



NOTICE OF TERMINATION FOR CHAPTER 102 PERMITS INSTRUCTIONS

GENERAL INFORMATION

This form serves to fulfill the obligations referenced in 25 Pa. Code § 102.7 (related to Permit Termination).

Applicability

Permittees covered under an Individual National Pollutant Discharge Elimination System (NPDES) Permit for Stormwater Discharges Associated with Construction Activities, the General NPDES Permit for Stormwater Discharges Associated with Small Construction Activities (PAG-01), the General NPDES Permit for Stormwater Discharges Associated with Construction Activities (PAG-02), an Erosion and Sediment Control (E&S) Permit, or an Erosion and Sediment Control General Permit for Earth Disturbance Associated with Oil and Gas Exploration, Production, Processing, or Treatment Operations or Transmission Facilities (ESCGP) must, when regulatory requirements are satisfied, submit the Notice of Termination (NOT) form to the delegated county conservation district or Department of Environmental Protection (DEP) Regional Office (whichever is the appropriate processing entity).

Per 25 Pa. Code § 102.7, the NOT form is to be submitted once the following have been achieved: permanent stabilization of earth disturbance activities per 25 Pa. Code § 102.22(a)(2) and implementation of post-construction stormwater management (PCSM) best management practices (BMPs) per the approved PCSM Plan or site restoration/reclamation via the approved Restoration/Reclamation Plan. Per 25 Pa. Code § 102.22(a)(1), once permanent stabilization has been established, the temporary erosion and sediment control (E&S) BMPs shall be removed. Any areas disturbed in the act of removing temporary E&S BMPs shall be permanently stabilized upon completion of the removal activity.

Per 25 Pa. Code § 102.7, until written approval of a NOT is received, the permittee and any co-permittees will remain responsible for compliance with the permit terms and conditions, including long-term operation and maintenance of all PCSM BMPs on the project site. Permit expiration does not relieve the permittee and any co-permittees of this responsibility; only permit termination may provide such relief.

NOT Form Submission

The Department of Environmental Protection (DEP) requires use of the most current NOT form available. The current NOT form and other related documents may be found at:

www.dep.pa.gov/constructionstormwater (select "E&S Resources"). Please type or print clearly when completing the form. If information needed is more than space allows, attach additional sheets.

NOT forms should be submitted to the conservation district office for the county in which the project is located, except for the following two counties:

- NOT forms for projects located in Forest County should be submitted to DEP's Northwest Regional Office in Meadville.
- NOT forms for projects located in Philadelphia County should be submitted to DEP's Southeast Regional Office in Norristown.

If your project occurs in multiple counties, the NOT form should be submitted to the county conservation district where the greatest amount of the project is located. Contact information for the county conservation districts may be found at: <https://pacd.org/> (select "Your District"). A list of DEP regional offices can be found at: <https://www.dep.pa.gov> (select "Regional Resources").

PCSM Requirements

Per 25 Pa. Code § 102.8(k), a licensed professional or a designee shall be present on-site and be responsible during critical stages of implementation of the approved PCSM Plan. The critical stages may include the installation of underground treatment or storage BMPs, structurally engineered BMPs, or other BMPs as deemed appropriate by DEP or the conservation district. Per Pa. Code § 102.8(l), the permittee shall include with the NOT record drawings which accurately reflect the as-built conditions with a final certification statement from a licensed professional, as provided in section 5 of the NOT form.

PCSM Long-Term Operation and Maintenance Requirements

Per 25 Pa. Code § 102.8(m), the permittee and co-permittee shall remain responsible for long-term operation and maintenance of PCSM BMPs unless a different person is identified in Appendix C of the NOT form and has agreed to long-term operation and maintenance of PCSM BMPs.

Permittees and others listed on the Permit are encouraged to provide notice to lot purchasers and enter into agreements as early as possible, as needed, to address issues in order to avoid delays in achieving permanent stabilization and approval of permit termination. In some instances, the person seeking to obtain a permanent stabilization condition may need to

pursue legal remedies against entities preventing the stabilization condition from being achieved. For any property (not commonwealth- or federally-owned) containing PCSM BMP(s), the permittee or co-permittee shall record an instrument with the recorder of deeds which will assure disclosure of the PCSM BMP(s) and the related obligations in the ordinary course of a title search of the subject property. The recorded instrument must:

1. Identify the PCSM BMP(s);
2. Provide for necessary access related to long-term operation and maintenance for PCSM BMP(s); and
3. Provide notice that the responsibility for long-term operation and maintenance of the PCSM BMP(s) is a covenant that runs with the land that is binding upon and enforceable by subsequent grantees.

A sample instrument may be found here: [Instrument for the Declaration of Restrictions and Covenants](#). This is a legal document which should be used with the advice of legal counsel. Proof of filing such an instrument is to be provided with the NOT form.

The long-term operation and maintenance plan, which is synonymous with the long-term operation and maintenance schedule which was contained in the PCSM Plan, shall be in a narrative format and:

1. List the PCSM BMP(s);
2. Provide for routine maintenance activities and an inspection schedule for each PCSM BMP;
3. Provide for repair or replacement of the PCSM BMP(s) as needed to ensure continual function as designed; and
4. Describe how access to the PCSM BMP(s) will be provided.

Unless an alternative process is approved by DEP in writing, upon sale or transfer of any parcel, lot, road, or other real property included within the permit boundary, the permittee shall notify the purchaser, grantee, or transferee of the long-term PCSM BMP operation and maintenance requirements. The permittee shall expressly identify:

1. The PCSM BMPs on each property;
2. The schedule for inspection and reporting;
3. The person or entity responsible for long-term operation and maintenance of the PCSM BMPs; and
4. How access to the BMPs will be achieved, and shall obtain approval from the purchaser, grantee or transferee.

A sample of such "landowner notice" may be found here: [New Property Owner Post-Construction Stormwater Management Best Management Practice\(s\) Notification and Operation and Maintenance Agreement](#). This is a legal document which should be used with the advice of legal counsel. Any such landowner notices are not required to be

recorded with the instrument; however, they must be submitted with the NOT form. NOTE: A planned community declaration may be considered landowner notice if the declaration addresses the preceding bulleted items.

INFORMATION REQUIRED FOR THE NOT FORM TO BE CONSIDERED COMPLETE

The reviewing entity will review the NOT form and attachments against the NOT Completeness Review and Fieldwork Checklist to document the submission of all required NOT paperwork. If the NOT contains minor deficiencies, the permittee will be notified via telephone or email to explain the deficiencies and to offer the opportunity to submit the necessary materials within 30 calendar days of the original NOT receipt. If the NOT is deemed to be incomplete, or if information requested is not received within the 30-calendar day review period, a written notice of denial, and reasons for such denial, will be provided to the permittee, along with a request to resubmit the NOT form. Once a NOT form is deemed complete, the reviewing entity will schedule and conduct an on-site inspection to verify project completion and permanent stabilization.

The following information must be submitted for the application to be considered complete.

Section 1. Permit Information

Check the appropriate box for the permit type and provide the permit number.

Section 2. Project Location or Physical Address

Provide the project site name, address, municipality, and county. Provide the latitude and longitude coordinates for the approximate center of the project site area, in degrees, minutes, and seconds.

Section 3. Reason for Permit Termination

Check the appropriate box which describes the reason for the submittal of the NOT form. In most cases, the NOT form should not be submitted until all construction activity identified in the E&S/PCSM Plans is complete and all disturbed areas have been stabilized. For example, for a subdivision where the operator will construct the infrastructure (roads, utilities, etc.) and houses, the operator should not submit the NOT form until all construction activity identified in the plans are complete and all disturbed areas have been stabilized. This includes individual lot development (i.e. house, driveway, and lawn construction). Thus, the first box should be checked.

However, circumstances may warrant a full permit termination after either some or none of the planned activities (i.e., any earth disturbance activities, such as clearing, grubbing, grading or the installation of E&S BMPs) were conducted, the site has been stabilized, and there is no intention for the permittee to commence or continue construction at the project site.

- For full terminations where **some of the planned activities were conducted including the installation or utilization of PCSM BMPs**, complete Sections 1 through 6 and other applicable sections of the NOT form (as described in Section 6 of the NOT instructions) as well as the applicable sections of the Completeness Review and Fieldwork Checklist.
- For full terminations where **some of the planned activities were conducted yet no PCSM BMPs were installed or utilized**, complete Sections 1 through 4 of the NOT form and Section 4 of the Completeness Review and Fieldwork Checklist. In lieu of the Section 8 certification, submit a signed cover letter and indicate in the letter that some earth disturbance activities took place, no PCSM BMPs were installed, and the site has been permanently stabilized.
NOTE – This type of full termination also requires that no proposed impervious or semi-impervious (e.g., gravel) areas were constructed.
- For full terminations where **no planned activities were conducted**, complete Sections 1 through 4 of the NOT form and Section 4 of the Completeness Review and Fieldwork Checklist. In lieu of the Section 8 certification, submit a signed cover letter and indicate in the letter that no earth disturbance activities took place and no temporary E&S BMPs were installed.

If a permittee(s) wishes to terminate permit coverage on a portion of a project which is complete and permanently stabilized while continuing to maintain permit coverage on the remaining portion of a project until completion, this can be achieved through a partial permit termination. The following criteria must be met to utilize a partial permit termination:

1. Unless otherwise approved by DEP in writing, both the area of land to be terminated and the remaining land must be five (5) acres or greater. Therefore, the total project site must be ten (10) acres or greater.
2. Except for linear projects that involve restoration to pre-construction conditions, to the extent practicable, in accordance with 25 Pa. Code § 102.8(n), both portions of the project must not be hydrologically connected to (contributing stormwater drainage/flows to or receiving stormwater drainage/flows from) each other, up to and including the 100-year storm event. For example, if a BMP is located within the completed portion of the site and infiltrates the 2-year/24-hour storm but overflows during larger storm events to a larger basin which is not contained within the

completed portion of the site, the partial NOT will not be approved.

3. Single lot terminations are permitted, so long as they meet the criteria above.

Provide a description of the portion of the project site to be terminated and provide the metes and bounds (attach additional sheet, if necessary). If submitting a NOT form for a partial termination, a notice of intent or permit application for an amendment to the permit to reflect the reduction in the project site must be submitted concurrently. The permit type must be the same as the originally issued permit, except that current PAG-02 permittees may request PAG-01 coverage for the remaining portions of a project site if eligible.

Section 4. Permittee Information

Provide the name, address, telephone number, and email address of the permittee and any additional permittees (those who had been listed as co-applicants on the permit application). The name(s) and address(es) provided here must match the name(s) and address(es) of the applicant(s) on the permit application, unless the permit was transferred to a new permittee(s); in which case, the name(s) and address(es) must match the name(s) and address(es) listed on any applicable transfer form.

Section 5. Final Certification of Licensed Professional

Per 25 Pa. Code § 102.8(k), a licensed professional or a designee shall be present on-site and be responsible during critical stages of implementation of the approved PCSM Plan. A licensed professional, which is defined in 25 Pa. Code § 102.1 as *professional engineers, landscape architects, geologists, and land surveyors to practice in this Commonwealth*, must complete, sign, and seal this section. Although a designee of the licensed professional may have provided oversight during critical stages on behalf of the licensed professional, the designee may not complete this section. This section must be completed by a licensed professional. This section must be completed for all NPDES-permitted projects regardless of whether the project includes PCSM BMPs or is a restoration/reclamation activity.

In conjunction with this section, **Appendix A** must be completed to provide a summary of installed PCSM BMPs, and a copy of the project's record drawings must be attached to the NOT form. The record drawings must accurately reflect as-built conditions and need to contain a level of detail sufficient for the person responsible for the long-term operation and maintenance of the BMPs to locate, access, and properly maintain the BMPs. The record drawings should contain the same information as the PCSM Plan and note any changes from the PCSM Plan (preferably

overlain). *Note: Changes made to a PCSM Plan may require an amendment to permit coverage.*

Appendix B, the Record Drawings Checklist, must be completed as verification that all applicable items are included in the record drawings. If applicable items are missing, the reviewing entity may request resubmittal of the record drawings.

Section 6. Long-Term Operation and Maintenance and Restoration/Reclamation

Check the box which describes the final status of the site. If any non-restoration or non-reclamation PCSM BMPs were installed or utilized (including non-structural BMPs which do not require installation but are utilized as a part of the PCSM Plan, e.g., street sweeping) within the project area encompassed by the NOT, then the first box must be checked (and Section 7 of the NOT as well as Appendices A, B, and C must be completed). If the project area encompassed by this NOT is to be completely restored or reclaimed (per 25 Pa. Code § 102.8(n)), then the second box must be checked (and Section 7 of the NOT as well as Appendices A, B, and C are not required to be completed).

Section 7. Proof of Instrument Filing with the Recorder of Deeds Office

Per 25 Pa. Code § 102.8(m)(2), an instrument must be filed with the County Recorder of Deeds office, and proof of filing must be submitted with the NOT. However, if the answer to question 7.a is “yes,” an instrument filing is not necessary at this time (but will be required at the time of a future property transfer) and the permittee is not required to complete section 7.b.

NOTE – The recorded instrument should reference the record drawings, which will be on file with the delegated county conservation district or DEP upon NOT submission.

For most projects, the instrument and attachments which were recorded during the initial filing (within 45 days of permit authorization/issuance) should be amended at the time of permit termination so that the plan on record is an accurate reflection of as-built conditions for the benefit of current and future responsible parties.

Proof of filing the instrument and attachments with the Recorder of Deeds must be submitted with the NOT form. The combination of these two items is considered sufficient proof of filing:

1. A copy of the Recorder of Deeds receipt and
2. Completed Section 7.b of the NOT form.

Submission of a copy of the recorded instrument is also encouraged. In conjunction with this section, **Appendix C** must be completed to identify the person(s) (as defined at 25 Pa. Code § 102.1) who has agreed to be responsible for long-term operation and

maintenance of the PCSM BMPs. Complete the table as follows: In the first column, each PCSM BMP must be listed in a separate row, with each corresponding latitude and longitude provided in the second column of the same row. The full name, address, and phone number of the person responsible for each BMP must be provided in each row for which a BMP is listed.

Section 8. Permit Termination Certification

The person listed in Section 4 is to complete this certification. If an additional permittee is listed in Section 4, print an additional Section 8 to be completed by the additional permittee. There is no need for a co-permittee who was brought onto the permit after permit authorization/issuance as an operator to complete the certification. Upon permit termination, all remaining co-permittees who had been brought onto the permit after authorization/issuance are automatically released from liability. The information provided in the certification must match the information provided on the permit application certification section or on any applicable permit transfer forms.

The permittee must complete the required certification by printing the permittee name in the first paragraph, checking the appropriate box as indicated below, entering the entity name both in the second paragraph and next to the appropriate checkbox, and providing the printed permittee name and title, permittee signature, and date:

- a. Corporations:
 - 1) A president, vice-president, secretary, or treasurer of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - 2) The manager of one or more manufacturing, production or operating facilities if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- b. Partnerships or sole proprietorships - a general partner or the proprietor, respectively.
- c. Municipalities, State, Federal or other public agencies - either a principal executive officer or ranking elected official:
 - 1) The chief executive officer of the agency; or
 - 2) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).
- d. For individuals, no indication of entity name or title is necessary.

If anyone else signs on behalf of a corporation, partnership, or public agency, documentation supporting delegation of contracting authority must be provided.

Notice of Termination Completeness Review and Fieldwork Checklist

The NOT paperwork, required to be submitted, is to be completed based on property ownership and the type of PCSM BMPs (see Section 6 of the NOT). Under the Paperwork Requirements section:

- If your project contains PCSM BMPs installed per 25 Pa. Code §§ 102.8(a) through (m), and the property is not commonwealth- or federally-owned, check the boxes in the “Permittee Included” column in Section 1 of the checklist.

- If your project contains PCSM BMPs installed per 25 Pa. Code §§ 102.8(a) through (m), and the property is entirely commonwealth- or federally-owned, check the boxes in the “Permittee Included” column in Section 2 of the checklist.
- If your project contains PCSM BMPs installed per 25 Pa. Code § 102.8(n), regardless of ownership, check the boxes in the “Permittee Included” column in Section 3 of the checklist.

Under Section 4, “Field Inspection,” all project types must check the boxes in the “Permittee Addressed” column.

The permittee shall retain a copy of the record drawings and shall also provide a copy, as part of the approved PCSM Plan, to the person(s) identified in Appendix C, as being responsible for the long-term operation and maintenance of the PCSM BMP(s). Additional copies of the NOT form and record drawings shall also be provided to the local municipality.

AFTER PERMIT TERMINATION

DEP’s Sample Instrument for the Declaration of Restrictions and Covenants includes the following language:

“Upon any reduction, loss, or failure of any PCSM BMP, the Grantor shall take immediate action to restore, repair, or replace the BMP or provide an alternative method of treatment. If a modification to the installed PCSM BMPs is proposed for any reason, this Instrument shall not be amended, terminated or in any way modified by the Grantor without the express prior written approval of the Commonwealth of Pennsylvania Department of Environmental Protection (Department). After receiving approval from the Department, the Grantor shall record any such amendment, termination or modification of this Instrument. If an amendment or modification of this Instrument is needed for reasons other than PCSM BMP modification or site redevelopment, the Grantor shall provide notice to the Department or delegated county conservation district in writing at least 20 business days prior, unless otherwise approved by Department, to recording any amendment, termination or modification of this Instrument. After the 20 business days have elapsed without written notification from the Department, the Grantor may record any such amendment, termination or modification of this Instrument.”

In the event an instrument other than DEP’s sample instrument is utilized, the landowner or other responsible party should carefully review the instrument and consult with DEP prior to any modification or alterations to the PCSM BMPs. Any modification or alteration made without approval of DEP or delegated County Conservation District may be subject to enforcement action.

DOCUMENT REVISION HISTORY

Date	Revision Reason
February 2022	Revised NOT and Instructions to incorporate the PAG-01 General Permit as a Chapter 102 permit type; other minor edits made throughout.
March 2021	Revised PCSM BMP Instructions after Permit Termination.
September 2020	Clarified that the record drawings, long-term O&M plan and long-term O&M agreements are recommended, not required, to be included with the recorded instrument.
January 2018	Changed review period from 20 business days to 30 calendar days; Added DEP discretion to waive the 5-acre minimum criteria for partial terminations; Added a clarification that no permit type change may occur upon partial termination; Revised Appendix C instructions to replace "individual(s)" with "person(s)".



**NOTICE OF TERMINATION
FOR CHAPTER 102 PERMITS**

PLEASE READ THE NOTICE OF TERMINATION INSTRUCTIONS PROVIDED WITH THIS NOTICE OF TERMINATION FORM BEFORE COMPLETING THIS FORM AND THE ATTACHED CHECKLIST. PLEASE PRINT OR TYPE INFORMATION IN BLACK OR BLUE INK.

Applicability: This Notice of Termination (NOT) form must be completed by permittees of Chapter 102 permits in accordance with 25 Pa. Code § 102.7. Chapter 102 permits include National Pollutant Discharge Elimination System (NPDES) Permits (Individual, PAG-01, and PAG-02), Erosion and Sediment Control (E&S) Permits, and E&S General Permits for Earth Disturbance Associated with Oil and Gas Exploration, Production, Processing, or Treatment Operations or Transmission Facilities (ESCGP).

1. PERMIT INFORMATION:

Check the appropriate box.

- NPDES Permit # _____
- E&S Permit # _____
- ESCGP # _____

2. PROJECT LOCATION OR PHYSICAL ADDRESS:

Project Site Name: _____

Address: _____

Municipality: _____ County: _____

Latitude: _____°/ _____'/ _____" Longitude: _____°/ _____'/ _____"

3. REASON FOR PERMIT TERMINATION:

Check the appropriate box.

- Full Permit Termination – all planned activities were conducted and are complete, and the entire site is encompassed by this NOT.
- Full Permit Termination – some planned activities were conducted, and the entire site is encompassed by this NOT.
- Full Permit Termination – no planned activities were conducted, and the entire site is encompassed by this NOT.
- Partial Permit Termination – all planned work is complete for a portion of the site, described as _____, encompassed by this NOT.

4. PERMITTEE(S) INFORMATION:

PERMITTEE

PERMITTEE (additional)

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip Code: _____

State: _____ Zip Code: _____

Telephone Number: _____

Telephone Number: _____

Email Address: _____

Email Address: _____

5. FINAL CERTIFICATION OF LICENSED PROFESSIONAL:

This section is to be completed by a licensed professional as defined at 25 Pa. Code § 102.1.

I, _____, do hereby certify pursuant to the penalties of 18 Pa. C.S.A. § 4904 to the best of my knowledge, information and belief, that the accompanying record drawings accurately reflect the as-built conditions, are true and correct, and are in conformance with Chapter 102 of the rules and regulations of the Department of Environmental Protection and that the project site was constructed in accordance with the approved PCSM Plan or Site Restoration/Reclamation plan, all approved plan changes and accepted construction practices.

Name and Official Title of Licensed Professional

Licensed
Professional
Seal

Signature: _____

6. LONG-TERM OPERATION AND MAINTENANCE AND RESTORATION/RECLAMATION:

This project involves (check the appropriate box):

Installation or utilization, and subsequent long-term operation and maintenance of PCSM BMPs per 25 Pa. Code § 102.8(a) through (m).

OR

Installation of PCSM BMPs identified as restoration or reclamation activities per 25 Pa. Code § 102.8(n).

Note: For projects solely involving restoration or reclamation activities, proceed to Section 8.

7. PROOF OF INSTRUMENT FILING WITH THE RECORDER OF DEEDS OFFICE:

Per 25 Pa. Code § 102.8(m)(2), the instrument will assure disclosure of the PCSM BMP(s) and the related obligations in the ordinary course of a title search of the subject property. The recorded instrument must identify the PCSM BMP(s), provide for the necessary access related to long-term operation and maintenance of the PCSM BMP(s) and provide notice that the responsibility for long-term operation and maintenance of the PCSM BMP(s) is a covenant that runs with the land that is binding upon and enforceable by subsequent grantees. The recording of the long-term operation and maintenance plan along with the instrument is recommended.

For either Commonwealth or federally-owned property, a covenant that runs with the land is not required until the transfer of the land containing the PCSM BMP(s) occurs. Upon said transfer, the deed must then comply with 25 Pa. Code § 102.8(m)(2).

a. *Is the project located entirely on Commonwealth or federally-owned property?* Yes No

If the answer to question a., above, is Yes, proceed to Section 8.

If the project is not located entirely on Commonwealth or federally-owned property, proceed to Section 7.b. The completed Section 7.b and an attached copy of the Recorder of Deeds Office receipt constitutes proof of instrument filing as required by 25 Pa. Code § 102.7(b)(5).

Also attach copies of the "landowner notice(s)" provided to all landowners who have bought or accepted ownership or other legal responsibility for parcels within the permit boundary.

b.

I certify, under penalty of law, that the below checked items have been recorded at the project county's Recorder of Deeds Office to assure disclosure of the PCSM BMP(s) and the related obligations in the ordinary course of a title search of the subject property, and which meet the requirements of 25 Pa. Code § 102.8(m)(2).

- Legal instrument which addresses 25 Pa. Code § 102.8(m)(2) *(required)*
- Record drawings which accurately reflect as-built conditions *(recommended)*
- Long-term operation and maintenance plan which clearly outlines the operation and maintenance activities necessary for the associated PCSM BMP(s) *(recommended)*
- Long-term operation and maintenance agreement(s) *(recommended if any individual other than the permittee is identified in Appendix C as being responsible for the long-term operation and maintenance of one or more PCSM BMPs)*

8. Permit Termination Certification:

This Section is to be completed by the person(s) listed in Section 4.

I, _____, certify under penalty of law that either permanent stabilization, under 25 Pa. Code § 102.22(a)(2), of the earth disturbance activities has occurred or the site has been returned to agricultural operation regulated under 25 Pa. Code § 102.4(a). I certify under penalty of law that either the installation of BMPs in accordance with an approved plan* prepared and implemented per §§ 102.4 and 102.8 (relating to erosion and sediment control requirements; and PCSM requirements) has occurred or all approved restoration/reclamation activities have been completed. I understand that by submitting this NOT, I am no longer authorized to conduct earth disturbance activities under the referenced permit and that discharging stormwater from earth disturbance activities to waters of the Commonwealth is unlawful where the discharge is not authorized by a permit. I also understand that the submittal of this NOT does not release a permittee or co-permittee from liability for any violations of the permit, the federal Clean Water Act (if applicable), the Pennsylvania Clean Streams Law and the rules and regulations promulgated thereunder, or from liability for any environmental damages occurring as a result of any earth disturbance activities conducted at the site. I understand that there are significant penalties for submitting false information, including possible fines and imprisonment for knowing violations.

*Upon NOT approval, the submitted record drawings or site restoration/reclamation plan equates an approved plan.

Individual; proceed to signature portion.

I hereby certify that I am the signatory pursuant to 25 Pa. Code § 92a.22 and 40 CFR § 122.22 and that I am the person who is responsible for decision-making regarding environmental compliance functions for Enter Entity name, the manager of one or more manufacturing, production, or operating facilities of the permittee and am authorized to make management decisions which govern the operation of regulated facility including having explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure the permittee's long term environmental compliance with environmental laws and regulations.

(choose one of the following; not applicable for individuals):

president vice president secretary treasurer

of _____ Corporation/Company
Entity name

member or manager of _____ LLC
Entity name

general partner of _____ partnership/LP/LLP
Entity name

principal executive officer or ranking elected official of _____ Municipality/State/Federal/other
public agency Entity name

Power of Attorney/delegation of contractual authority (documentation supporting delegation of contracting authority must be provided) for _____
Entity name

SIGNATURE

Permittee

Print Name and Title of Person Signing

Signature of Permittee

Date Signed

APPENDIX A
Summary Table of Installed PCSM BMPs

Check all applicable PCSM BMPs that have been installed as part of the approved PCSM Plan along with their associated function(s).

Note: VC = Volume Control, RC = Rate Control and WQ = Water Quality

Permit No.: _____

BMP		Function(s)					No. of BMPs	Total Acres Treated	Total Volume Treated
<input type="checkbox"/>	Wet Ponds	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Constructed Wetlands	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Retention Basins	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Detention Basins	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC				
<input type="checkbox"/>	Underground Detention	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC				
<input type="checkbox"/>	Dry Extended Detention Basin	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC				
<input type="checkbox"/>	Sediment Fore Bay	<input type="checkbox"/>	VC			<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Infiltration Trench	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Infiltration Berm/Retentive Grading	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Subsurface Infiltration Bed	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Infiltration Basin	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Pervious Pavement	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Dry Well/Seepage Pit	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Bio-Infiltration Areas	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Rain Gardens/Bio-Retention	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Vegetated Swales	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Constructed Filters	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Protect Sensitive & Special Value Features	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Protect/Convert/Establish Riparian Buffers	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Restoration: Buffers/Landscape/Floodplain	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Disconnection From Storm Sewers	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Rooftop Disconnections	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Vegetated Roofs	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Runoff Capture/Reuse	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Oil/Grit Separators					<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Water Quality Inserts/Inlets					<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Street Sweeping					<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Soil Amendment/Soil Restoration	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Other	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Other	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		
<input type="checkbox"/>	Other	<input type="checkbox"/>	VC	<input type="checkbox"/>	RC	<input type="checkbox"/>	WQ		

APPENDIX B
Record Drawings (accurately reflecting as-built conditions) Checklist

Permit No.: _____

Indicate whether each item is included or not applicable		
		Building Improvements
Included	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	Building Footprint
<input type="checkbox"/>	<input type="checkbox"/>	Limits of Paving and other impervious areas
<input type="checkbox"/>	<input type="checkbox"/>	Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	Finish Grading
<input type="checkbox"/>	<input type="checkbox"/>	Downspout Locations
		Site Utilities
Included	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	Well location
<input type="checkbox"/>	<input type="checkbox"/>	Septic tanks, dosing tanks, distribution boxes and on-lot absorption area
		Stormwater Conveyance
Included	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	Pipe locations including pipe material, diameter, slope and length
<input type="checkbox"/>	<input type="checkbox"/>	Inlets and endwall locations including inverts and grate elevations
<input type="checkbox"/>	<input type="checkbox"/>	Swale locations and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Rock aprons and other pipe outlets locations
		Post Construction Storm Water Management (PCSM)
Included	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	Structural PCSM BMP locations and access
<input type="checkbox"/>	<input type="checkbox"/>	Non-Structural PCSM BMP locations
<input type="checkbox"/>	<input type="checkbox"/>	Construction details of PCSM BMPs in as-built condition
<input type="checkbox"/>	<input type="checkbox"/>	BMP berm elevations
<input type="checkbox"/>	<input type="checkbox"/>	BMP bottom elevations
<input type="checkbox"/>	<input type="checkbox"/>	Emergency spillway elevation
<input type="checkbox"/>	<input type="checkbox"/>	Emergency spillway length
<input type="checkbox"/>	<input type="checkbox"/>	Emergency spillway protection (TRW, Riprap, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Outlet structure elevations, orifice sizes
<input type="checkbox"/>	<input type="checkbox"/>	Pipe size, length, material, elevations and slope
<input type="checkbox"/>	<input type="checkbox"/>	Show all rain barrels, seepage pits, infiltration trenches
<input type="checkbox"/>	<input type="checkbox"/>	Show limits (soil amendments, new wood line, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Cover condition (lawn, meadow, woods, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	PCSM BMP Long-Term O&M
		PCSM – Irrigation BMPs only
Included	Not Applicable	Item
<input type="checkbox"/>	<input type="checkbox"/>	Spray Head and Valve Locations and Spray Radii
<input type="checkbox"/>	<input type="checkbox"/>	Pump Location
<input type="checkbox"/>	<input type="checkbox"/>	Pump Information (Duty point, HP)
<input type="checkbox"/>	<input type="checkbox"/>	Controller Location
<input type="checkbox"/>	<input type="checkbox"/>	Intake Location
<input type="checkbox"/>	<input type="checkbox"/>	Location of main (size and material)
<input type="checkbox"/>	<input type="checkbox"/>	Laterals (size and material)
<input type="checkbox"/>	<input type="checkbox"/>	Dosing Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Drip Field with tubing location

APPENDIX C

Permit No.: _____

Person(s) Responsible for Long-Term Operation and Maintenance of PCSM BMPs:				
The following person(s) understand and have agreed to the long-term operation and maintenance of the PCSM BMPs as per the long-term operation and maintenance plan.				
PCSM BMPs (list one BMP per row)	Latitude and Longitude, of each PCSM BMP	Name of Responsible Party	Address	Phone #

Attach additional Appendix C Forms as needed.

Page ____ of ____

NOTICE OF TERMINATION (“NOT”) COMPLETENESS REVIEW AND FIELDWORK CHECKLIST

Project Site Name: _____ Permit No.: _____

C = Complete, NC = Not Complete, N/A = Not Applicable

Paperwork Requirements:

SECTION 1 - NON-COMMONWEALTH/NON-FEDERAL PROPERTY			
Permittee Included	Reviewer		Item
	C	NC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Sections 1-8 of the NOT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings which accurately reflect as-built conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Recorder of Deeds Office receipt for instrument filing
<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/>	Copy of Landowner Notices (<i>required if sale or other transfer of any parcel, lot, road, or other real property occurred within the permit boundary during the life of the permit</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Appendices A, B, and C
SECTION 2 - COMMONWEALTH/FEDERAL PROPERTY			
Permittee Included	Reviewer		Item
	C	NC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Sections 1-7.a. and 8 of the NOT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings which accurately reflect as-built conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Appendices A, B, and C
SECTION 3 - RESTORATION/RECLAMATION ACTIVITY			
Permittee Included	Reviewer		Item
	C	NC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Sections 1-6 and 8 of the NOT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Drawings or Site Restoration/Reclamation Plan

Fieldwork Requirements:

SECTION 4 - FIELD INSPECTION (Required for permit termination)			
Permittee Addressed	Reviewer		Item
	C	NC	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent Stabilization per 25 Pa. Code § 102.22(a)(2) <u>or</u> the return to agricultural operation regulated under 25 Pa. Code § 102.4(a)
<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/>	Installation of PCSM BMPs per 25 Pa. Code §§ 102.8(a) through (m) and approved permit (<i>required for non-restoration/reclamation activities</i>)
<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/> <input type="checkbox"/> N/A	<input type="checkbox"/>	Installation of PCSM BMPs per 25 Pa. Code § 102.8(n) and approved permit (<i>required for restoration/reclamation activities</i>)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal of E&S BMPs per 25 Pa. Code § 102.22(a)(1) and approved permit

OFFICIAL USE ONLY

Determination: Approve Deny

Inspection Report No: _____

Reviewer Name: _____

Date: _____

DOCUMENT REVISION HISTORY

Date	Revision Reason
February 2022	Modified title of form and included PAG-01 General Permit in applicability statement; other minor edits made throughout.
September 2020	The record drawings, long-term O&M plan, and long-term O&M agreements are only recommended, not required, to be included with the recorded instrument.
January 2018	Revised Appendix C to replace "individual(s)" with "person(s)"; Updated Checklist Section 2 to include Appendix C.



CO-PERMITTEE ACKNOWLEDGEMENT FORM FOR CHAPTER 102 PERMITS INSTRUCTIONS

In accordance with 25 Pa. Code § 102.5(h), operators who are not the permittee shall be co-permittees. An operator is a person who has oversight responsibility of earth disturbance activities on a project site or a portion thereof who has the ability to make modifications to the Erosion and Sediment Control Plan (E&S Plan), the Post-Construction Stormwater Management Plan (PCSM Plan) or site specifications and/or has day-to-day operational control over earth disturbance activities to ensure compliance with the E&S or PCSM Plans.

For example, if a gas station/convenience store company submits a Chapter 102 permit application, Notice of Intent (NOI) or registration identifying itself as the applicant and permit coverage is approved, the gas station/convenience store company then becomes the permittee. If the gas station/convenience store company hires a general contractor to oversee the site construction, the general contractor becomes an operator. The general contractor may then hire an excavating company to handle the bulk earth disturbance, who also becomes an operator. However, if the general contractor hires an electrical contractor to install the underground electric lines, the electrical contractor would not become an operator.

Every time an operator is selected for a project with Chapter 102 permit coverage, the permittee(s) and the operators must complete and sign the Co-Permittee Acknowledgement form when required by the permit. The completed form must be retained by the permittee and co-permittee for a period of time specified in the permit, and must be sent to the office of the Department of Environmental Protection or the delegated county conservation district (DEP/CCD) that approved permit coverage. If an operator completes their job responsibilities, the operator may elect to terminate its responsibilities under the permit, prior to submission of a Notice of Termination (NOT) by the permittee, by completing and signing a Co-Permittee Liability Release form ([3800-FM-BCW0271](#)). This form must also be signed and retained by the permittee and must be sent to DEP/CCD.

Permittee / Project Information – **This section must be completed by permittee(s).** For a permit held by multiple individuals or entities (i.e., co-applicants on the original NOI or application that become co-permittees), each individual or entity must complete this section (use separate sheets).

- Identify the permittee name, address, city, state, ZIP code, contact name, contact phone number, and contact email address as reported on the Chapter 102 NOI or permit application, or as identified on an applicable transfer form.
- Identify the name of the project, as reported on the Chapter 102 application.
- Report the municipality(ies) and county(ies) where the construction activity is located.
- Specify the type of permit coverage the permittee has by checking the appropriate box for PAG-01, PAG-02, IP (individual NPDES permit), ESCGP (erosion and sediment control general permit) or E&S (erosion and sediment control permit). Identify the permit number assigned by the issuing agency; for PAG-01 coverage, identify the permit number if known.
- Report the date of permit issuance and the date construction commenced.

Co-Permittee Information – **This section must be completed by the individual or entity that will be added as a co-permittee.**

- Identify the co-permittee name, address, city, state, ZIP code, contact name, contact phone number, and contact email address.
- Identify the co-permittee's role in the construction project by selecting the appropriate box.
- Report the date on which this role will commence.
- Describe the co-permittee's responsibilities for the project.

Certification

The Certification section of the form must be completed and signed by the permittee(s) and the individual or entity that is seeking to be added as a co-permittee as follows:

- For individually owned operations, the owner of the facility must complete and sign the Certification section.
- For a corporation, a responsible corporate officer must complete and sign. A responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the proposed construction activity.
- For a partnership or sole proprietorship, a general partner or the proprietor, respectively, must complete and sign.
- For a municipality, state, federal or other public agency, either a principal executive officer, ranking elected official or other authorized employee must complete and sign.

The Certification statement includes one section specific to permittees only, one section specific to co-permittees only, and one section that applies to both permittees and co-permittees.

For a permit that is held by multiple individuals or entities, provide multiple copies of this section as necessary. Each permittee must sign the certification section.



CO-PERMITTEE ACKNOWLEDGEMENT FORM FOR CHAPTER 102 PERMITS

PERMITTEE / PROJECT INFORMATION

Permittee Name: _____ Contact Name: _____

Permittee Address: _____ Contact Phone: _____

Permittee City, State, ZIP: _____ Contact Email: _____

Project Name: _____

Municipality: _____ County: _____

Permit Type: PAG-01 PAG-02 IP ESCGP E&S Permit No.: _____

Permit Issuance Date: _____ Construction Commencement Date: _____

CO-PERMITTEE INFORMATION

Co-Permittee Name: _____ Contact Name: _____

Co-Permittee Address: _____ Contact Phone: _____

Co-Permittee City, State, ZIP: _____ Contact Email: _____

Co-Permittee's Role in Project: General Contractor Consultant Excavation Contractor Other

Date Role Will Commence: _____

Description of Responsibilities: _____

CERTIFICATION

Permittees: I am aware that I will be held jointly and severally liable for an activity conducted by any co-permittee that results in non-compliance with the Pennsylvania Clean Streams Law (CSL), 25 Pa. Code Chapter 102 regulations, and/or a permit issued pursuant to the CSL and Chapter 102 regulations.

Co-Permittees: I understand that I am assuming joint and severable responsibility, coverage, and liability under the permit for all duties, responsibilities, and non-compliance with the Chapter 102 permit. I certify that I will implement the requirements of the permit and the approved design plans and will notify the permittee and the agency that issued permit coverage prior to implementing changes to the plans.

Permittees and Co-Permittees: I certify under penalty of law (see 18 Pa.C.S. § 4904 (relating to unsworn falsification)) that the information reported herein was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the information, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Permittee Name

Co-Permittee Name

Permittee Signature

Co-Permittee Signature

Permittee Title

Co-Permittee Title

Date of Signature

Date of Signature



CHAPTER 102 VISUAL SITE INSPECTION REPORT INSTRUCTIONS

Completion of the Visual Site Inspection Report is a requirement of National Pollutant Discharge Elimination System (NPDES) permits for stormwater discharges associated with construction activities issued under Chapter 102 by the Department of Environmental Protection (DEP) and authorized county conservation districts (CCDs). The latest version of the Visual Site Inspection Report must be used by permittees when provided with the permit or permit authorization (new, renewed or amended permits). Where an earlier version of the inspection report was provided with a permit or permit authorization, an existing permittee may continue to use that version of the report. This form is to be used for during the earth disturbance activities at a project site. For project sites that do not require permit coverage, this form may be used but is not required. The Visual Site Inspection Report may be converted for electronic use by a permittee/co-permittee, and such use is acceptable under the terms of the permit as long as: 1) there are no changes to the content of DEP's report template, and 2) the permittee/co-permittee is capable of printing physical copies of completed reports on-site. Inspection reports must be retained on-site for a period of time specified in the permit and be made available to DEP/CCDs upon request.

General Information

Report the following information in the space provided:

- **Inspection Date and Time** – Enter the date of the inspection (month, date, and year) and the time of the inspection (circle AM or PM).
- **Inspection Number** – List the inspection ID number if desired (i.e., optional). If used, an inspection number should be unique for each inspection and project site.
- **Inspection Type** – Enter either “Routine” (i.e., weekly), “Post-Storm” (i.e., an inspection conducted within 24 hours of a measurable stormwater event), “Corrective Action” (i.e., an inspection done in response to a finding by the permittee/co-permittee or by DEP/CCD that correction action must be taken).
- **Precipitation in Previous 24 Hours** – Identify the amount of precipitation, in inches, that have occurred over the 24 hours prior to the inspection, based on an on-site rain gauge or local weather station measurement.
- **Current Site Conditions** – Check the appropriate box(es) to specify the overall condition of the site with respect to earth disturbance activities. More than one box may be selected.
- **Current Weather Conditions** – Check the appropriate box to specify the weather conditions at the start of the inspection.
- **Permittee and Inspector Information** – List the permittee's name and mailing address as it appears on the first page of the permit issued by DEP/CCD. List the name of the person who completed the inspection, the inspector's phone number, the company (firm) employing the inspector, and the inspector's title with the firm, as applicable.
- **Project Name** – Identify the project (or project site) name as it appears on the first page of the permit issued by DEP/CCD.
- **Municipality and County** – Record the municipality and county where the project site is located.
- **Permit Type and Permit No.** – Check the appropriate box to indicate the type of permit held by the permittee, if applicable; either General NPDES Permit coverage (PAG-02); an Individual NPDES Permit (IP); an Erosion and Sediment Control General Permit (ESCGP); or an Erosion and Sediment Control Individual Permit (ESP). Enter the permit number associated with the authorization for earth disturbance activities, if applicable.

Inspection Information

Questions 1 through 6 relate to areas or best management practices (BMPs) on a project site (including off-site areas supporting the project site, as applicable) that should be inspected, where applicable, during routine and post-storm event inspections. Check the box in the “Check if Inspected” column for the corresponding area if an inspection of the

area was completed. Use the column for "Problems Observed" to note any conditions that should, in the opinion of the inspector, be corrected to comply with the permit. Attach additional pages if necessary. If an area is not applicable to a project site or to the timing of the inspection, it need not be inspected. For example, if there are no locations on-site where temporary or permanent stabilization measures have been or must be taken, the box corresponding to Question 6 may remain un-checked.

Questions 7 through 15 request a response of Yes, No, or Not Applicable (N/A). Provide a response for each desired question by checking the appropriate box. Where appropriate the inspector may check the box for N/A. For example, for question 10, "Are PCSM BMPs properly installed, are operational, and are working as intended?" the inspector may check the box for N/A if temporary erosion and sediment control (E&S) BMPs are still in place and post-construction stormwater management (PCSM) BMPs have not been constructed. Where temporary E&S BMPs have been removed, the inspector may check the box for N/A for question 9, "Are E&S BMPs properly installed, are operational, and are working as intended?"

For question 16, provide an explanation for any "No" responses for questions 7 through 15 in the space provided. Attach additional sheets as necessary. Refer to the question number and project location in your explanation.

Questions 17 through 20 request a response of Yes, No, or Not Applicable (N/A). Provide a response for each desired condition by checking the appropriate box. Where appropriate the inspector may check the box for N/A. For question 18, unauthorized non-stormwater discharges are those that are not identified in the permit as being allowable discharges. For example, the discharge of sewage from portable restrooms is an unauthorized non-stormwater discharge.

For question 21, provide an explanation for any "Yes" responses for questions 17 through 20 in the space provided. Attach additional sheets as necessary. Refer to the question number and project location in your explanation.

For question 22, check the appropriate box to identify if critical stages of implementation of the PCSM Plan are occurring at the time of inspection. If there are no critical stages for a project, then check the box for N/A. The critical stages of PCSM implementation are identified in the approved PCSM Plan. If the answer to question 22 is Yes, check the appropriate box for question 23, to identify if a licensed professional is or was on-site during these critical stages and was responsible.

For question 24, check the appropriate box if fill material excavated on-site, imported to the site, or exported from the site has been tested for clean fill under DEP's [Management of Fill Policy](#) and Form FP-001 is attached to the inspection report. Form FP-001 should be attached to the next inspection report that is completed following receipt of information necessary to complete Form FP-001.

For question 25, list the name(s) and address(es) of all new operators that have commenced work on the project site since the last inspection was conducted. An operator is a person who has one or more of the following: (i) oversight responsibility of earth disturbance activity on a project site or a portion thereof who has the ability to make modifications to the E&S Plan, PCSM Plan or site specifications, or (ii) day-to-day operational control over earth disturbance activity on a project site or a portion thereof to ensure compliance with the E&S Plan or PCSM Plan (see 25 Pa. Code § 102.1). If no new operators have commenced work at the project site since the last inspection, this section may remain blank.

If new operators are identified, check the appropriate box if the Transferee/Co-Permittee Application has been completed and submitted to DEP or an authorized CCD for those new operators.

For question 26, use the space provided to describe any corrective actions that should be taken by the permittee/co-permittee to comply with the permit based on the results of the inspection. The anticipated timeframe for completion of the corrective actions should also be identified. Attach additional sheets as necessary.

For question 27, check the appropriate box if photographs have been taken during the inspection and are attached to the inspection report.

For question 28, check the appropriate box if additional pages have been attached to the report.

Certification

The inspector should read the certification statement and must sign and date the inspection report, attesting to the accuracy and validity of the contents of the inspection report.



CHAPTER 102 VISUAL SITE INSPECTION REPORT

GENERAL INFORMATION

Inspection Date: _____ Inspection Time: _____ AM / PM Inspection No.: _____

Inspection Type: _____ Precipitation in Previous 24 hours: _____ inches

Current Site Conditions: Active Earth Disturbance Fully Stabilized Snow Covered

Current Weather Conditions: Rain/Sleet/Snow Overcast Sunny/Partly Sunny

Permittee Name: _____ Inspector Name: _____

Permittee Address: _____ Inspector Phone: _____

City, State, ZIP: _____ Inspector Firm: _____

Project Name: _____ Inspector Title: _____

Municipality: _____ County: _____

Permit Type: PAG-02 IP ESCGP ESP Permit No.: _____

INSPECTION INFORMATION

Areas for Inspection	Check if Inspected	Problems Observed
1. Areas that have been cleared and grubbed, graded, excavated, or otherwise disturbed and are not yet stabilized.	<input type="checkbox"/>	
2. BMPs installed to comply with permit.	<input type="checkbox"/>	
3. Material, waste, borrow and equipment storage and maintenance areas covered by permit or E&S Plan approval.	<input type="checkbox"/>	
4. Areas where stormwater flows within the site, including drainageways designed to divert, convey and/or treat stormwater.	<input type="checkbox"/>	
5. Discharge points on-site.	<input type="checkbox"/>	
6. Locations where stabilization measures have been implemented.	<input type="checkbox"/>	
Questions	Check One	
7. Are the approved E&S Plan and drawings available on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. Are the approved PCSM Plan and drawings available on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. Are E&S BMPs properly installed, operational, and working as intended?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. Are PCSM BMPs properly installed, operational, and working as intended?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11. Has a PPC Plan been prepared, implemented, and available on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12. Is all earth disturbance within the permitted limit of disturbance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13. Have all disturbed areas in which disturbance has ceased for more than 4 days been stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Questions	Check One
14. Is the approved construction sequence being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Are areas intended for PCSM BMPs being protected from compaction and sediment laden runoff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16. For Questions 7 through 15, explain any answers of "No" in the space below or on a separate sheet.	
17. Are there signs of visible accelerated erosion and sedimentation due to discharges from the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18. Are there any unauthorized non-stormwater discharges occurring from the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
19. Do stormwater discharges, if occurring during inspection, contain floating solids, foam, scum, sheen, or substances that result in observed deposits or produce an observable change in the color, taste, odor or turbidity of the receiving water?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Were any instances of non-compliance observed during the inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
21. For Questions 17 through 20, explain any answers of "Yes" in the space below or on a separate sheet.	
22. Are critical stages of implementation of the PCSM Plan occurring at the time of inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23. If No. 22 is "Yes", is or was a licensed professional present on-site and responsible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
24. Has any fill material excavated on-site, imported to the site, or exported from the site been tested for clean fill since the last inspection? (if "Yes" attach Form FP-001 to this report)	<input type="checkbox"/> Yes <input type="checkbox"/> No
25. Identify the names and addresses of all new operators that have commenced work on the project site since the last inspection was conducted (see 25 Pa. Code § 102.1 for the definition of "operator").	
Name: _____	Name: _____
Address: _____	Address: _____
City, State, ZIP: _____	City, State, ZIP: _____
For new operators listed above, has the Transferee/Co-Permittee Application been completed and submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Corrective Action – Describe any corrective actions that should be taken by the permittee to comply with the permit.	
27. Have photograph(s) been taken during the inspection and are attached to this report?	<input type="checkbox"/> Yes <input type="checkbox"/> No
28. Are additional pages attached to this report?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify under penalty of law (see 18 Pa.C.S. § 4904 (relating to unsworn falsification)) that the information reported herein was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the information, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

 Inspector Signature

 Date of Signature