



BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704
DOYLESTOWN, PA 18901-5550

In Pursuit of Environmental Excellence

102 Individual Permit Pilot Program Pre-Application Meeting Request and Policy

Project Name _____ Tax Parcel Number _____

Property Owner _____ Phone Number _____

Applicant (if not Property Owner) _____

Owner/Applicant Address _____

Zip Code _____ Phone Number _____ Fax Number _____

Name of plan designer _____

Plan designer address _____

Town _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Type of Development _____ Number of lots/units _____

Total Acres _____ Number of acres disturbed _____

Project Summary

Date _____ Applicant Signature _____

Pre-application meeting requests cannot be considered unless they are signed and fully completed. The district will respond within five working days of the receipt of this application. The meeting is \$250.00. Payment by check payable to the Bucks County Conservation District is due upon submission of this request. Projects accepted to attend the second of two (2) required pre-application meetings will be required to submit a separate fee equal to the standard E&S fee for a project of similar size.

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For District Use Only

_____ The project has been approved for Individual Permit Pre-application Meeting. Only the first meeting request must be approved.

District Manager Signature

_____ The project has been denied entry into the 102 Individual Permit Pilot Program. Fees will be returned to the applicant.

Meeting # _____ of 2



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102 Individual Permit Pilot Program Pre-Application Meeting Policy

In an effort to improve service to the public, the District Board of Directors has accepted the Chapter 102 Individual Permit Pilot Program which allows an applicant to request a more expedient Individual NPDES permit review. This pilot program requires applicants to attend two (2) mandatory pre-application meetings to determine project eligibility. At the discretion of the District Manager, an Individual NPDES Permit application may be accepted into the Pilot Program.

The following policies shall apply.

1. Applications for review are subject to the approval of the District Manager in the form of a signed Pre-Application Meeting Request. It is the sole discretion of the District Manager to approve or deny acceptance of a meeting request.
2. Acceptance into the pilot program is subject to BCCD and DEP SERO staff availability.
3. No agency or individual will be exempt from the pre-application meeting fee. An agency or individual who is exempt from the BCCD standard review fee will be responsible for payment of each pre-application meeting fee.
4. Checks should be made payable to the Bucks County Conservation District, or BCCD.
5. The applicant will receive a response from the BCCD accepting or rejecting the meeting request within 5 working days of their pre-application meeting request submission.
6. The Bucks County Conservation District reserves the right to suspend the Individual Permit Pilot Program at any time and without notice.
7. A separate pre-application meeting fee will be collected prior to each meeting.
8. If a request for pre-application meeting is rejected, the BCCD will return the applicant's original check. Fees are non-refundable once a meeting request is accepted.
9. Pre-Application meeting fees:
 - a. First meeting requires a flat fee of \$250.00
 - b. Second meeting requires a fee equal to one standard E&S plan review fee for a similarly sized project. For information on fees, please link to https://bucksccd.org/wp-content/uploads/2025/05/ES-APP-Revision-fee-updates-May-1-2025_fillable.pdfPrior to submission of the NPDES application for the pilot program, the owner/developer/applicant and the licensed professional that will prepare the PCSM Plan must schedule and attend two pre-application meetings (virtual or in-person based on availability and at DEP/District's discretion). These meetings are pilot program requirements and cannot be waived.
10. Applicants should consider project eligibility prior to submission of the Pre-Application Meeting Request form.
11. The following applicants or projects will generally be ineligible for the Pilot:
 - a. Permit Amendments, Renewals and Transfer applications; all Pilot projects should be NEW Individual NPDES Permit applications.
 - b. Any applicant that is an agency exempt from paying Chapter 102 permit application fees (e.g., PennDOT, DEP, EPA, PA Turnpike Commission, PA Fish & Boat Commission, DCNR).
 - c. Projects that propose Managed Release Concept (MRC) BMPs that do not meet DEP established standards, Gravity Wells, or Alternative BMPs or design standards.
 - d. Projects that require review by DEP's Oil & Gas program.
 - e. Projects that propose to disturb > 50 acres or propose > 10 acres or more of impervious in a single phase.
 - f. Applicants that have been subject to a formal enforcement action or have been assessed a civil penalty by DEP or a Conservation District within the last 5 years.
 - g. Applications that may be expected to have significant public interest in which a public hearing is likely to be held.
 - h. Applicants who have already submitted an application to the pilot program within the quarter.