with municipal and county official sewage facilities plans, municipal comprehensive plans, zoning, and land use designations. They will also determine consistency of the plan with wetland protection, storm water management, archaeological and historical resources, and prime agricultural land protection as indicated in the comprehensive plan for the area. Proof that the package has been in front of these agencies for 60 days without comment will satisfy the review requirement. When the agencies return the package to the applicant, or if 60 days have passed without comment, the package may be submitted to the municipality for their action.

Municipal Review

1. For **REVISIONS** to the Official Plan (Approving agency: DEP)

The municipality must determine if the planning module package is complete within 10 days of its receipt. If it is complete, the municipality must sign and date the checklist following this guidance to document the date of receipt of a complete module package. Incomplete packages are to be returned to the applicant for completion.

The municipality must act upon a complete Component 3 planning module package within 60 days of receipt or within such additional time as the applicant and municipality may agree to in writing. Failure of the municipality to act within 60 days or within the agreed time extension will cause the planning module to be deemed approved by the municipality. The complete planning module, along with the signed and dated completeness checklist, may then be sent to DEP by the municipality or applicant for final review and approval.

Municipal actions can include adoption of the planning module as a revision to the municipality's Official Plan, adoption of the revision with modifications, or denial of the revision. If the plan is adopted, the municipality forwards the revision, along with the signed and sealed Resolution for Plan Revision form and signed Transmittal Letter form, to DEP. Denied revisions are to be returned to the applicant with the reason(s) for denial. DEP must also be informed of the reasons for denial of the revision.

2. For **SUPPLEMENTS** to the Official Plan (Approving agency: delegated local agency)

The municipality must determine if the planning module package is complete within 10 days of its receipt. If it is complete, the municipality must sign and date the checklist following this guidance to document the date of receipt of a complete module package. Incomplete packages are to be returned to the applicant for completion.

The municipality must act upon a complete Component 3 planning module package within 60 days of receipt or within such additional time as the applicant and municipality may agree to in writing.

Municipal actions include approval of the planning module as a supplement to the municipality's Official Plan, approval of the supplement with modifications, or denial of the planning module as a supplement to the Official Plan. If the supplement is approved, the municipality sends it to the delegated local agency serving the municipality for final review. If the supplement is denied, it is returned to the applicant with the reason(s) for denial. The delegated local agency and DEP must also be informed of the reasons for denial.

Approving Agency (DEP or Delegated Local Agency) Review

1. For **REVISIONS** to the Official Plan (Approving agency: DEP)

DEP must determine if the planning module is complete within 10 days of receipt. If it is complete, DEP will do a technical review of the revision. DEP must approve or disapprove the planning module revision within 120 days of receipt, unless the planning module is for a residential subdivision plan, which requires DEP action within 60 days of receipt of a complete submission. If DEP fails to act within this 120 day period (60 days for residential subdivision plans), the planning module is deemed to be approved, unless DEP informs the municipality before the end of the review period that an extension of time is necessary to complete the plan review. This time extension may not exceed 60 days.

The municipality and applicant will receive a letter informing them of DEP action. If the plan is disapproved, the municipality and applicant will also be notified of the reason(s) for the disapproval.

2. For **SUPPLEMENTS** to the Official Plan (Approving agency: Delegated local agency)

The delegated local agency must determine if a proposed plan supplement is complete within 10 days of receipt. If it is complete, the delegated local agency must approve or disapprove the proposed plan supplement within 60 days or within an additional time that the applicant and delegated local agency agree to in writing. No additional approval by DEP is required unless the plan supplement proposes service by sewerage facilities requiring a new or modified permit from DEP under the Clean Streams Law. In this case, the plan supplement must be forwarded to the DEP for final action.

Checklist



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

Completeness Checklist

The individual completing the component should use the checklist below to assure that all items are included in the module package. The municipality should confirm that the required items have been included within 10 days of receipt, and if complete, sign and date the checklist.

Sewage Collection and Treatment Facilities

- ☐ Name and Address of land development project.
- ☐ U.S.G.S. 7.5 minute topographic map with development area plotted.
- ☐ Project Narrative.
- ☐ Letter from water company (if applicable).
- ☐ Alternative Analysis Narrative.
- ☐ Details of chosen financial assurance method.
- ☐ Proof of Public Notification (if applicable).
- ☐ Name of existing collection and conveyance facilities.
- ☐ Name and NPDES number of existing treatment facility to serve proposed development.
- ☐ Plot plan of project with required information.
- ☐ Total sewage flows to facilities table.
- ☐ Signature of existing collection and/or conveyance Chapter 94 report preparer.
- ☐ Signature of existing treatment facility Chapter 94 report preparer.
- ☐ Letter granting allocation to project (if applicable).
- ☐ Signature acknowledging False Swearing Statement.
- ☐ Completed Component 4 (Planning Agency Review) for each existing planning agency and health department.
- ☐ Information on selected treatment and disposal option.
- ☐ Permeability information (if applicable).
- ☐ Preliminary hydrogeology (if applicable).
- ☐ Detailed hydrogeology (if applicable).

Municipal Action

- ☐ Component 3 (Sewage Collection and Treatment Facilities).
- ☐ Component 4 (Planning Agency Comments and Responses).
- ☐ Proof of Public Notification.
- ☐ Long-term operation and maintenance option selection.
- ☐ Comments, and responses to comments generated by public notification.
- ☐ Transmittal Letter

Signature of Municipal Official

Date submittal determined complete