

**SOP\_WET\_WOE\_04**  
**Standard Operating Procedure (SOP) for**  
**Chapter 105 Water Obstruction and Encroachment Program**  
**Review of General Permits (GPs) not covered by Permit Decision Guarantee (PDG)**  
**by Department Staff**  
**November 2018**

***DISCLAIMER: The process and procedures outlined in this Standard Operating Procedure (SOP) are intended to supplement existing requirements. Nothing in the SOP shall affect statutory and 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 processing and review of registrations by the Department for select Chapter 105 General Permits (see Table 1). ***This SOP does not apply to BWEW-GP-11 processing (see SOP\_WET\_WOE\_02)*** since it is eligible for Permit Decision Guarantee (PDG). This SOP is organized sequentially by activities that will be completed and is intended to generally apply to DEP's processing of paper and electronic applications for general permit registration. Processing activities are outlined with roman numerals. The functional roles responsible for each activity are identified with the name of the activity. This SOP is intended to comply with the Department's *Policy for Implementing the Department of Environmental Protection Permit Review Process and Permit Decision Guarantee* (PRP/PDG Policy, 021-2100-001).

The ***BWEW-GP-5*** is currently the only general permit included under the PDG time frame; however, the goal is to process all general permits according to the listed time frames and SOP.

Table 1 Chapter 105 General Permits

| General Permit Number | Description   | PDG? | Business Days |
|-----------------------|---|------|---------------|
| BWEW-GP-1             | Fish Habitat Enhancement Structures                         | N    | 43            |
| BWEW-GP-2             | Small Docks and Boat Launching Ramps                        | N    | 43            |
| BWEW-GP-3             | Bank Rehabilitation, Bank Protection and Gravel Bar Removal | N    | 43            |
| BWEW-GP-4             | Intake and Outfall Structures                               | N    | 43            |
| BWEW-GP-5             | Utility Line Stream Crossings                               | Y    | 43            |
| BWEW-GP-6             | Agricultural Crossings and Ramps                            | N    | 43            |
| BWEW-GP-7             | Minor Road Crossings  | N    | 43            |
| BWEW-GP-8             | Temporary Road Crossings                                    | N    | 43            |
| BWEW-GP-9             | Agricultural Activities                                     | N    | 43            |
| BWEW-GP-10            | Abandoned Mine Reclamation                                  | N    | 43            |
| BWEW-GP-15            | Private Residential Construction in Wetlands                | N    | 43            |

The applicable processing business days, as indicated above in Table 1, reflect 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 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. The General Permits listed in Table 1 are outside the parameters of the PDG and there is no obligation by the reviewer to reach a permit decision within the established timeframe. There is no guarantee to the permit applicant and no penalty to the reviewer if the permit decision is not made

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within the timeframe. However, these registration acknowledgements are subject to the Permit Review Process outlined in the PRP/PDG policy regardless of their inclusion in the PDG. All registration packages must be processed in a timely manner and assigned a priority commensurate with the type of activity being permitted.

**A. Pre-application Process**

The PRP/PDG Policy encourages applicants to request pre-application meetings with the Department. Even though these GPs are not all covered by PDG, the goal is to process all general permits similarly. The following general guidelines should be used by program staff 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 structures and activities 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 Chapter 105 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 PFBC, PGC, DCNR, USFWS, ACOE, etc. Program staff should recommend agencies to include based upon project particulars. Pre-application meetings for large complex projects that involve multiple DEP programs shall be in accordance with the Department's *Permit Coordination Policy* (021-2000-301). The applicable Section Chief will discuss project coordination with the Program Manager and Assistant Regional Director when necessary.

**B. COMPLETENESS & ELIGIBILITY REVIEW PROCEDURES (Steps I., II., III., and IV. Below)**

Completeness and eligibility review is a two tier one step process for General Permits Not Covered by the PDG Policy. DEP staff will conduct the completeness and eligibility reviews concurrently for a GP registration application package. When an applicant submits a registration application package containing multiple requests for GP acknowledgement associated with structures and activities as part of one project, these multiple requests will be processed at the same time.

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

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

A registration form that contains multiple authorization requests is considered one registration package for the purposes of processing requests for acknowledgement. An authorization request for multiple GP acknowledgement for structures and activities as part of the same project will be processed for completeness by DEP staff at the same time. When new registration requests are received, administrative staff (administrative or clerical) will:

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- A. Enter the date for registration received on the paper registration form; electronic GP submissions through the ePermitting system will have a date automatically generated upon submission.
- B. For paper submissions, assign the permit number according to the program guidelines for permit number assignment and record in the DEP USE ONLY block on the registration form; electronic submissions will automatically receive a permit number generated through the eFACTS system. **(Note:** Separate general permit authorizations should not be assigned separate permit numbers or processed separately. eFACTS will identify additional authorizations as subfacilities in the ePermitting system. Structures and activities eligible for GP coverage will also be listed as subfacilities covered under an individual permit application for a proposed project when an individual permit is required. In these instances, DEP staff will *not* assign a separate GP number and refer to *SOP\_WET\_WOE\_01 for processing procedures*);
- C. Process application fees, when applicable, per program guidelines;

**II. Coordination, Prioritization and Assignment of Lead Reviewer (Lead Reviewer or Section Chief)**

Once Step I. is completed by administrative staff, the Section Chief or Lead Reviewer will:

- A. Assign the lead reviewer to conduct the review of the registration package according to county assignment or as otherwise directed by the Section Chief. The lead reviewer may be one of the technical staff, a supervisor, or the Section Chief;
- B. Prioritize the registration package in accordance with the guidelines provided by the Department for implementing the "Permit Review Hierarchy" contained in DEP's PRP/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. A Lead Reviewer will be notified when a registration package is available for review via ePermitting or paper submission.

**III. Coordination and Determination of Completeness and Eligibility (Lead Reviewer)**

Once Step II. is complete, the Lead Reviewer will:

- A. Determine if a Submerged Lands License Agreement (SLLA) is required. If a SLLA is required, go to Step VII.A. to *initiate* the SLLA coordination before continuing to III. B. below.
- B. Review the registration for any terms and conditions where the general permit may not apply. If the project does not qualify for general permit coverage, the GP registration will be considered withdrawn. The application manager will draft a Withdrawal of Incomplete Application (Withdrawal) Letter (per standard letter template), addressed to the applicant, for the applicable permit Section Chief's review and Program Manager's signature. **The application fee will not be returned.**
  - The Withdrawal Letter should be drafted per the "03-05\_Withdrawal\_Of\_Incomplete\_Application" standard letter template available on the [program's internal website](#).
  - Refer to VII. Drafting Standard Letters

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- C. The lead reviewer will utilize the corresponding authorization type completeness checklist to ensure all required items have been submitted, including coordination of the Submerged Lands License Agreement (SLLA) requirements under Section 15 of the Dam Safety and Encroachments Act (32 P.S. § 693.15) and 25 Pa. Code Chapter 105 regulations (25 Pa. Code §§ 105.31-105.35) when applicable, and utilize any program specific guidelines for evaluating that the items are adequate and sufficient for conducting an Eligibility Review. 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.
- See Appendix A for the GP registration completeness checklist. The lead reviewer should use any applicable program guidelines to evaluate the adequacy of submissions. (**Note:** The Pennsylvania Natural Diversity Inventory (PNDI) reviews are required for all GPs. The Pennsylvania Natural Diversity Inventory (PNDI) Project Planning and Environmental Review Form (8100-FM-FR0161) will no longer be an acceptable way to meet the PNDI requirement, a final PNDI Project Environmental Review Search Receipt must be provided. See EXCEPTION, p. 5) Draft receipts are unacceptable.)
- D. If it has been determined in III.A. that an SLLA is required, continue to VIII. Processing GPs with SLLAs and concurrently proceed with III.F., below. If it has been determined in III.A. that an SLLA is not required, continue to III.E, below.
- E. If the paper registration package is complete, the lead reviewer will enter the date on the paper Registration Form. On electronic submissions, a date will be generated when the specific task is completed. If the registration package is not complete, then proceed to III.F below. (**Note:** A Completeness Letter is not sent for GPs. The GP Acknowledgement letter addresses the Completeness, Eligibility and Acknowledgment processes.)
- F. If the paper registration package is incomplete and the deficiencies are determined to be insignificant (i.e., an item that in the lead reviewer's judgment can be corrected, the lead reviewer will contact the applicant and/or consultant by phone or email to explain the deficiency and offer the opportunity to submit the necessary materials informally. If an electronic submission is determined to be incomplete, the permit registrant will receive a correction notice via the ePermitting system. The lead reviewer may or may not (at the application manager's discretion) follow up the phone call with an email to the applicant and/or consultant.

For both electronic and paper registration submissions, the lead reviewer will keep a phone log detailing the name of the person contacted, the day and time of the conversation, and notes for all communications regarding the Completeness / Eligibility Reviews. It is recommended that all logs be retained with the registration package file or as a database or spreadsheet until the permit is issued, to allow others to check latest correspondence in case the lead reviewer is out of the office.

- G. If the registrant originally failed to submit the required information, or if the submittal contents are not adequate or sufficient, or if the insignificant deficiencies were not addressed, it will be considered incomplete and a letter or electronic correction notice, which explains why the registration package is incomplete or ineligible, will be drafted. In accordance with 25 Pa. Code § 105.13a(b), the registrant shall have 60 calendar (**not business**) days from the date of the letter or electronic correction notice to complete the registration submission and address any completeness and/or eligibility deficiencies.

Also, within the 60 calendar days, the registrant may request an extension in writing, to respond to the deficiencies beyond the original sixty (60) calendar days. If the registrant requests an extension, the lead reviewer should proceed to III.I. below. Time extensions shall be in accordance with 25 Pa. Code § 105.13a(b). Otherwise, proceed with the steps below.

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- The Completeness and Eligibility Deficiency Letter should be drafted per the "02\_Incompleteness\_Review" standard letter template available on the [program's internal website](#).
- Refer to VII. Drafting Standard Letters
- Extensions requests for electronic submissions will be processed through the ePermitting system.

**Only one Completeness and Eligibility Deficiency Review Letter will be sent.**

**EXCEPTION FOR PNDI RECEIPTS:**

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 in the application package, 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 proceed to IV. Eligibility Review.
- *Concurrent review* occurs when DEP allows the Eligibility Review to occur concurrent with a T&E species consultation with a jurisdictional agency. The applicant must still supply a copy of the PNDI Receipt with its permit application. The PNDI Receipt should also be submitted to the appropriate jurisdictional agency as indicated on the Receipt. While DEP is commencing its Completeness Review of the application, the permit applicant will engage in consultation with any jurisdictional agencies as specified on the PNDI Receipt.
  - If all items are present and the PNDI Receipt indicated a Potential Impact, the application will be considered complete. The application manager will proceed to IV. Eligibility Review.
- PNDI reviews can still be obtained free-of-charge for users without access to a computer using the standard process of requesting a project review directly from each jurisdictional agency—PA Department of Conservation and Natural Resources (DCNR), PA Game Commission (PGC), PA Fish and Boat Commission (PFBC) and the U.S. Fish and Wildlife Service (USFWS) instead of generating a PNDI Receipt instantly through the PA Conservation Explorer. The standard PNDI review process user is responsible for securing PNDI Receipts from each jurisdictional agency—DCNR, PGC, PFBC and the USFWS.
- If the review determines there are potential impacts to a T&E species, the PNDI Receipt will provide an explanation of the potential impact(s) and instructions on how to resolve the potential impact(s). READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY. Following the procedure outlined by the Department of Environmental Protection (DEP) in the Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and

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Evaluation, No. 021-0200-001 (PNDI Policy) will allow applicants to meet regulatory requirements.

- The registrant runs the PNDI search and completes all coordination with the appropriate jurisdictional agencies, prior to submitting the permit application/registration. The registrant will include with the application/registration a PNDI Search Receipt, and clearance letter(s) from the jurisdictional agency(ies) if the PNDI Receipt shows a Potential Impact. (Draft receipts are unacceptable.)
- If selecting sequential review, different items are required to be included as part of the permit application/registration based on the search results:
  - o If the PNDI Receipt shows “No Known Impacts”, please provide a copy of the signed PNDI Receipt as part of the Registration package.
  - o If the PNDI Receipt contains “Avoidance Measures”, the PNDI review is not complete or satisfied unless the registrant has signed where required on the PNDI Receipt, indicating he/she can and will fulfill the Avoidance Measure(s) for that project. DEP recommends including Avoidance Measures in the Project Description. Please provide a copy of the PNDI Receipt signed as explained above and in the certification section as part of the Registration package.
  - o If the applicant cannot or chooses not to meet the Avoidance Measure(s), he/she must follow the same process for PNDI Search Receipts showing “Potential Impact”, outlined below.
  - o PNDI Search Receipts from each jurisdictional agency will be included with the application/registration package. The PNDI review is not complete or satisfied unless PNDI Receipts are included from all four jurisdictional agencies listed above. Applicants are encouraged to use the PA Conservation Explorer because using this tool is the most effective means of a timely permit decision. There are two options available to applicants for handling PNDI coordination in conjunction with DEP’s Permit Review Process: sequential review and concurrent review.

**Sequential Review:**

- If the PNDI Search Receipt shows “Potential Impacts”, DEP and the jurisdictional agencies require that the applicant provide additional information outlined in the PNDI Search Receipt, to the agencies noted on the Receipt for further review. Please provide a copy of the signed PNDI Search Receipt showing “Potential Impacts” AND the additional information outlined on the PNDI Search Receipt along with proof of delivery to the appropriate jurisdictional agency(ies) where further coordination is required. If this coordination is not complete prior to submitting the permit application/registration package; the application/registration will be subject to the concurrent review process as outlined below.
- **Concurrent Review:**
  - The registrant runs the PNDI search and will engage in consultation with the applicable jurisdictional agency(ies). DEP will allow technical review of the permit to occur concurrently with the T&E species and State species of special concern consultation with the jurisdictional agency(ies).
  - If selecting a concurrent review, the applicant will include with the permit application/registration a signed PNDI Search Receipt processed through the PA Conservation Explorer OR PNDI Search Receipts from each jurisdictional agency if the standard process of requesting a project review was used.

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- It is important to note, however, that the concurrent review option carries certain risks and consequences to the registrant, including:
  - The permit may not be issued/acknowledged until each potential impact is resolved. See DEP's Permit Review Process and Permit Decision Guarantee Policy, Document No. 021-2100-001 (PRP/PDG Policy).
  - The proposed activity subject to the permit application/registration may need to be redesigned as a result of the PNDI consultation (PNDI Policy pages 7-8). *Note: Any substantive project or design changes to the application will require a new application and fee to be submitted.*
- H. If the registrant submits the requested completeness and/or eligibility information within the 60-day deadline and the requested information meets the requirements for a complete and eligible application, the lead reviewer shall continue finishing review of the application and then proceed to Step V. (**Note:** A letter acknowledging completeness and eligibility is not sent for GPs. The GP Acknowledgement letter addresses the Completeness, Eligibility and Acknowledgment process for paper submissions. For electronic submissions, corrections are noted by the lead reviewer in the ePermitting system when the task is complete.)
- I. If the registrant requests in writing to extend the time to respond beyond 60 calendar days, the lead reviewer will consult with the applicable permitting Section Chief to either grant or deny the request. Either action requires the lead reviewer to respond to the registrant's request in writing or electronically including a specific due date for the registrant's response and language providing the registrant a notice that failure to address the deficiencies or respond by the due date will result in the registration being deemed incomplete and/or ineligible and considered withdrawn. The lead reviewer will draft an Extension Letter (per standard letter template), addressed to the registrant, for the applicable permit Section Chief's signature for paper submissions or a new correction notice for electronic submissions. Time extensions shall be in accordance with 25 Pa. Code § 105.13a(b).
  - The Extension Letter should be drafted per the "Ch105\_07\_Extension" standard letter template available on the [program's internal website](#).
  - Refer to Step VII. Drafting Standard Letters
- J. If the registrant 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 (lead reviewer must still wait until the 60 calendar days or time extension period expires), the lead reviewer will notify the registrant in writing that the registration is incomplete and/or ineligible and considered withdrawn in accordance with 25 Pa. Code § 105.13a(b). The lead reviewer will draft a Withdraw of Incomplete Application (Withdrawal) Letter (per standard letter template), addressed to the registrant, for the applicable permit Section Chief's review and Program Manager's signature. Permit registrants who submit electronic registrations will receive a withdraw notice via the ePermitting system. **The application fee will not be returned.**
  - The Withdrawal Letter should be drafted per the "03-05\_Withdrawal\_Of\_Incomplete\_Application" standard letter template available on the [program's internal website](#).
  - Refer to VII. Drafting Standard Letters
- K. If the registrant chooses to withdraw the registration package (**fees will not be returned**) and resubmit the package, following program requirements and procedures, the Department will treat the resubmitted package as a new registration package, including submission of any applicable fees and the registration package processing would start at Step I.A.

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**Eligibility Review (includes s IV., V., and VI., below).**

**IV. Eligibility Review (Lead Reviewer and applicable Technical Staff)**

Please note that the Eligibility Reviews performed for general permits 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.

Concurrent with Step III, Lead Reviewer / Technical Staff will:

- A. Determine PASPGP eligibility and status (reporting/non-reporting) and follow standard operating procedures for coordinating the processing of PASPGP, check the applicable boxes on the paper registration form and checklist concerning the PASPGP authorization or the appropriate box in the ePermitting system.
- B. The lead reviewer will conduct the Eligibility Review in accordance with program guidelines and the 25 Pa. Code Chapter 105 regulatory requirements related to the specific authorization type, including coordination of the Submerged Lands License Agreement (SLLA) requirements when applicable. Check the applicable box in the DEP USE ONLY block on the registration form concerning SLLA requirements. If the registration package is complete and deemed eligible, the lead reviewer will ensure that either a General Permit (GP) Acknowledgement Notification (Acknowledgement) Letter (per standard letter template), addressed to the registrant, is generated for the Section Chief's signature or an acknowledgement generated through the ePermitting system.
  - The GP Acknowledgement Letter should be drafted per the "Ch105\_08\_GP\_Acknowledgement\_Notification" standard letter template available on the [program's internal website](#).
  - Refer to Step VII. Drafting Standard Letters for paper submissions. For electronic submissions, standard letter templates are sent via email through the ePermitting system.
- C. If the registration package is missing information that would otherwise allow the registration to be deemed eligible and the registration acknowledged, the lead reviewer will if necessary, transmit a Completeness and Eligibility Deficiency (ED) Letter (per standard template) or a correction notice through the ePermitting system:
  1. In the event, upon a review of the registration information, the lead reviewer 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 lead reviewer will make a determination on whether the deficiency is significant or insignificant. 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 or a correction notice through the ePermitting system.
  2. If the deficiencies are determined to be insignificant, the lead reviewer will contact the applicant and/or the project consultant by phone or email and request a response by the close of the next business day. A phone log will be maintained by the lead reviewer to record the results of all such conversations. A follow-up email may be transmitted at the lead reviewer's discretion or a correction notice through the ePermitting system.

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- If a.) the insignificant deficiencies are not corrected by the timeline requested, b.) three phone calls to the registrant and consultant fail to establish communication, or c.) the lead reviewer determines that the deficiencies are significant, the application manager will prepare a Completeness and Eligibility Deficiency (ED) Letter for the District Manager's signature. Completeness and Eligibility Deficiency Letters **will be limited to one in most circumstances, unless the project is determined to be a complex project.** The letter will request a response within **60 calendar days** from the receipt of the Deficiency Letter or correction notice through the ePermitting system. As previously noted, within the 60 calendar days the applicant may request an extension in writing, to respond to the deficiencies beyond the 60 calendar days. District staff will 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).
3. At the discretion of the lead reviewer, offer an opportunity to the registrant to meet and discuss the deficiencies. The lead reviewer will enter the date of the letter on the Registration Form under Section I.B. Eligibility Review: Incomplete Date.
    - The Completeness and Eligible Deficiency Letter should be drafted per the "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 "<<APPLICANT NAME>>" or "\_\_\_\_\_"), choose the appropriate provided term (example "[application / registration]" or choose to include optional language (example "[for PDG applications/registrations:...]"). (**Note:** Only for BDWM-GP-11 (see SOP\_WET\_WOE\_02), the ED Letter will inform the registrant that the Permit Decision Guarantee is no longer applicable.)
    - Please remove all inappropriate text, instructions and punctuation.
      - These letters should include "Conservation District" (not "Department" or "DEP"), "registration" (not "application"), and "eligible" (not "technical").
  4. If the registrant responds to the Completeness and Eligibility Deficiency Letter within 60 calendar days, the lead reviewer will enter a date on the Registration Form under Section I.B Eligibility Review: Response Date corresponding to the date the submission was received, review the submission, assuming the response addresses the concerns raised in the Completeness and Eligibility Deficiency Letter, enter the date on the Registration Form under Section I.B Eligibility Review: End Date when the review is completed and proceed to Step V. If the submission does not address the concerns in the Completeness and Eligibility Letter, continue to Step IV.G.5, below.
  5. If the registrant fails to respond to the Completeness and Eligibility Deficiency Letter within 60 calendar days or the response fails to address the issues raised in the Completeness and Eligibility Letter, the lead reviewer will draft a Withdrawal of Incomplete Application (Withdrawal) Letter (per standard letter template), addressed to the registrant, for the Section Chief's signature and enter the date on the Registration Form under Section I.B Eligibility Review: End Date, check the deficient-denied box and proceed to Step V.
    - The Withdrawal Letter should be drafted per the "03-05\_Withdrawal\_Of\_Incomplete\_Application" standard letter template available on the [program's internal website](#).

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- Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term (example “[application / registration]” or choose to include optional language (example “[for PDG applications/registrations:...]”).
- Please remove all inappropriate text, instructions and punctuation.
  - *This Withdrawal Letter can be used for the withdrawal of registrations due to incompleteness and/or ineligibility.*
  - *For electronic submissions through the ePermitting system, a Withdrawal Notification will be sent to the permit registrant via email.*

Proceed to V. Final Decision. corrected quickly by the registrant (e.g., one day) so there is only a minimal processing delay; or

**V. Final Decision (Lead Reviewer)**

The lead reviewer will complete the following tasks upon receipt of the final registration package:

- A. Briefly review the completed registration forms and information and General Permit (GP) Acknowledgement Notification (Acknowledgement) Letter or Withdrawal Letter;
- B. On the Registration Form under Section G. Decision/Disposition Review: Sign, date and check the applicable Disposition Status.
- C. Sign the GP Acknowledgement Letter or Withdrawal Letter, return the final signed documents to administrative staff and proceed to Step VI.;
- D. For electronic GP registrations, Steps A, B, and C will be followed and processed via the ePermitting system.

**VI. Final Permit Processing (Administrative Staff)**

Administrative staff will complete the following tasks upon receipt of the final, signed registration package and GP Acknowledgement Letter or Withdrawal Letter:

- A. Enter the acknowledgement or withdrawal date, whichever is applicable, in the DEP USE ONLY block on the registration form; for electronic submissions, the date is generated within the ePermitting system.
- B. Make and mail copies to the recipients with a copy to ACOE, PFBC, and other agency or staff as directed in program delegation and guidelines. The ePermitting system retains electronic records of submissions and no copies will be mailed to other resource agencies.
- C. Transmit the registration package/permit files to the regional file system. ePermitting records are automatically retained.

**VII. Drafting Standard Letters (Lead Reviewer)**

- Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term (example

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“[application / registration]” or choose to include optional language (example “[for PDG applications/registrations:...]).

- Please remove all inappropriate text, instructions and punctuation.
  - These letters should all include “DEP” (not “Conservation District”), “registration” (not “application”), and “eligible” (not “technical”).

**VIII. Processing GPs with SLLAs (Lead Reviewer)**

If it is determined that an SLLA is required before a General Permit can be acknowledged, the Lead Reviewer will:

- A. Initiate coordination efforts by making the registrant aware, via letter or email, of the SLLA requirements. The letter or email will include the following language:

Please be advised that your General Permit (GP) Registration is considered as an application for a license to occupy the submerged lands of the Commonwealth. Section 15 of the Dam Safety and Encroachments Act requires that no permit may be acknowledged for any project in any navigable lake or river or stream declared a public highway unless an easement, right-of-way or license has been first obtained. Information acquired by your GP registration package will be provided to DEP Central Office in order to prepare the agreement. Annual charges apply and are calculated pursuant to §105.35 except as provided in §§105.35(c) (1)-(7). DEP Central Office staff will contact you with further directions for the execution of this agreement. This process applies to both paper and electronic permit submissions.

- B. Continue to Step III.B., Completeness Review.
- C. Obtain any necessary information from the registrant in order to complete the most recent version of the “SLLA Submittal Form”. Include the completed SLLA Submittal Form and required attachments in an email to the following email addresses: [RA-105-SLLA@pa.gov](mailto:RA-105-SLLA@pa.gov) and [EP,105-SLLA](#).
- D. Once the SLLA is executed, follow established procedures for entering the SLLA into eFACTs. This may be completed by the lead reviewer or administrative staff.

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**Appendix A**  
**General Permit Registration Completeness Checklist**  
**GP Registration Requirements pursuant to 105.13(e), 105.443(b)(2), and 105.447**

| Provided                 | Tech Adequate            | Item Description   |
|--------------------------|--------------------------|--|
| (Y, N, N/A)              | (Y, N, N/A)              | **Provide one (1) original and one (1) copy of the Registration Package**<br>**Notification sent to Municipality and County checked.**   |
|                          |                          | 1. General Permit Registration Fee(s)  |
|                          |                          | 2. Location Map  |
|                          |                          | 3. Color Photographs   |
|                          |                          | 4. Project description and Aquatic Resource Impact Table   |
|                          |                          | 5. Site Specific and/or Standard Drawings  |
|                          |                          | 6. Proposed Project Purpose depicting the site of your project's GP activities and impacts   |
|                          |                          | 7. Erosion & Sediment Control Plan (E&S Control Plan) <i>(see instructions)</i>  |
|                          |                          | 8. Pennsylvania Natural Diversity Inventory- PNDI <i>(Use N/A if option does not apply):</i>   |
|                          |                          | Initialed PNDI Project Environmental Review Search Receipt showing "No Known Impacts" <i>(draft receipts are unacceptable)</i>   |
|                          |                          | Initialed PNDI Project Environmental Review Search Receipt showing "Avoidance Measures" which have ALSO been incorporated into the project description <i>(draft receipts are unacceptable)</i>  |
|                          |                          | Initialed PNDI Project Environmental Review Search Receipt showing "Potential Impacts" AND documentation of appropriate agency coordination as required on PNDI Receipt <i>(draft receipts are unacceptable)</i>   |
|                          |                          | 9. Permanent Wetland Impacts <i>(Use N/A if requirement does not apply):</i>   |
|                          |                          | 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 direct or indirect wetland impacts are greater than 0.05 acres, a wetland replacement plan in accordance with the Department's Replacement criteria which provide wetland replacement at a one to one ratio for both affected acreage and affected functions and values.                    |
|                          |                          | 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 ____ acres of impact in wetlands, in accordance with the Pennsylvania Wetland Replacement Project. |
|                          |                          | Registration of a GP-11 <i>(Use N/A if not registering a GP-11):</i> <ul style="list-style-type: none"> <li>• E&amp;S Plan</li> <li>• Bridge and/or Culvert Replacement Projects or Projects That Change the Waterway Opening Worksheet</li> </ul>   |
|                          |                          | Aquatic Resource Impact Table <i>(see section E)</i>   |
|                          |                          | **General Permit Registration Form should be completed, certification signed, and "I have read terms and conditions" checked.** <i>(see section F)</i>   |
| <b>Complete</b>          | <b>Incomplete</b>        | Reviewer Name Print_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign_____ Date_____  |
|                          |                          | Phone_____ Email_____  |
|                          |                          | <b>Eligibility:</b> SLLA Submittal Sheet needed/provided?  |