**Lehigh County Conservation District**

**Chapter 102 Applicant’s Pre-Application Meeting Form**

**Meeting Information:** \*Informal meetings – Please submit meeting minutes to our office within 5 days after meeting\*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Date:** |  | | **Meeting Time:** | |  | | **Informal/Formal:** | |  |
| **Project Name:** |  | | | | | | | | |
| **Permit Type (Individual, General, Major, Minor, Renewal or Unknown):** | | | | | | | |  | |
| **Multiple Program Permits Involved:** | | | **Yes** **No** | **If yes, use PACT: *www.ahs.dep.pa.gov/PACT*** | | | | | |
| **Applicant’s Name:** | |  | | | | | | | |
| **Applicant’s Company:** | |  | | | | | | | |
| **Mailing Address:** | |  | | | | | | | |
| **City, State, Zip:** | |  | | | | | | | |
| **Phone:** | |  | | | **Email:** |  | | | |
| **Consultant’s Name:** | |  | | | | | | | |
| **Consultant’s Company:** | |  | | | | | | | |
| **Consultant’s City/ State:** | |  | | | | | | | |
| **Phone:** | |  | | | **Email:** |  | | | |

**Project Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NPDES Acreage:** |  | **Limits of Disturbance:** | |  |
| **Municipality:** |  | **Drainage Areas (#):** | |  |
| **Site Address:** |  | | | |
| **Receiving Watercourse:** |  | **Chapter 93 Classification:** | |  |
| **LVPC Act 167 Ordinance:** |  | **Date of Ordinance:** | |  |
| **Impaired:** | **Yes** **No** |  | | |
| **Cause of Impairment:** |  | | | |
| **Karst Soils within LOD:** | **Yes** **No** | | | |
| **Hydric Soils within LOD:** | **Yes** **No** | | | |
| **Existing Wetlands:** | **Yes** **No** **EV** | | | |
| **Potential Contaminants:** | **Yes** **No** | **Contaminant:** |  | |
| **Riparian Buffers:** | **Yes** **No** | | | |
| **PNDI Hits:** |  | **Cleared:** | **Yes** **No** | |
| **Other Permits Required (105, 106, Air Quality, etc.):** | |  | | |
| **Wellhead Protection Area:** | **Yes** **No**  **Unknown** | | | |

**Formal Pre-Application Meetings:** Please bring 1 set of E&S and PCSM plans, as well as 2 copies of the NOI/Application, Modules (including infiltration testing) and Spreadsheets/worksheets to the meeting. Complete the sections below and be prepared to discuss the following information at the time of the formal pre-application meeting.

**E&S Plans:**

|  |  |
| --- | --- |
| ABACT BMPs included with design (special protection watersheds) | Yes No N/A |
| New E&S manual dated March 2012 used | Yes No N/A |
| Standard E&S worksheets provided | Yes No N/A |
| Maximum during construction drainage areas provided | Yes No N/A |
| Sediment basin was checked for high water table and locations shown | Yes No N/A |
| 1’ separation between sediment basin and infiltration BMP provided | Yes No N/A |
| Is the sediment basin or detention basin lined | Yes No N/A |
| Emergency spillway based on 2cfs/acre or 25 year storm elevations | Yes No N/A |
| Emergency spillway discharge capacity using 100 year storm | Yes No N/A |

**PCSM Plans:**

|  |  |
| --- | --- |
| Soil Types and hydrologic soil groups shown on plan drawings | Yes No N/A |
| Existing conditions or special features identified | Yes No N/A |
| Test pit locations provided on plan drawings | Yes No N/A |
| All PCSM BMPs shown on plan drawings | Yes No N/A |
| NPDES/LOD provided on drawings | Yes No N/A |
| Complete legend provided on plan drawings | Yes No N/A |
| Floodplain and floodway shown on plan drawings | Yes No N/A |
| Critical stages provided on PCSM plans | Yes No N/A |
| Existing and proposed easements shown on plan drawings | Yes No N/A |
| Offsite discharge analysis and/or easement provided | Yes No N/A |
| PCSM BMP details provided for each structural PCSM BMP | Yes No N/A |
| Construction sequence provided for each PCSM BMP | Yes No N/A |
| Operation and Maintenance Procedures for each PCSM BMP | Yes No N/A |
| Non-structural BMPs on plan drawings (include checklist from BMP Manual Ch. 8) | Yes No N/A |
| Responsible party note and contact information | Yes No N/A |
| Permanent stabilization specifications | Yes No N/A |

**PCSM Information:**

|  |  |
| --- | --- |
| Amendments using old forms: NOI section D provided for each POI | Yes No N/A |
| Volume Spreadsheet or PCSM Worksheets 4 & 5 for each receiving water | Yes No N/A |
| Water Quality Spreadsheet utilized | Yes No N/A |
| Spreadsheet/Worksheet 4 curve numbers consistent with TR-55 for on-site soils | Yes No N/A |
| Spreadsheet/Worksheet 4 curve numbers consistent with plan drawings | Yes No N/A |
| Rainfall data using latest NOAA/Atlas 14 figures | Yes No N/A |
| Loading ratio calculations provided (karst ratios used if applicable) | Yes No N/A |
| Design infiltration rates – using safety/reduction factors and geometric mean | Yes No N/A |
| Volume of stormwater (2 year storm) to each structural PCSM BMP is provided | Yes No N/A |
| Provide drainage areas to each structural PCSM BMP on post- drainage area plans | Yes No N/A |
| Cover types labeled (with acreages) on post-development drainage area plans | Yes No N/A |
| Demonstration of available storage space in each structural PCSM BMP is provided | Yes No N/A |
| Calculations for drawdown time for each infiltration BMP is provided | Yes No N/A |
| Infiltration/Geotechnical report is provided | Yes No N/A |
| Maximum ponding depth for each PCSM BMP is met | Yes No N/A |

**Provide a list of all PCSM BMPS:**

|  |
| --- |
|  |
|  |

**Infiltration Information:** Please complete the following chart for each infiltration BMP.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| BMP | BMP Bottom Elevation\* | Elevation of Infiltration Test | Elevation Difference  (B-A)\* | Elevation of  Limiting Zone\*\* | Elevation  Difference  (A-D)\* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*Note: (A) Rain Garden bottom elevation would be at the bottom of the 18” of planting soil. (C) Maintain maximum 1’, or within same soil horizon. (E) Maintain minimum of 2’.

\*\*Please list the elevation of limiting zone. If no limiting zone was encountered, please list the elevation of the bottom of the test pit (to ensure that a 2’ separation has been met.