

Application Checklist



Pennsylvania
Department of
Environmental Protection

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

**National Pollutant Discharge Elimination System (NPDES)
Individual Permit for Discharges of
Stormwater Associated with Construction Activities
Application Checklist**

Applicant Name:	Mercer Node Property LLC		
Project Site Name:	Mercer Node Development		
Application Type:	☒ New ☐ Renewal ☐ Major Amendment ☐ Minor Amendment		
Place a checkmark in the box provided for all items completed and/or provided. Failure to provide all required information will delay the processing of the application. Enclose this checklist with your completed application.			
Application Requirements ¹		Check ✓ If Included	Check ✓ If Not Applicable
1.	Complete Application Form (3800-PM-BCW0408b)	☒	
2.	General Information Form (GIF) (4700-PM-CEE0001)	☒	☐
3.	Administrative Filing Fee (\$1,500 plus any additional CCD-specific fees, if applicable)	☒	☐
4.	Disturbed Acreage Fee (\$100 x disturbed acres)	☒	☐
5.	County Notification Form (3800-FM-BCW0271b) ²	☒	☐
6.	Municipal Notification Form (3800-FM-BCW0271c) ²	☒	☐
7.	Proof of county and municipal receipt of Notification Forms (required if Notification Forms are not signed by county and/or municipality) ²	☒	☐
8.	Valid PNDI Receipt ^{3, 4}	☒	☐
9.	PNDI clearance letter(s) from jurisdictional agencies, if applicable ^{3, 4}	☒	☐
10.	E&S Module 1 (3800-PM-BCW0406a)	☒	☐
11.	E&S Plan Drawings ⁵	☒	☐
12.	E&S Standard Worksheets (or equivalent) and supporting calculations	☒	☐
13.	PCSM Module 2 (3800-PM-BCW0406b)	☒	☐
14.	PCSM Plan Drawings ⁵	☒	☐
15.	PCSM Supporting Calculations – SCM Design	☒	☐
16.	PCSM Supporting Calculations – Stormwater Analysis (required where DEP PCSM Spreadsheet not used)	☒	☐
17.	DEP PCSM Spreadsheet – Volume Worksheet	☒	☐
18.	DEP PCSM Spreadsheet – Rate Worksheet	☒	☐
19.	DEP PCSM Spreadsheet – Quality Worksheet	☒	☐
20.	Wetland determination / delineation report	☒	☐
21.	Act 537 sewage planning approval letter	☐	☐
22.	Act 2 release of liability letter	☐	☐
23.	Test pit / boring logs for pre-development site characterization	☐	☒
24.	Environmental Site Assessment(s) (ESA(s))	☒	☐
25.	Soil pollutant analytical data	☒	☐
26.	Map showing extent of soil contamination on-site	☐	☐

Application Requirements ¹		Check ✓ If Included	Check ✓ If Not Applicable
27.	Map showing area investigated for pre-development infiltration capabilities	☐	☒
28.	Geotechnical report for hazardous geologic/soil conditions	☐	☒
29.	MRC Spreadsheet(s)	☒	☐
30.	Legal documentation identifying members, owners, partners, etc. if applicant is a business	☒	☐
31.	Erosion Potential Analysis Form(s) (3800-FM-BCW0271h)	☐	☒
32.	MS4/CSS Notification Form (3800-FM-BCW0271f) or other written consent from MS4/CSS permittee for volume, rate, or pollutant load increases	☐	☒
33.	Antidegradation Analysis Module 3 (3800-PM-BCW0406c)	☐	☒
34.	Riparian Buffer Module 4 (3800-PM-BCW0406d)	☐	☒
35.	PHMC review letter(s) (projects involving > 10 acres of earth disturbance only)	☐	☐
36.	Other:	☐	

- 1 The table below identifies the items in an application package (corresponding to the item numbers in the checklist) that must be submitted to a delegated County Conservation District (CCD) or to the appropriate DEP regional office, based on application type. DEP recommends that all applications be submitted concurrently to the municipality.

Application Type ⁶	Submission Requirements
New	Items 1-36 (as applicable).
Renewal ⁷	Items 1-3, and 7-8 (as applicable).
Amendments (Major/Minor) ⁷	Items 1, 2-3 (Major Amendments only), 4-36 (as applicable). New or updated information must be bold/highlighted on application form 3800-PM-BCW0408b.

- 2 Applicants may submit the completed County and Municipal Notification Forms with the application or, if the county and/or municipality has not returned the signed form to the applicant 30 days following receipt by the county and municipality, the applicant may submit copies of the forms submitted to the county/municipality along with proof that the county/municipality received the form(s). County and Municipal Notification Forms are not required for renewal applications and are required for major and minor amendment applications only if new earth disturbance is proposed.
- 3 All applicants for new permits must attach a PNDI receipt. If the PNDI receipt indicates a Potential Impact, the applicant may submit clearance letters from jurisdictional agencies with the application or, if the clearance letters have not been received by the time of application submission, the applicant may submit clearance letters during the application review period. DEP/CCD will not issue a permit prior to the receipt of such letters, if applicable.
- 4 PNDI receipts are required for renewal applications if earth disturbance has not begun and the PNDI receipt or clearance letters have expired. PNDI receipts are required for major and minor amendment applications if the existing PNDI receipt or clearance letters have expired and earth disturbance has not been completed, or if new earth disturbance is proposed outside the original PNDI search. Otherwise PNDI receipts are not required for renewal or amendment applications.
- 5 E&S and/or PCSM Plan Drawings must present project site and limit of disturbance boundaries, topography, surface waters (including wetlands), discharge points, points of analysis, BMPs, SCMs, off-site support activities (if applicable), and all other features required by the application.
- 6 For projects located solely in Forest and Philadelphia counties, the DEP Regional Office is the recipient. For projects that span two (2) counties, the county with the greatest amount of earth disturbance will be the recipient (unless that county is Forest or Philadelphia, in which the DEP Regional Office will be the recipient). For projects that span three (3) or more counties within one (1) DEP Region, the DEP Regional Office is the recipient. For projects that span three (3) or more counties within two (2) or more DEP Regions, the DEP Major Projects Permitting Division (MPPD) is the recipient. For projects that span two (2) or more counties, additional copies of the items may be required. Additionally, where certain types of PCSM SCMs, including floodplain restoration and gravity stormwater wells (i.e., Class V Injection Wells), are proposed, DEP MPPD will take responsibility for the review.
- 7 For renewal applications, the General Information, Compliance History and the Certification sections of the application (3800-PM-BCW0408b) must be completed, at a minimum. In addition, correspondence should be attached describing the work that has been completed and indicating that no changes to the E&S and PCSM Plans are planned. For amendment applications, previously submitted forms and attachments (dated 8/2024 or later) may be used, with updated information. For a major amendment, form 3800-PM-BCW0408b must be completed in its entirety. For a minor amendment, the General Information, Compliance History, and Applicant Certification must be completed at a minimum.