

INDIANA COUNTY CONSERVATION DISTRICT (ICCD)

Permit Service Fee Schedule

EFFECTIVE January 20, 2026

Purpose of This Fee Schedule

The purpose of this fee schedule is to help defray costs incurred by the Indiana County Conservation District (ICCD) in carrying out its delegated responsibilities under the Pennsylvania Department of Environmental Protection (DEP) Chapter 102 Program, as authorized by the PA Clean Streams Law.

Fees support a range of services associated with the administration of National Pollutant Discharge Elimination System (NPDES) permits, Erosion and Sediment Control General Permits (ESCGP), and Erosion and Sediment Control (E&S) Plans for other earth disturbance activities subject to Chapter 102 requirements.

These services include, but are not limited to: permit intake, plan processing, administrative coordination, meetings with applicants and consultants, correspondence, site visits, permit tracking, and general program oversight performed in accordance with ICCD's delegation agreement with DEP.

Fees also apply to projects that do not require NPDES permits but still require E&S Plan administration under Chapter 102.

Fee Refund Policy

All fees assessed by the Indiana County Conservation District are **non-refundable**, unless otherwise noted, regardless of permit status, application outcome, or applicant withdrawal. Per 25 Pa. Code § 102.6(c)(3), fees will not be refunded even if the application is withdrawn. Fees are collected to support the delivery of delegated program responsibilities and are not contingent upon permit issuance. Applicants are encouraged to schedule a pre-application meeting with ICCD to ensure that their submissions are complete and appropriate prior to payment.

NPDES Permit Service Fee Schedule:

NPDES Permits – Initial Applications* <i>Earth Disturbance of 1 acre or greater.</i>	Permit Application Fee <i>Payable to: Indiana County Conservation District-Clean Water Fund</i>	Disturbed Acre Fee <i>Payable to: Indiana County Conservation District</i>	DEP Disturbed Acre Fee <i>Payable to: Commonwealth of Pennsylvania-Clean Water Fund</i>
Individual NPDES* and ESCP Permits (HQ & EV Watershed)	\$1500	\$250/disturbed acre (round up)	\$100/disturbed acre (round down)
General NPDES & ESCGP Permits	\$500	\$250/disturbed acre (round up)	\$100/disturbed acre (round down)

NPDES Permits – Major Amendment*	Permit Application Fee <i>Payable to: Indiana County Conservation District-Clean Water Fund</i>	Disturbed Acre Fee <i>Payable to: Indiana County Conservation District</i>	DEP Disturbed Acre Fee <i>Payable to: Commonwealth of Pennsylvania-Clean Water Fund</i>
Individual NPDES* and ESCP Permits (HQ & EV Watershed)	\$1500	\$250/disturbed acre (round up)	\$100/disturbed acre (round down)
General NPDES & ESCGP Permits	\$500	\$250/disturbed acre (round up)	\$100/disturbed acre (round down)

NPDES Permits – Minor Amendment	Permit Processing Fee <i>Payable to: Indiana County Conservation District</i>	Disturbed Acre Fee <i>Payable to: Indiana County Conservation District</i>	DEP Disturbed Acre Fee <i>Payable to: Commonwealth of Pennsylvania-Clean Water Fund</i>
Individual NPDES* and ESCP Permits (HQ & EV Watershed)	\$750	\$250/disturbed acre (round up)	\$100/disturbed acre (round down)
General NPDES & ESCGP Permits	\$250	\$250/disturbed acre (round up)	\$100/disturbed acre (round down)

*Expedited service not available

Expedited General NPDES Service Fee

Cost: \$500 per Disturbed Acre (round up)

Payable to: Indiana County Conservation District

This expedited service fee is **in addition to** the standard permit service fee of \$250 per disturbed acre. For example, a project requesting a general NPDES permit with 2.4 acres of earth disturbance would pay:

- Application Fee: \$500 – Payable to *Indiana County Conservation District-Clean Water Fund*
- Standard Permit Service Fee: \$750 (3 acres × \$250) – One Check Payable to *Indiana County Conservation District*
- Expedited Service Fee: \$1,500 (3 acres × \$500) – One Check Payable to *Indiana County Conservation District*
- DEP Disturbed Acre Fee: \$200 (2 acres × \$100) – Payable to *Commonwealth of Pennsylvania-Clean Water Fund*
- Total Due at Time of Application: \$2,250

*Submit the Standard and Expedited service fees as two checks.

Review Timeframe (Business Days)

NPDES & Major/Minor Amendment Review Process	Standard	Expedited
Administrative Review & Entry	5	2
Completeness Review - Initial	15	5
<i>Completeness Deficiency Response Time for Applicant</i>	60	5
2nd Completeness Review of Response	15	5
Technical Review - Initial	22	5
<i>Technical Deficiency Response Time for Applicant</i>	30	5
2nd Technical Review of Response	17	5
Total Time	164	32

Expedited General NPDES Policy:

The applicant must provide a written request and receive approval from the Conservation District Executive Director or Conservation Program Manager. If approved, District staff will schedule a mandatory pre-application meeting. This meeting shall occur prior to submission of a permit for expedited review. Permits submitted for expedited review without pre-approval and a pre-application meeting will be processed under the standard review timeframe.

The District staff will review the permit for administrative completeness within two (2) days of receipt of the application. After the application is determined to be administratively complete, the District will review the application for completeness

and provide comments within five (5) business days. The applicant must respond to the comments within the next five (5) business days to keep the expedited review process active. Once comments are received, the District will complete the technical review of the application within five (5) business days. The applicant must respond to the comments within the next five (5) business days to keep the expedited review process active.

The expedited review fee is three (3) times the regular review fee(s) that is currently in effect at the time of acceptance into the expedited review program. A separate check for the regular review fee, as well as a separate check that is twice the regular review fee, will be required.

The District Board of Directors or the Executive Director can suspend this program at any time. **This program does not apply to Individual Permit applications or NOI applications that use the “Alternative Design Standard.”** Reviews are conducted at the levels accepted by the Indiana County Conservation District through the current delegation agreement with the Department of Environmental protection. The expedited review process does not guarantee NPDES permit issuance and/or renewal.

Resubmissions

As part of the expedited review program, the initial ICCD Disturbed Acre Service Fee covers the first review and **one (1) complete revision** (which includes both completeness and technical review rounds).

If additional revisions are required beyond the first resubmission, the following fees and conditions apply:

- A **second resubmission** will be subject to an additional service fee equal to **75% of the original ICCD Disturbed Acre Fee.**
- **Each subsequent resubmission** will be assessed a service fee equal to **100% of the original ICCD Disturbed Acre Fee.**
- These resubmission fees must be paid before further review will continue.

If an applicant's first response to either completeness or technical deficiency comments **fails to adequately address the concerns raised**, the permit will be **removed from the expedited review program**. All further review will follow the standard timeframe, and **no refund** of the expedited review service fee will be issued.

This provision ensures fairness in prioritizing complete, high-quality submissions and supports timely review within the expedited program.

Refund Eligibility

The expedited service fee is non-refundable unless the Indiana County Conservation District fails to meet the expedited review timeframes outlined in this policy. If the District exceeds the combined expedited review timeframe by more than five (5) full business days, a partial refund may be considered. Any refund applies only to the expedited portion of the fee (i.e., the amount above the standard service fee).

Applicant Responsibility

- The applicant must fully comply with all submission and response deadlines (e.g., 5-day response windows to comments).
- If the applicant fails to meet a required response timeframe, they forfeit eligibility for any refund regardless of District delays.

Refund Threshold and Calculation

Days Over Deadline Refund Eligible? Refund Amount (Expedited Portion Only)

1–5 business days	No	N/A
6–10 business days	Yes	50% of expedited service fee
>10 business days	Yes	100% of expedited service fee

Refunds, if approved, will be processed within 30 days of determination. The Executive Director or District Board of Directors reserves the right to deny refunds due to force majeure events, staffing shortages, or external factors outside District control.

Public Entity Eligibility for Expedited Review

The Indiana County Conservation District (ICCD) recognizes that some public entities may be exempt from the **base Disturbed Acre Service Fee** under applicable laws, regulations, or agreements. However, eligibility to participate in ICCD's **Expedited Review Program** is subject to the following provisions:

1. Federal and State Agencies

Federal and Pennsylvania state agencies that are **legally exempt** from paying ICCD service fees are **not eligible** to participate in the Expedited Review Program. ICCD does not permit these agencies to waive their exemption in order to access expedited services. This ensures consistency with statutory and regulatory frameworks governing fee assessments.

2. County and Municipal Governments

Indiana County departments and Indiana County municipalities (e.g., townships and boroughs) that are exempt from the base Disturbed Acre Service Fee **may elect** to participate in the Expedited Review Program **only if** they:

- **Voluntarily waive their exemption**, and
- Pay both the full **base Disturbed Acre Service Fee** and the **Expedited Service Fee**, as published in the current ICCD fee schedule.

This election must be submitted in writing alongside the expedited review request and is subject to approval by the Conservation District Executive Director or Conservation Program Manager. No partial exemptions or deferred payments will be accepted.

District Discretion and Capacity Limits

Expedited review services are offered as a premium, non-standard processing option intended to accommodate projects with time-sensitive needs. These services require significant staff time, scheduling flexibility, and administrative coordination beyond normal operational workloads.

The Indiana County Conservation District reserves the right to deny any expedited review request, regardless of applicant type, based on internal staffing capacity, workload prioritization, resource limitations, or other operational considerations. Acceptance into the expedited review program is not guaranteed, and approval will be granted solely at the discretion of the Executive Director, Conservation Program Manager, or District Board of Directors.

Definitions

- **Limit of Disturbance (LOD):** The total area identified in the original NPDES permit application where earth disturbance activities will occur. This boundary is used to determine whether DEP disturbed acre fees apply.
- **Major Amendment:** A substantial change to a permitted project that requires a re-evaluation of the application under Chapter 102. Major amendments include, but are not limited to:
 - Increases in the total area of disturbance
 - Revisions that extend disturbance outside the originally permitted LOD
 - Significant design changes that affect stormwater, erosion, or sediment control measures
 - Full NPDES Application Fee (same as original permit)
 - ICCD Disturbed Acre Fee for all revised acreage (inside or outside the original LOD)
 - DEP Disturbed Acre Fee for any new disturbance outside the original LOD
- **Minor Amendment:** A limited change to a permitted project that:
 - Does not increase the LOD
 - Does not significantly alter design or BMPs (best management practices)
 - Remains within the scope of the previously acknowledged or permitted project
 - \$500 administrative fee (Individual NPDES) or \$250 administrative fee (General NPDES/ESCGP)
 - ICCD Disturbed Acre Fee for revised acreage (within or outside the LOD)
 - DEP Disturbed Acre Fee for new disturbance outside the original LOD (if applicable)
- **DEP Disturbed Acre Fee:** A fee required by DEP under 25 Pa. Code § 102.6(b)(3), calculated at \$100 per disturbed acre (rounded down) and only applies to new acreage being disturbed outside the original LOD. This fee is payable to the Commonwealth of Pennsylvania – Clean Water Fund.
- **ICCD Disturbed Acre Fee:** A service fee assessed by ICCD under its delegated authority, calculated at \$250 per disturbed acre (rounded up) and applies to all disturbed acreage, whether inside or outside the original LOD.
- **Expedited General NPDES Service Fee:** An optional service fee assessed for expedited review of General NPDES permit applications. This fee is calculated at \$500 per disturbed acre (rounded up) and is in addition to the standard ICCD Disturbed Acre Service Fee.

E&S Plan Service Fees (LESS THAN ONE ACRE):

For earth disturbance **less** than one acre, an applicant may request a review by submitting a completed Erosion and Sediment Control Plan along with a **\$250.00 E&S Plan Service Fee** (payable to the Indiana County Conservation District).

Applicants may request expedited service by submitting an additional **\$300.00 Expedited Service Fee** (payable to the Indiana County Conservation District). ICCD will complete its service within seven business days. If ICCD cannot meet this timeframe due to internal capacity, the expedited fee will be refunded. If delays result from submission completeness or technical deficiencies, the expedited fee will not be refunded. Expedited service does not guarantee plan acknowledgment. ICCD reserves the right to approve or deny expedited service requests.

Waste Site Service Fee:

For a waste site where earth disturbance exceeds 5,000 square feet but is less than one acre, a **\$300 Waste Site Service Fee** is required (payable to the Indiana County Conservation District). This fee includes processing of the Erosion and Sediment Control Plan. The Waste Site Service Fee must be submitted at the time of plan submission. Projects involving disturbance of one acre or more require an NPDES permit and are subject to the applicable NPDES permit fees.

Timber Harvest Earth Disturbance Fee:

The Timber Harvest Service Fee is based on the total acreage of the timber tract, not just the disturbed area. The fee must be submitted with the Erosion and Sediment Control Plan at the time of application.

Timber Harvest Tract Size	Fee
0-25 Acres (round up)	\$350
26-50 Acres (round up)	\$700
51-250 Acres (round up)	\$1,250
251+ (round up)	\$1,250 + \$2 per acre over 250 acres

If the timber harvest will result in 25 acres or more of earth disturbance, an Erosion and Sediment Control Permit (ESCP) is required, and applicable NPDES permit fees will apply.

Additional Notes

1. Some agencies of the federal government and the Commonwealth of Pennsylvania are exempt from the aforementioned fees. Please check with the Indiana County Conservation District to determine if your agency is exempt from fees.
2. A project submitted by the County of Indiana may be eligible for exemption from Erosion and Sediment Control Plan service fees only if the project is located on property that will be owned and operated by the County, there is an active, signed Memorandum of Understanding (MOU) in place between the County and the Indiana County Conservation District, and the County provides an annual financial allocation to ICCD that is equal to or greater than the most recent annual amount received under the previous MOU. Permit Application Fees payable to the Indiana County Conservation District – Clean Water Fund and Disturbed Acre Fees payable to the Commonwealth of Pennsylvania – Clean Water Fund still apply.
3. A project submitted by an Indiana County Municipality (township or borough) may be eligible for exemption from Erosion and Sediment Control Plan service fees only if the project is located on property that will be owned and operated by the municipality and the municipality has an active Memorandum of Understanding (MOU) on file with the Indiana County Conservation District at the time of application. Permit Application Fees payable to the Indiana County Conservation District – Clean Water Fund and Disturbed Acre Fees payable to the Commonwealth of Pennsylvania – Clean Water Fund still apply.
4. Non-profit organizations, Religious Organizations, School Districts, and Municipal Authorities (i.e., Water, Sewer, Recreation Authorities, etc.) are **not** exempt from the Indiana County Conservation District's fees.

5. For NPDES submissions, please contact the Indiana County District Office for required information. **Indiana County Conservation District strongly encourages scheduling a pre-application meeting to answer questions and improve the quality of your permit application.**
6. The Indiana County Conservation District Disturbed Acre Fee shall cover the initial Erosion & Sedimentation Control Plan processing and (1) subsequent revision. If additional reviews are required, the **second resubmission shall be assessed a fee of 75%** of the original fee. Each **subsequent resubmission shall be assessed a fee of 100%** of the original fee. This policy is intended to promote quality and completeness in initial submissions and to support efficient use of District resources during the review process.
7. If replies to plan deficiency letters are not received by the Indiana County Conservation District within 60 days, the application will be returned. Any resubmissions after that time will require new fees.
8. Applications submitted after the fact, because of a complaint or discovery of an unpermitted activity, are subject to an **additional \$500 fee**. A check in the amount of **\$500 must be submitted with the permit application, made payable to the "Indiana County Conservation District."**
9. There is a \$100.00 returned check fee.