

SOP_WET_WOE_02
Standard Operating Procedure (SOP) for
Chapter 105 Water Obstruction and Encroachment Program
Review of Select General Permits covered by Permit Decision Guarantee Policy by
Department and County Conservation District Staff
July 2013

DISCLAIMER: The process and procedures outlined in this Standard Operating Procedure (SOP) are intended to supplement existing requirements. Nothing in the SOP shall affect regulatory requirements.

The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

This SOP describes the procedures and work flows associated with the review of applications for select General Permits (see Table 1) processed by the Department from receipt of the registration package from the applicant to final Department action. ***This SOP includes specific procedures for DEP post processing of County Conservation District acknowledged BDWM-GP-5 general permit registrations (see Section IX).*** The SOP is organized sequentially by activities that will be completed. The functional roles that are responsible for the activity are identified with the name of the activity. This SOP is intended to comply with the Policy for Implementing the Department of Environmental Protection Permit Review Process and Permit Decision Guarantee (PDG Policy, 021-2100-001).

Table 1 PDG Covered General Permits

Auth Code	Authorization Description	Appl Code	Chapter 105 Permit Type	Days
WOSC	GP-05 Utility Line Stream Crossings	NEW	General Permit 05	50
GP-11	BWM-GP-11 Maintenance, Testing, Repair, Rehabilitation or Replacement General Pmt	NEW	General Permit 11	86
WO15	GP-15 Private Residential Construction in Wetlands	NEW	General Permit 15	43

The applicable processing business days are the maximum length of time to reach a permit decision. In many cases, reviews will or should be completed in fewer days than the maximum days listed in this SOP. When the reviews are completed prior to the listed business day timeframe or other time frames as established under this SOP, appropriate permit actions should be taken at that time. There may also be circumstances which void the permit decision guarantee and there is no obligation by the reviewer to reach a permit decision within the established timeframe. In those cases, there is no guarantee to the permit applicant and no penalty to the reviewer if the permit decision is not made within the timeframe. This is not an excuse or a reason to allow registration packages to pile up; all registration packages including those that are void of PDG must be processed in a timely manner and assigned a priority commensurate with the type of activity being permitted.

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Pre-application Process

The PDG Policy encourages applicants to request pre-application meetings with the Department. The following general guidelines should be used by program staff (administrative, engineering, environmental, application manager and Section Chief) when deciding which projects should require a pre-application meeting and which ones may not benefit from such meetings.

- Pre-application meetings are critical and highly recommended when large scale, multi-permitted facilities are involved and when a project meets certain criteria such as spanning multiple counties or regions or if federal permit coordination will be required.
- Pre-application meetings should be held with applicants and/or consultants that are not familiar with the permit requirements and application process.
- Program staff can use discretion with normal routine types of projects (i.e. bridge or culvert replacement, small road crossings, utility line crossings), applicants and/or consultants that are familiar with permit requirements and have a good history of complete applications. These types of projects may not require pre-application meetings unless unusual circumstances are involved such as threatened or endangered (T&E) species, species of special concern, exceptional value resources (i.e. streams or wetlands), etc.

The Department will establish the meeting date, time, and location (i.e. in office or field). The applicant will be informed that they are responsible for coordinating any external agency involvement such as PA FBC, US FWS, ACOE, etc. Program staff should recommend agencies to include based upon the particulars of the project. Pre-application meetings that involve large complex projects that involve multiple DEP programs should be coordinated according to the Permit Coordination Policy (021-2000-301). The applicable Section Chief will discuss project coordination with the Program Manager and Assistant Regional Director when necessary

Completeness Review (completed within 10 business days, includes Steps I., II. and III. below)

I. Preliminary Data Management and Fee Processing (Administrative Staff)

A registration form that contains multiple registration requests is considered one registration package for the purpose of processing and all authorizations should be created and processed under a single APS in eFACTS. When new registration requests are received, administrative staff (administrative or clerical) will:

- A. In eFACTS, locate or create the client, consultant and site records; and

Create the authorization record, using the authorization (Auth) types and application (Appl) types listed in Table 1 above that are covered by the PDG policy (Use applicable eFACTS Abbreviated User Guides for detailed steps for creating/linking records); and

Record the amount of the application fee in the Amount Field located on the General Tab of the Authorization Tab of the APS Screen.

- B. Assign the general permit number according to specific program guidelines for permit number assignment related to the specific authorization type (**Note:** separate general permit registrations should not be assigned permit numbers or processed separately if the activities are covered under an individual permit application, use SOP_WET_WOE_01 for processing);

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- C. Write the assigned number(s) and received date in the DEP USE ONLY block in the applicable fields on the first page of the registration form;
- D. Enter the proper date for registration received date in eFACTS (**Note:** date received is used as the begin date for the Completeness Standard Task);
- E. Assign the appropriate permitting Section Chief as the initial application manager (aka lead reviewer);
- F. Create the primary facility (PF) in accordance with program guidance as necessary;
- G. Update the PF Kind as necessary to reflect the program or office the registration package is being processed in;
- H. Ensure the Client ID and Other ID of the PF is identical to those for the authorization, otherwise update the PF;
- I. Process registration fees, if applicable, according to department wide guidelines and using eFACTS abbreviated user guides; and

Attach the tracking sheet to the file with a copy of the applicant's check for any required permit fees and process the registration fees, if applicable, according to program specific (PCM_WET_NCEC_13_003) and department wide internal guidance Deposit of Fees, Fines, Penalties and Other Revenue (OAM-1000-01, Management Directives 305.5, 305.11, and 305.12). **Registration packages cannot be returned as incomplete for insufficient fees.** (**Note:** PCM_WET_NCEC_13_003 provides clarification on processing permits with incorrect fees.)

- J. Submit the registration package to the appropriate permitting Section Chief.

II. Coordination, Prioritization and Assignment of Application Manager (applicable permit Section Chief)

Once Step I. is completed, the applicable permitting Section Chief will:

- A. Assign an application manager (previously known as "lead reviewer" in eFACTS) and technical staff (engineer and/or environmental) to conduct the Eligibility Review of the registration, if applicable unless previously done under Step I.E.
 - The Section Chief may delegate the assignment of technical staff to the application manager.
 - The application manager may be one of the technical staff or a supervisor.
- B. Prioritize the registration package in accordance with the guidelines provided by the Regional Director for implementing the "Permit Review Hierarchy" contained in DEP's PDG Policy (021-2100-001). Chapter 105 permits may be considered necessary for the protection of public health, safety or the environment from imminent threats, or be considered necessary for economic development projects that create jobs and enhance communities depending upon the individual project circumstances.
- C. Determine whether coordination with other applications is required in accordance with Permit Coordination Policy (021-2000-301).

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- D. Submit the registration package to the Application Manager.

III. Determination of Completeness (Application Manager, aka Lead Reviewer)

Once Step II. is completed, the application manager will:

- A. The application manager will enter the begin date for the **COMPL** - Completeness Review subtask under the Completeness Standard Task in eFACTS when the application manager begins the completeness review;
- B. The application manager will review the registration for any terms and conditions (when applicable) where the general permit may not apply. If the project does not qualify for general permit coverage the GP registration will considered withdrawn. Proceed to Step VI.C.
- C. The application manager will utilize the corresponding authorization type completeness checklist to ensure all required items have been submitted and utilize any program specific guidelines for evaluating that the items are adequate and sufficient for conducting an eligibility review. See Appendix A for specific authorization completeness checklists. The application manager should use any applicable program guidelines to evaluate the adequacy of submissions.
- D. If the registration package is complete, the application manager will proceed to Step IV., otherwise proceed with Step III.E. below. (**Note:** A Completeness Letter is not sent for GPs as it is for JPAs and EAs. The GP Acknowledgement letter addresses the Completeness, Eligibility and Acknowledgment processes.)
- E. If the registration package is incomplete and the deficiencies are determined to be insignificant (i.e., an item that in the application manager's judgment can be corrected before the 10 business day Completeness Review Task has expired), the application manager will contact the applicant by phone to explain the deficiency and offer the opportunity to submit the necessary materials informally before the Completeness Review deadline expires to make the registration package complete. The application manager may or may not (at the application manager's discretion) follow up the phone call with an email to the applicant and/or consultant.

A phone log will be kept detailing the name of the person contacted, the day and time of the conversation, and notes for all communications regarding the Completeness and Eligibility Reviews. All logs shall be retained with the registration package file, or otherwise a database or spreadsheet be used and made accessible to allow others to check latest correspondence in case the application manager is out of the office.

In the event the application manager is unable to contact the applicant by phone before the 10-day Completeness Review Task has expired, the application manager will proceed with Step III.F. below.

After the necessary materials have been received (receipt by email or fax is acceptable except when original signatures, plans or seals are needed), and assuming the registration package can then be considered complete, the application manager will then proceed to Step IV. If the submission does not correct the original insignificant deficiencies, the application manager will proceed with Step III.F. below.

- F. If the applicant originally failed to submit the required registration package information, or if the submittal contents are not technically-adequate, or if the insignificant deficiencies were not addressed within the 10 business day Completeness Review time frame, the application manager

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will draft an Incompleteness Review (Incompleteness) Letter (per standard letter template) for the applicable permitting Section Chief's signature to the applicant. See EXCEPTION below.

The Incompleteness Letter must cite the statutory or regulatory obligations for all deficiencies that the application has failed to meet. The Incompleteness Letter will also inform the applicant that the Permit Decision Guarantee is no longer applicable. In accordance with Chapter 105.13a, the applicant shall have 60 calendar days (**not business days**) to complete the application and address any completeness deficiencies.

Also within the 60 calendar days the applicant may request an extension in writing, to respond to the deficiencies beyond the sixty (60) calendar days. Review and consider the request and notify the applicant in writing of the decision either to grant or deny, including a specific due date to respond if the extension is granted. Time extensions shall be in accordance with 25 Pa. Code §105.13a(b). (See III.G.)

- The Incompleteness Letter should be drafted per the "Ch105_02_Incompleteness_Review" standard letter template available on the [program's internal website](#).
- Please draft the letter carefully, looking for places where you need to insert information (example "<<date>>","<<APPLICANT NAME>>", "_____", or "[List of Items...]", choose the appropriate provided term (example "[application / registration]" or choose to include optional language per italicized instructions (example *where appropriate:...*)).
- Please remove all inappropriate text, instructions and punctuation.
- These letters should all use "registration" (not "application").

The application manager will enter the end date for the **COMP** – Completeness Review subtask under the Completeness Standard Task, enter the subtask of **DENC** - Application Incomplete – Denied in the Completeness Review Task, with corresponding start and end dates and close out the Completeness Task. **Only one Incompleteness Review Letter will be sent.** In most cases the review will stop here and not proceed to the Technical Review (Step IV.).

EXCEPTION:

In accordance with the Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation (021-0200-001) (PNDI Coordination Policy), two options are available to permit applicants for handling PNDI coordination in conjunction with DEP's permit application review, sequential review and concurrent review. (See PNDI Coordination Policy for more details.)

- *Sequential Review* is the traditional and recommended review process for T&E species in which the permit applicant runs the PNDI search and completes all coordination with the appropriate jurisdictional agencies prior to submitting the permit application. The applicant will include with its application, both a PNDI Receipt and a clearance letter from the jurisdictional agency if the PNDI Receipt shows a Potential Impact to a species.
 - If all items are present, and assuming the entire application can then be considered complete, the application manager will then proceed to Technical Review (Step IV.).

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- *Concurrent review* is when DEP allows Technical Review of the permit concurrently with the T&E species consultation with the jurisdictional agency. The applicant must still supply a copy of the PNDI Receipt with its permit application. The application should be submitted to DEP along with the PNDI Receipt, a completed PNDI Form and a U.S.G.S. 7.5 minute quadrangle map with the project boundaries delineated on the map. The PNDI Receipt should also be submitted to the appropriate jurisdictional agency according to directions on the PNDI Receipt. While DEP is commencing its Completeness and Technical Review of the application, the permit applicant will engage in any consultation with the jurisdictional agencies as indicated on the Receipt.
 - If all items are present and the PNDI Receipt indicated a Potential Impact, the application will be considered complete and if this is the only deficiency will proceed to Technical Review (Step IV.) where it will be considered technical deficient.

If an application is submitted with the completed Pennsylvania Natural Diversity Inventory (PNDI) Project Planning and Environmental Review Form (8100-FM-FR0161) with the intent that DEP is to complete the run, then there are two (2) processes as well.

- If there are no Potential Impacts and no other deficiencies, the entire application will be considered complete and proceed to Technical Review (Step IV.).
- If there is a Potential Impact the person conducting the review must contact the applicant and explain the options:
 - Continue on through the process under the concurrent review and be considered technically deficient, not qualify for PDG and the possibility of return without fees if not addressed in accordance with 105.13a, or
 - DEP can return the application including fees and the applicant can resolve the Potential Impact and resubmit at a later date for a sequential review.
 - In the event that the applicant cannot be reached within a reasonable time period as expressed in D. above, return the application to the applicant as incomplete because it cannot be determined which type of review the applicant would like. Document and place in the file folder the reason why along with a record of all attempts to contact the applicant.

G. If the applicant submits the requested information within the 60 day deadline and the requested information meets the requirements for a complete application, the application manager shall proceed to Step IV. (**Note:** A Completeness Letter is not sent for GPs as it is for JPAs and EAs. The GP Acknowledgement letter addressed Completeness, Eligibility and Acknowledgment.)

H. If the applicant requests in writing to extend the time to respond beyond 60 calendar days, the application manager will consult with the applicable permitting Section Chief to either grant or deny the request. Either action requires the application manager to respond to the applicant's request in writing including a specific due date for the applicant's response and language providing the applicant a notice that failure to address the deficiencies or respond by the due date will result in the application being deemed incomplete and considered withdrawn. The application

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manager will draft an Extension Letter (per standard letter template) for the applicable permit Section Chief's signature to the applicant. Time extensions shall be in accordance with 105.13(b) and shall not exceed 60 calendar days.

- The Extension Letter should be drafted per the "Ch105_07_Extension" standard letter template available on the [program's internal website](#).
 - Please draft the letter carefully, looking for places where you need to insert information (example "<<date>>", "<<APPLICANT NAME>>", "_____", or "[List of Items...]", choose the appropriate provided term (example "[application / registration]" or choose to include optional language per italicized instructions (example "[where appropriate:...]").
 - Please remove all inappropriate text, instructions and punctuation (example "**(Choose one of the following 2 paragraphs)**") and the un-chosen paragraph).
 - These letters should all use "registration" (not "application").
- I. If the applicant fails to respond within 60 calendar days, or the established time extension due date or the information submitted is not sufficient to address the deficiencies (application manager must still wait the 60 calendar days or time extension period), the application manager will notify the applicant in writing that the application is incomplete and considered withdrawn in accordance with 105.13a. The application manager will draft a Withdraw of Incomplete Application (Withdrawal) Letter (per standard letter template) for the applicable permit Section Chief's review and Program Manager's signature to the applicant. The application manager will enter the end date for the **COMP** – Completeness Review subtask under Completeness Standard Task, enter the subtask of **DENC** - Application Incomplete – Denied in the Completeness Review Task, with start and end dates corresponding to the date of the Withdrawal Letter and end date the Completeness Task. The application manager will then close the authorization in eFACTS using a disposition of **WITH** - Withdrawn. **The application fee will not be returned.**
- The Withdrawal Letter should be drafted per the "Ch105_03-05_Withdrawal_Of_Incomplete_Application" standard letter template available on the [program's internal website](#) and be sent via Certified Mail.
 - Please draft the letter carefully, looking for places where you need to insert information (example "<<date>>", "<<APPLICANT NAME>>", "_____", or "[List of Items...]", choose the appropriate provided term (example "[application / registration]" or choose to include optional language per italicized instructions (example "[if the application/registration has received a time extension:...]").
Note: when an extension has been granted, delete "<<date>>" and include the NEW date and ", including any applicable extension(s)"
 - Please remove all inappropriate text, instructions and punctuation.
 - These letters should all use "registration" (not "application"), and "completeness" (not "eligible" or "technical").
 - *This same letter can be used for the withdrawal of incomplete applications during the Technical Review.*
- J. If the applicant chooses to withdraw the registration package (**fees will not be returned**) and resubmit the package, following program requirements and procedures, the Department will treat

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the resubmitted package as a new registration package, including submission of any applicable fees and the registration package processing would start at Step I.

Technical Review (includes Steps IV., V., VI., VII. and VIII. below).

IV. Eligibility Review (Application Manager and applicable Technical Staff)

Please note that the eligibility review performed for general permits uses the standard Technical Review Task in eFACTS and the reviews are not as extensive or as in-depth as those performed for an individual permit. These reviews should be abbreviated and be focused to specific areas of the project to ensure the proposal meets the terms and conditions of the general permit.

Once Step III. is completed by the application manager, the application manager will:

- A. Determine the PA SPGP category and follow the standard operating procedures for coordinating the processing of PA SPGP, ensure copies are forwarded to the ACOE if applicable.
- B. Ensure that the corresponding PA SPGP authorization is created under the same APS record in eFACTS, registration package received date should correspond with the end date of the Completeness Review standard task; and

Verify amount of application fee (including disturbance fee, if applicable).

- C. Notify the assigned technical staff that the registration package is complete and ready for the Eligibility Review. The assigned technical staff will enter the start date for the **ER** - Engineering Review and/or **EN** - Environmental Review subtasks, if applicable under the Technical Review standard task in eFACTS when they begin their eligibility reviews.
- D. The application manager and technical staff will conduct the Eligibility Review in accordance with program guidelines and regulatory requirements related to the specific authorization type including coordination of the Submerged Lands License Agreement (SLLA) requirements when applicable. The identification of submerged lands should occur as early in the eligibility review as possible to provide the maximum amount of time for processing of the SLLA. The standard operating procedures for SLLA processing (**SOP_WET_WOE_005**) will be followed when applicable. If the registration package is complete and deemed eligible, proceed with Step V. If the registration package is missing information, continue to Step IV.E. below.
- E. If the registration package is missing information that would otherwise allow the registration to be deemed eligible and the registration acknowledged, the application manager will if necessary, transmit an Eligibility Deficiency (ED) Letter (per standard letter template):
 - 1. In the event, upon a review of the registration information, the application manager determines that information beyond the scope of the Completeness Review is not available or otherwise there are deficiencies within the registration information or proposals therein, the application manager will make a determination on whether the deficiency is significant or non-significant. In general, non-significant deficiencies are those that can be corrected quickly by the applicant (e.g., one day) so that there is only a minimal processing delay.
 - 2. If the deficiencies are determined to be insignificant, the application manager will contact the applicant and/or the project consultant by phone and request a response by the close of the next business day. A phone log will be maintained by the application manager and other staff

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and placed within the file to record the results of all such conversations. A follow-up email may be transmitted at the application manager's discretion.

3. If a) the insignificant deficiencies are not corrected by the timeline requested, b) three phone calls to the applicant and consultant fail to establish communication, or c) the application manager determines that the deficiencies are significant, the application manager will prepare an ED Letter for the applicable Section Chief's signature. The number of ED Letters will be limited to one in most circumstances, unless the project is determined to be a complex project. The ED Letter will request a response within **60 calendar days**. The ED Letter will inform the applicant that the Permit Decision Guarantee is no longer applicable and at the discretion of the application manager, offer an opportunity to the applicant to meet and discuss the deficiencies. The application manager will enter a subtask of **SDN** - Send Deficiency Notice/Receive Response into eFACTS with a start date corresponding to the date of the ED Letter.
 - The ED Letter should be drafted per the "Ch105_04_Technical-Eligibility_Deficiency" standard letter template available on the [program's internal website](#).
 - Please draft the letter carefully, looking for places where you need to insert information (example "<<date>>", "<<APPLICANT NAME>>", "_____", or "[List Deficiencies...]"), choose the appropriate provided term (example "[application / registration]" or choose to include optional language per italicized instructions (example "[where appropriate:...]").
 - Please remove all inappropriate text, instructions and punctuation.
 - These letters should all use "registration" (not "application"), and "eligible" (not "technical").
 - *This same letter can be used for Technical Deficiencies during JPA and EA review (see SOP_WET_WOE_01).*
4. If the applicant responds to the ED Letter within 60 business days, the application manager will enter an end date for the **SDN** subtask in eFACTS corresponding to the date the submission was received, review the submission and, assuming it addresses the concerns raised in the ED Letter, proceed with Step V. If the submission does not address the concerns in the ED Letter, continue to Step IV.G.5. below.
5. If the applicant fails to respond to the ED Letter within 60 calendar days, or if the response fails to address the issues raised in the ED Letter, the application manager will enter an end date for the **SDN** subtask in eFACTS and create a **DENT** - App Technically Deficient – Denied subtask into eFACTS, enter the start and end dates for the **DENT** subtask corresponding to the date of the decision, and draft an Withdrawal of Incomplete Application (Withdrawal) Letter (per standard letter template) for the applicable permitting Section Chief's review and Program Manager's signature to the applicant. Enter the date on the Registration Form under Section I.B. Eligibility Review: End Date, check the technically deficient-denied box and proceed to Step V.B.
 - The Withdrawal Letter should be drafted per the "Ch105_03-05_Withdrawal_Of_Incomplete_Application" standard letter template available on the [program's internal website](#) and sent via Certified Mail.
 - Please draft the letter carefully, looking for places where you need to insert information (example "<<date>>", "<<APPLICANT NAME>>", "_____", or "[List of Items...]"), choose

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the appropriate provided term (example “[application / registration]” or choose to include optional language per italicized instructions (example “[*if the application/registration has received a time extension: ...]*”).

Note: when an extension has been granted, delete “<<date>>” and include the NEW date and “, including any applicable extension(s)”.

- Please remove all inappropriate text, instructions and punctuation.
- These letters should all use “registration” (not “application”), and “eligible” (not “technical”).
- *This same letter can be used for the withdrawal of incomplete applications during the Completeness Review.*

V. Data Management and Final Eligibility Review Processing (Application Manager)

Once Step IV. is completed by the application manager, or otherwise in concert with Step IV., the application manager will, within the specified authorization’s processing days:

A. Ensure that the following data management tasks in eFACTS are completed:

1. Create, or otherwise review and edit, a subfacility (SF) for each proposed structure or activity according to program guidelines, run the NHD Locator Tool for each subfacility;
2. Enter, or otherwise review and edit, the inventory details for each subfacility record;
3. Create any SF to SF relationships according program guidelines (e.g. WTIM related to WTRE or DOCK related to SLLA); link the applicable SFs to the authorization record; and
4. Create any monitoring records in eFACTS according to program guidelines.

B. Ensure the following tasks are completed:

1. The assigned technical staff shall complete their Record of Decisions;
2. The application manager will ensure that either a General Permit (GP) Acknowledgement Notification (Acknowledgement) Letter (per standard letter template) or Withdrawal Letter (see Step IV.E.5.), when applicable, is generated for the Program Manager’s signature to the applicant;
 - The GP Acknowledgement Notification should be drafted per the “Ch105_08_GP_Acknowledgement_Notification” standard letter template available on the [program’s internal website](#).
 - Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “_____”), choose the appropriate provided term (example “[DEP / the District]” or choose to include optional language per italicized instructions (example “[*if the application is subject to PDG: ...]*”).
 - Please remove all inappropriate text, instructions and punctuation.

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3. The application manager will check to see if there is any permit coordination required and follow up, as necessary, to inform other programs requiring permits of their anticipated permit action.
- C. Ensure administrative staff receive the draft documents and prepare final versions conforming to Commonwealth standards and that the documents are printed and the package assembled.
- D. The assigned technical staff will enter an end date for the ER and EN subtasks in eFACTS to close out the Technical Review standard task.
- E. The assigned environmental review staff will present their Record of Decision (ROD) to the environmental supervisor for review and sign off or override recommendation of technical staff with explanatory comments;
- F. Provide the package to the applicable permitting Section Chief. The package will include a sign-off from the application manager on the permit tracking sheet.

VI. Completion of Eligibility Review (applicable permitting Section Chief)

Once Step V. is completed by the application manager, the applicable permitting Section Chief will:

- A. Begin date the **DR** – Decision Review subtask;
- B. For acknowledgement of registrations:
 1. The applicable permitting Section Chief will briefly review the registration package, RODs, tracking sheet and sign, end date and check the approved disposition on the general permit registration form Section I.C Acknowledgement.
 2. Ensure the correct subfacility types and inventory details have been entered in eFACTS; and
- C. For denial of coverage:
 1. Review any Record of Decision(s), completed registration forms, related information and Withdrawal Letter;
 2. Sign, end date and check the denied disposition on the general permit registration form Section I.C Decision Review.
 3. Denials due to incompleteness or eligibility deficiency proceed to Step VII.
- D. The applicable permitting Section Chief will end date the **DR** – Decision Review subtask;
- E. Return the final signed documents to administrative staff and proceed to Step VIII.;

VII. Final Decision (Program Manager)

The Program Manager will complete the following tasks upon receipt of a GP Acknowledgement Letter or Withdrawal Letter (due to incompleteness):

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- A. Review any Record of Decision(s), completed registration forms and information and GP Acknowledgement Letter or Withdrawal Letter;
- B. Sign the GP Acknowledgement Letter or Withdrawal Letter; tracking sheet and return the final, signed documents to administrative staff.
 - The Program Manager may delegate signing authority to the Section Chief..

VIII. Final Permit Processing (Administrative Staff)

Administrative staff will complete the following tasks upon receipt of the final, signed permit package:

- A. Ensure that the Registration Form Section I.C. Decision Review has been sign and a disposition status has been checked;
- B. Enter the applicable disposition status and date for the authorization and SPGP authorization in eFACTS;
- C. Make copies of registration form, assemble any applicable attachments (e.g. SPGP, etc.) and mail the copies to the recipients with a copy to ACOE, and other appropriate staff or agencies. The GP Acknowledgment Letter will not be sent via Certified Mail; and
- D. Transmit the registration package/permit files to the regional file system.

IX. DEP Final Permit Processing for CCD Acknowledged or Denied BDWM-GP-5 (DEP Administrative Staff)

- A. When registration forms are received from the county conservation district, administrative staff will:
 - 1. In eFACTS, locate or create the client, consultant and site records, then create the authorization record, using the authorization (Auth) types and application (Appl) types listed below that are covered by the PDG policy;

Auth Code	Authorization Description	Appl Code	Chapter 105 Permit Type
WOSC	GP-05 Utility Line Stream Crossings	NEW	General Permit BDWM-GP-5

- 2. Create the primary facility (PF) in accordance with program guidance as necessary;
- 3. Ensure the Client ID and Other ID of the PF is identical to those for the authorization, otherwise update the PF;
- 4. Ensure that the following data management tasks in eFACTS are completed:
 - a. Create, or otherwise review and edit, a subfacility (SF) for each proposed structure or activity according to program guidelines, run the NHD Locator Tool for each subfacility;
 - b. Enter, or otherwise review and edit, the inventory details for each subfacility record;

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- c. Create any SF to SF relationships according program guidelines; link the applicable SFs to the authorization record; and
5. Enter the processing dates for the authorization as follows:
 - a. Date received from the DEP USE ONLY block on the registration form is used for the auth date received in eFACTS;
 - b. Enter the begin date for the **COMPL** - Completeness Review subtask under the Completeness Standard Task in eFACTS using the begin date from the Registration to Use form Section I.A Completeness Begin Date;
 - c. If the registration package was incomplete and denied, enter the **DENC** - Application Incomplete- Denied subtask begin and end date using the date from the Registration to Use form Section I.A Completeness Incomplete date and proceed to Step 6;
 - d. Enter the end date or the **COMPL** - Completeness Review subtask under the Completeness Standard Task in eFACTS using the end date from the Registration to Use form Section I.A Completeness End Date;
 - e. Enter the begin date for the Technical Standard Task and begin date the CCD – County Conservation District subtask using the date on the Registration Form under Section I.A Eligibility Review: Begin Date;
 - f. If the registration was deficient enter the **SDN** - Send Deficiency Notice/Receive Response begin date using the date on the Registration Form under Section I.A Eligibility Review: Incomplete Date;
 - g. Enter the end date for SDN subtask using the date on the Registration Form under Section I.A Eligibility Review: Response Date;
 - h. Enter the end date for the CCD – County Conservation District subtask using the date on the Registration Form under Section I.A Eligibility Review: End Date;
 - i. Enter the begin an end dates of the **DR** – Decision Review subtask using the dates on the Registration Form under Section I.A Decision Review: Begin Date and End Date.
6. Enter the disposition status and end date for the authorization in eFACTS using the date on the Registration Form under Section I.A. Decision Review and the checked disposition status.
7. File registration forms according to records management policy.

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SOP for Chapter 105 Water Obstruction and Encroachment Permits

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by
Department and County Conservation District Staff

Appendix A

General Permit Completeness Checklist

SOP for Chapter 105 Water Obstruction and Encroachment Permits

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

Chapter 105 General Permit Registration Completeness Checklist

11/1/2012

Provided (Y, N, N/A)	Tech Adequate (Y, N, N/A)	Item Description
		Provide one (1) original and four (4) copies of the Registration package
		1. General Permit Registration form properly completed and signed I have read the terms and conditions of the GP(s) indicated above.
		2. General Permit Registration form sent to the Municipality & County
		3. PASGP-4 Cumulative Impact Project Screening Form properly completed
		4. Location Map with project site marked
		5. Color Photographs with dates and descriptions (<i>see instructions</i>) N/A
		6. Stream Name and Chapter 93 Classification (example: UNT to #40637 HOUSE RUN, HQ-WWF/EV)
		7. Project Description including proposed impacts and PNDI Avoidance Measures (if applicable)
		8. Standard Drawing(s) depicting your project's General Permit activities (or site specific drawing)
		9. Site Plan depicting the site of your project's General Permit activities (<i>see Section F.</i>)
		10. Erosion & Sediment Control Plan (E&S Control Plan) (<i>see instructions</i>)
		11. Written Directions to Project Site
		12. Pennsylvania Natural Diversity Inventory - PNDI (Use N/A if does not apply.):
		Completed PNDI Project Planning & Environmental Review Form
		Initialed PNDI Project Environmental Review Search Receipt showing "No Known Impacts"
		Initialed PNDI Project Environmental Review Search Receipt showing "Avoidance Measures" which have ALSO been incorporated into the project description
		Initialed PNDI Project Environmental Review Search Receipt showing "Potential Impacts" AND documentation of appropriate agency coordination required on PNDI Receipt
		13. Bog Turtle Habitat Screening (Use N/A if requirement does not apply.):
		Completed Request for a Bog Turtle Habitat Screening Form
		"No Effect" determination from the Army Corp of Engineers
		Documented clearance from the US Fish and Wildlife Services
		14. Permanent wetland impacts (Use N/A if requirement does not apply.):
		A wetland delineation with complete data sheets in accordance with the 1987 Corps of Engineers Wetland Delineation Manual AND the appropriate Regional Supplements to the Corps of Engineers Wetland Delineation Manual for use in Pennsylvania.
		If wetland impacts are greater than 0.05 acres, a wetland replacement plan in accordance with the Department's Replacement criteria which provides wetland replacement at a one to one acre ratio equaling acres.
		If wetland replacement onsite is not feasible: A check, number ____, in the amount of \$____ payable to the National Fish and Wildlife Foundation, N.A. 1237, as compensatory mitigation for <u>15</u> acres of impact in wetlands, in accordance with the Pennsylvania Wetland Replacement Project.