

<<INSERT OFFICE LETTERHEAD HEADER>>

(Date)

(Permittee Contact Name)

(Permittee Name)

(Permittee Mailing Address)

(Permittee City, State and Zip)

(Co-Permittee Name and Address if Applicable)

Re: Failure to Submit Notice of Termination

(Site Name)

(NPDES / E&S / ESCGP) Permit No. (Permit No.)

(Site Municipality), (Site County) County

Dear (Mr./Ms.) (Permittee Contact Last Name):

According to the Department of Environmental Protection's (DEP's) records, your permit for stormwater discharges associated with construction activities expired on (Expiration Date) and you have not submitted a Notice of Termination (NOT) for review and approval. On (Date), the (County Name) County Conservation District (District) sent an (email OR letter) to you (attached for your reference) requesting that an NOT be submitted no later than (NOT Due Date). According to our records, an NOT was not submitted for review and approval.

DEP's regulations at 25 Pa. Code § 102.7(a) require submission of an NOT upon permanent stabilization of a site and installation of erosion and sediment control (E&S) best management practices (BMPs) and post-construction stormwater management (PCSM) stormwater control measures (SCMs). Failure to submit an NOT as required is a violation of 25 Pa. Code § 102.7(a) and Pennsylvania's Clean Streams Law.

In addition, in accordance with 25 Pa. Code § 102.7(c), until your NOT is approved you remain responsible for compliance with the permit including long-term operation and maintenance of all PCSM SCMs on the project site and are responsible for violations occurring on the project site.

If the project is complete and the area has been stabilized, please submit an NOT to the District within 15 days from the date of this letter. Otherwise, it is recommended **you cease any further earth disturbance activities with the exception of the installation of E&S BMPs and stabilization activities until a new permit is obtained.** Operating without a permit or failing to comply with conditions of the permit or any regulatory requirement is a violation that could lead to enforcement action.

The NOT instructions, form, and checklist are available in [DEP's eLibrary](#).

If you have questions or if you recommend that we communicate with a different party on this matter, please contact me by e-mail at (e-mail address) or by telephone at (Telephone No.) and

<<INSERT OFFICE LETTERHEAD FOOTER>>

<<Permittee Contact Name>>

<<PAGE>>

<<DATE>>

refer to Permit No. (Permit No.).

Sincerely,

(Application Manager Name)

(Title)

(DEP/CCD Office Name)

cc: (Co-Permittee Name(s), if applicable)
(Consultant Name) (approval letter only)
(DEP Permits Section Chief (if sent by CCD))
(Municipality)

<<Permittee Contact Name>>

<<PAGE>>

<<DATE>>

bcc: File
(bcc information)

(Reference Initials)