



CHAPTER 105 WATER OBSTRUCTIONS AND ENCROACHMENT GENERAL PERMIT REGISTRATION INSTRUCTIONS

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DETERMINING IF A PROJECT QUALIFIES FOR A GENERAL PERMIT	
	<p><i>Please review the language of the General Permit(s) prior to completing the General Permit Registration form (3150-PM-BWEW0500) to determine if the project is eligible for use of the General Permit and meets the terms and conditions of the permit(s).</i></p> <p>Chapter 105 General Permits (GPs) are issued for specific categories of activities with specific limits to ensure that projects adequately meet the regulations. The permit terms and conditions are specific to each GP, and contain areas where permits do not apply, and specific limitations on design and locations. Additional information can also be found on the water obstruction and encroachment webpage.</p> <p>See INFORMATION USEFUL TO IDENTIFY RESOURCES at the end of these instructions.</p>

HOW TO SUBMIT A GENERAL PERMIT REGISTRATION PACKAGE

DEP offers three different methods to submit a General Permit (GP) Registration package (GP Registration form, other forms, and required information):

DEP's e-permitting System



DEP's e-permitting system is the preferred and fastest review submission method.

e-permitting is the most efficient and fastest method of GP review. *Data has repeatedly shown 30% (28 business day) faster decisions* with this submission method compared to other methods.

- Accessing & Using DEP's e-permitting system:
 - e-permitting is accessed through DEP's [GreenPort](#) platform.
 - [Agency wide e-permitting information](#) is available on DEP's website.
 - [Chapter 105 specific e-permitting guides](#), [instructional videos](#), and more are available on its webpages. The videos include walkthroughs of how to use the system. Utilizing these resources is STRONGLY ENCOURAGED.



NOTE: The GP Registration form is not needed for e-permitting, and applicants should follow the on-screen instructions. However, other forms included in these instructions are still required.

Public Upload with Electronic Payment



The [Public Upload with Payment](#) method of submission relies on uploading the GP Registration package and required information online and paying fees electronically. It is a less efficient submission method for review time than DEP's e-permitting, but is more efficient than physical paper submissions. DEP's [Public Upload with Payment](#) can be accessed online through DEP's website.

Submitters must ensure that the proper Submission Type, with the proper office location, is selected to route the submission to the correct reviewing office.

Print, Pay, and Mail (Physical Paper Submissions)



NOTE: Print, Pay and Mail submissions is the least efficient and least preferred submission method for DEP.

Submitters choosing this submission method must print and complete the proper documents, then mail the GP Registration package to the appropriate [DEP Reviewing Office](#) or [Delegated County Conservation District](#) (District).

- Please provide **ONE (1) ORIGINAL** and **ONE (1) COPY** of the GP Registration package.
- Checks for registration fees should be made payable to the "**Commonwealth of Pennsylvania Clean Water Fund**" or "**___ Conservation District Clean Water Fund**", whichever is the reviewing entity.

How to Determine Correct Reviewing Office



To determine the correct Reviewing Office:

- For e-permitting:
 - The e-permitting system uses on-screen questions and built-in logic to automatically route the submission to the correct reviewing office.
- For Public Upload with Payment AND Print, Pay and Mail:
 - If the project is located in a county where the District has been delegated responsibility under the Chapter 105 program, the GP Registration package must be submitted to the District.
 - Excludes GP-10, GP-11, GP-15 or a GP for oil and gas related activities.
 - If the District is not delegated or the applicant intends to register a GP-10, GP-11, GP-15 or a GP for oil and gas related activities, the GP Registration package must be submitted to the appropriate Department of Environmental Protection (DEP) Regional Office.

Contact Information for District and DEP Reviewing Offices can be found on the [water obstruction and encroachment webpage](#) on GP Registration form [Exhibit B](#) (3150-PM-BWEW0500B) and [Exhibit C](#) (3150-PM-BWEW0500C) on DEP's eLibrary.

COMPLETING THE GENERAL PERMIT REGISTRATION FORM & PACKAGE

Prepare the GP Registration package for submission beginning with the GP Registration form, followed by the required attachments in the order they are requested. Not all attachments will be required in all situations for all projects. This standardized format will assist the permit reviewer to process the GP Registration package more efficiently. Upon review by the Delegated County Conservation District (District) or DEP Reviewing Office (DEP), if the project is determined to not meet the [terms and conditions](#) of the GP or the GP Registration package is incomplete, the applicant will be contacted appropriately.

**SECTION A.
APPLICANT
INFORMATION**



Please fill in the requested information about the applicant (the owner) as accurately as possible

NOTE: Business entities desiring to do business within the Commonwealth of Pennsylvania must register with the Pennsylvania Department of State. This requirement includes foreign filing associations such as; corporations for profit, corporations not-for-profit, limited partnerships, limited liability companies, professional associations and business or statutory trusts, which were not created or formed under the laws of Pennsylvania. ***This requirement does not apply to Individuals.***

- To register with the Commonwealth, please visit Pennsylvania Department of State, Bureau of Corporations and Charitable Organization registration website at www.dos.pa.gov/BusinessCharities/Pages/default.aspx

Applicant's Name / Client

Provide the name of the applicant (the owner). If the property of the project site is privately owned, please list all owners. If owned by a partnership, please list all members. If owned by a corporation, a political subdivision, or a Commonwealth department, board, commission, receiver, trustee or authority, please list the name of the entity. [See SECTION E. CERTIFICATION for clarification of applicant signature.](#) *If the space provided is insufficient to list all owners, include the full list on a separate page.*

DEP Client ID#

Provide the DEP Client Identification Number. Please leave blank if the number is unknown.

Employer ID# (EIN)

Provide the Employer ID number (EIN). This is not required for Individuals.

Client Information

Select or write in the proper Client Type and Code (listed below). This information is necessary for DEP's data tracking system. Please leave blank if the information is unknown or there is a question regarding the proper answer or information.



<u>Government</u>		<u>Non-Government</u>		<u>Individual</u>	
AUTH	Authority	ASSOR	Association/ Organization	ASSOR	Association/ Organization
CNTY	County			LLC	Limited Liability Company
FED	Federal Agency	NPACO	Non-Pennsylvania Corporation	LLP	Limited Liability Partnership
MUNI	Municipality	PACOR	Pennsylvania Corporation	NPACO	Non-Pennsylvania Corporation
SCHDI	School District	PARTG	Partnership-General	OTHER	Other (Non-Govt) Corporation
STATE	State Agency	PARTL	Partnership-Limited	PACOR	Pennsylvania Corporation
OTHG	Other (Government)	OTHER	Other (Non- government)	PARTG	Partnership-General
NONPG	Non-Pennsylvania Government	SOLEP	Sole Proprietorship	PARTL	Partnership-Limited
		LLP	Limited Liability Partnership	SOLEP	Sole Proprietorship
		LLC	Limited Liability Company		
		ESTST	Estate/Trust		


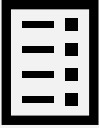



Mailing Address




Provide the mailing address of the applicant (the owner). Address, City, State and Zip Code.



Contact Person



Provide the name of the contact person for the applicant. Include First and Last Name. If desired, include Middle Initial (MI) and Suffix.

Telephone	Provide the best telephone number to contact the applicant or contact person.																								
Email Address	Provide the e-mail address for the applicant or contact person.																								
SECTION B. CONSULTANT INFORMATION 	<p>If there is a consultant involved in the project, please fill in the requested information about the consultant as accurately as possible.</p> <p>If there is no consultant, please place an “X” in the box next to “N/A”. Proceed to SECTION C. PROJECT INFORMATION.</p>																								
Contact Person	Provide the name of the consultant or contact person for the consulting firm. Include First and Last name, and as desired Middle Initial (MI) and Suffix.																								
Consultant Title	Provide the consultant’s title.																								
Consulting Firm	If applicable, provide the name of the consulting firm.																								
Mailing Address	Provide the mailing address of the consultant or consulting firm. Address, City, State and Zip Code.																								
Telephone	Provide the consultant’s telephone number.																								
Fax	If applicable, provide the consultant’s fax number.																								
Employer ID # (EIN)	If a consulting firm, provide the consulting firm’s employer identification number (EIN).																								
Email	Provide the consultant’s e-mail address.																								
SECTION C. PROJECT INFORMATION 	<p>Please fill in the requested information to identify the name and the location of the project.</p>																								
Project / Site Name	Enter a name for the project or site.																								
DEP Site ID#	If known, provide the DEP Site ID #. Please leave blank if the number is unknown.																								
Client Relationship	<p>Provide the proper client (applicant) to site (project site) relationship using the drop-down or the list below.</p> <p style="text-align: center;"><u>Site-to-Client Relationships & Codes:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">AGENT</td> <td style="width: 25%;">Agent for Owner or Operator</td> <td style="width: 25%;">LESSE</td> <td style="width: 25%;">Lessee</td> <td style="width: 25%;">OWNOP</td> <td style="width: 25%;">Owner/Operator</td> </tr> <tr> <td></td> <td></td> <td>LESOP</td> <td>Lessee/Operator</td> <td>OTHER</td> <td>Other</td> </tr> <tr> <td>CONTR</td> <td>Contractor for Owner or Operator</td> <td>OPR</td> <td>Operator</td> <td>GEN</td> <td>Generator</td> </tr> <tr> <td></td> <td></td> <td>OWN</td> <td>Owner</td> <td>PROWN</td> <td>Property Owner</td> </tr> </table>	AGENT	Agent for Owner or Operator	LESSE	Lessee	OWNOP	Owner/Operator			LESOP	Lessee/Operator	OTHER	Other	CONTR	Contractor for Owner or Operator	OPR	Operator	GEN	Generator			OWN	Owner	PROWN	Property Owner
AGENT	Agent for Owner or Operator	LESSE	Lessee	OWNOP	Owner/Operator																				
		LESOP	Lessee/Operator	OTHER	Other																				
CONTR	Contractor for Owner or Operator	OPR	Operator	GEN	Generator																				
		OWN	Owner	PROWN	Property Owner																				
County	Provide the county name where the project is located.																								
Municipality	<p>Provide the name of the municipality where the project is located.</p> <p>Place an “X” in the appropriate box to indicate if it is a City, Borough, or Township.</p>																								
Site Location / Address	Provide the Site / Project Address, City, State, and Zip code.																								

<p>Latitude & Longitude</p> 	<p>Provide the latitude and longitude coordinates for the project site. If this is a linear project (i.e., road, pipeline, utility) enter the coordinates of either the start or end of the project.</p> <p>The coordinates should be in decimal degrees, and can be found using many online maps or the Pennsylvania Natural Diversity Inventory (PNDI) Search Receipt as required in Section D.8. Pennsylvania Natural Diversity Inventory (PNDI).</p> <p>The general permit aquatic resource impact table (or equivalent) will also require for each proposed impact to list the latitude and longitude as required in <i>Section D.10. Proposed Impacts</i>.</p>
<p>SECTION D. REGISTRATION CHECKLIST AND REQUIREMENTS</p> 	<p>Determine that the project is eligible for use and meets the terms and conditions of the GP intended to be registered. See INFORMATION USEFUL TO IDENTIFY RESOURCES at the end of these instructions for helpful links to make this determination.</p> <p>After determining eligibility, follow these instructions to properly complete the GP Registration package. A properly completed GP Registration package allows for a more efficient and timely review.</p> <p>Completing Items 1-11: Please place an “X” in the box next to each item (1-11) to ensure it is completed and / or provided. Unless otherwise specified, ALL ITEMS are required to ensure a complete GP Registration package.</p> <p>Please carefully read the terms and conditions of the GP(s) the applicant intends to register, as additional actions may be required outside of the registration and acknowledgement process prior to construction. Please retain the terms and conditions of the GP(s) to be available at the project site during construction.</p>
<p>1. Registering A General Permit (GP)</p> 	<p>PLEASE PLACE AN “X” TO THE LEFT OF ALL GPs BEING REGISTERED</p> <p>All GPs that apply to the project must be marked.</p> <hr/> <p>Exempt from Fees: Federal, State, county or municipal agencies or municipal authorities are exempt from fees per 25 Pa. Code 105.13(a). If the applicant is one of these entities, and therefore exempt from fees, please place an “X” in “Exempt from fees”. Proceed to Section D.2. Location Map. The fee information for each GP in this section does not need to be completed.</p> <hr/> <p>Complete Fee Information:</p> <p>For each GP which is marked with an “X” to be registered, complete the remaining line(s) for the fee information.</p> <ul style="list-style-type: none"> Some GPs have a fee based on the number of structures, projects, crossings, etc. Enter the number of those activities in those blanks where applicable. Complete the arithmetic for the fee for each GP being registered, including multiplying the number of projects, crossings, ramps, etc. by the fee. <ul style="list-style-type: none"> For GP-11 & GP-15: Complete the lines for the Temporary and Permanent Disturbance fees. Complete the subtotal for that GP. Complete the TOTAL of ALL GP FEES total at the bottom of the item. <p>Please see the Chapter 105 Fee Calculation Worksheet (3150-PM-BWEW0553) for additional details.</p> <p> Print, Pay and Mail submissions paying by check: Checks should be made payable to the “Commonwealth of Pennsylvania Clean Water Fund” or “_____ Conservation District Clean Water Fund”, whichever is the reviewing entity.</p>
<p>2. Location Map</p> 	<p>Provide a location map that has the project site marked and is a 1:24000 scale 8 ½” x 11” photocopy of the appropriate portion of the U.S.G.S. Quadrangle or equivalent.</p> <p>The Location Map may be a GIS generated map containing the required items with the project site marked.</p> <p>The PNDI Search Receipt contains a map with sufficient information and may be utilized as the location map. See Section D.8. Pennsylvania Natural Diversity Inventory (PNDI).</p>

<p>3. Color Photographs</p> 	<p>Color photographs are highly recommended as they are very helpful to complete registration reviews in a timely manner. Please provide current color photographs of the project site area of proposed activities and aquatic resources including dates and descriptions.</p> <p>When photos are submitted, dates and descriptions should also be provided on an 8 ½” x 11” sheet or equivalent. <i>Please see the terms and conditions of the GP(s) for additional details.</i></p>
<p>4. Project Description</p> 	<p>Briefly describe the project, including proposed impacts to waters and / or wetlands. The Project Description should be provided on a separate sheet and included in the appropriate location as part of the GP Registration package.</p> <p>NOTE: As indicated in Section D.8. PNDI, The GP Registration package must incorporate how any PNDI Avoidance Measures will be implemented. DEP recommends including Avoidance Measures in the Project Description.</p> <hr/> <p>Federal Energy Regulatory Commission (FERC) and 401 Water Quality Certification:</p> <p><i>For most General Permit Registrations these items do not apply, but for those to which it does apply, the information is critical to review and coordination.</i></p> <p>If this registration is part of an overall project requiring a license or approval from the Federal Energy Regulatory Commission (FERC) or requiring a separate / individual 401 Water Quality Certification, provide the information below:</p> <p>See also EPAs website on 401 Water Quality Certification.</p> <ul style="list-style-type: none"> • Identify in the project description if a Water Quality Certification has already been sent to DEP. Provide specific details on this submission, date submitted, office, file number, etc. • Identify in the project description if the project is subject to FERC Natural Gas Activity regulation. • Identify in the project description if the activity is subject to other FERC Approval or FERC Oil & Gas Exploration, Production, Storage, or Transmission regulation or approval. • If applicable, provide the FERC Docket Number and the type of FERC Facility.
<p>5. Site Plan & Other Drawings</p> 	<p><u>Prepare and Provide for all GPs:</u></p> <p>The applicant must prepare a Site Plan and any other drawings, as needed, to clearly illustrate the specific construction details and impacts of the proposed project. The Site Plan must provide a complete plan view of the site and include site-specific drawings of the proposed structure or activity and those adjoining areas where impacts are proposed to occur.</p> <ul style="list-style-type: none"> • The Site Plan, site-specific drawings, and any other needed drawings should include, but not be limited to, cross-sectional views of the pre and post condition, bed and banks of waters, waters of the Commonwealth boundaries, details on existing and proposed structures, fills, etc. • In addition to the Site Plan and other drawings, Sample Drawings or industry typical drawings/details may also be properly completed and provided when appropriate to the project to address this item. <ul style="list-style-type: none"> ○ <i>Sample Drawings are included in the GPs and available on eLibrary.</i> <p>NOTE: As indicated in Section D.8. PNDI, The GP Registration package must incorporate how any PNDI Avoidance Measures will be implemented. DEP recommends including Avoidance Measures in the Project Description.</p> <hr/> <p><u>Multiple GPs or Multiple Locations:</u></p> <p>If registering multiple GPs at one time, or the project has several locations, please include all applicable Site Plan and Other Drawings for each GP and location. Please label each drawing</p>

	<p>with the unique identifier created for the General Permit Aquatic Resource Impact Table (see Section D.10. Proposed Impacts).</p>
<p>5. Site Plan & Other Drawings (Continued)</p> 	<p>For Activities that qualify for GP-7 or GP-11:</p> <p>Plans, specifications, and reports for bridges and culverts across a stream which are to be used by the general public such as an access to an industrial, commercial or residential development, etc., shall be prepared by a registered professional engineer and shall be affixed with their seal and certification which shall read as follows on the drawings:</p> <p><i>"I (name) do hereby certify pursuant to the penalties of 18 Pa. C.S.A. Sec. 4904 to the best of my knowledge, information and belief, that the information contained in the accompanying plans, specifications, and reports has been prepared in accordance with accepted engineering practice, is true and correct, and is in conformance with Chapter 105 of the rules and regulations of the Department of Environmental Protection."</i></p> <p>Please see the terms and conditions of the GP(s) for additional details.</p> <hr/> <p>For projects where an Erosion and Sediment Control Plan (E&S Plan) is not provided as part of the GP Registration package (see Section D.6. Chapter 102 (Erosion and Sediment Control)):</p> <p>Structures and activities which are also water obstructions and encroachments (such as bypass channels, temporary coffer dams, etc.) must be identified and depicted on the plan drawings provided. Depiction of E&S BMPs as part of the GP Registration does not constitute submission of an E&S Plan or application for permit coverage under Chapter 102 and issuance of the Chapter 105 GP does constitute acceptance or approval of the E&S BMPs in accordance with Chapter 102.</p> <p>See Section D.6. Chapter 102 (Erosion and Sediment Control) for information on when E&S plans are required to be provided.</p>
<p>6. Chapter 102 (Erosion and Sediment Control)</p> 	<p>All Chapter 105 GPs must ensure compliance with Chapter 102 for Erosion and Sediment Control with an approved E&S Plan. Work must be performed in compliance with 25 Pa. Code Chapter 102 (relating to Erosion Control).</p> <p>Prior to construction, the applicant must provide an E&S Plan to be reviewed and approved by the appropriate DEP Reviewing Office or District Office in which the activities are proposed. The E&S Plan shall be implemented prior to, during and after construction. The project site shall at all times be available for inspection by authorized employees of DEP or the District. The E&S Plan shall be available at all times on the project site during construction.</p> <p>Guidance for preparing an E&S Plan, as well as BMP specifications that meet DEP requirements, can be found in the Department's Erosion and Sediment Control Program Manual (363-2134-008).</p> <p>The means to obtain that E&S Plan vary based on the activity conducted under the registered GP.</p> <p>NOTE - If an E&S Plan is not required to be provided as part of this GP Registration package, see Section D.5. Site Plan & Other Drawings.</p> <hr/> <p><u>Completing the GP Registration form:</u></p> <p>Determine the appropriate item to indicate how compliance with Chapter 102 is being obtained. Place an "X" in the box to indicate which item (a, b, or c) applies to the GP Registration package.</p> <hr/> <p>a. GP-9: All practices proposed as part of a GP-9 must be part of a Conservation Plan (formally known as an Agricultural E&S Plan) consistent with 25 Pa. Code Chapter 102 and approved by the County Conservation District. All work performed must be consistent with this approved plan. This includes erosion control measures for the construction of best management practices installed pursuant to the plan.</p>

	<p>The Conservation Plan is not required to be provided with the registration.</p>
<p>6. Chapter 102 (Erosion and Sediment Control) (Continued)</p> 	<p>b. GP-11: The E&S Plan is a requirement for registration of a GP-11. If the applicant intends to register a GP-11, <i>an E&S plan must be provided with the GP Registration package</i> to be reviewed and approved by the appropriate DEP Reviewing Office and shall be implemented prior to, during and after construction</p> <p>c. <u>Oil & Gas Activities</u>: The E&S Plan is a requirement for registration of all GPs for oil and gas related activities reviewed by DEP’s Oil and Gas Offices, unless the applicant has applied for a Chapter 102 general permit (ESCGP) or individual E&S permit. If the applicant intends to register a GP for oil and gas related activities not requiring an ESCGP or individual E&S permit, an E&S plan must be provided with GP Registration package to be reviewed and approved by the appropriate DEP Reviewing Office and shall be implemented prior to, during and after construction.</p> <p>d. <u>For all other General Permit registrations</u>: The E&S plan is not required for registration. However, prior to construction, an E&S Plan for the work authorized by the general permit must be approved by a District or DEP. See also Section D.5. Site Plan and Other Drawings above regarding E&S BMPs which are water obstructions and encroachments.</p>
<p>7. Changes in Waterway Opening and Registration of Multiple Structures</p> 	<p>This section only applies to registration for GP-11 Maintenance, Testing, Repair, Rehabilitation or Replacement of Water Obstructions and Encroachments.</p> <p>Place an “X” in the box for Yes or No if registering a GP-11.</p> <p>If “No” is selected, this item is complete. Proceed to Section D.8. PNDI.</p> <p>If “Yes” is selected, complete and provide the additional information as applicable:</p> <p>a. <u>Changes to the Waterway Opening of a Bridge, Culvert, or Structure</u>: Registrations of GP-11 which propose changes to bridge, culvert, or other structure waterway openings <u>must complete</u> the Bridge Or Culvert Replacement Projects or Projects That Change the Waterway Opening form (3150-PM-BWEW0552B) or equivalent. Place an “X” in the box on the right of the form if attaching this completed form.</p> <p>b. <u>Registration of Multiple Structure with a Single GP-11 Registration</u>: A GP-11 can be used to register multiple structures with one general permit registration. If the applicant is proposing to register multiple structures under one (1) General Permit 11 registration, the Project Inventory form (3150-PM-BWEW0552A) or equivalent <u>must be attached</u> and included with the General Permit 11 registration. The project inventory form is used to list and streamline the registration of multiple structures. <i>NOTE: All structures being registered with a single GP-11 must be located in the same county.</i> Place an “X” in the box on the right if attaching this completed form.</p>

**8. Pennsylvania
Natural Diversity
Inventory (PNDI)**



Pennsylvania Natural Diversity Inventory (PNDI) is a search of Threatened and Endangered Species and species of special concern for a project that is required. This search is a regulatory requirement for this permit application / registration. This search is coordinated with the Pennsylvania Natural Heritage Program (PNHP) regarding the presence of Federal threatened and endangered (T&E) species, State T&E species, and species of special concern on the project site.

A valid receipt and all final clearance letters must be obtained prior to submission of the GP Registration package. *Concurrent review does not apply to Chapter 105 GPs.*

Where to Complete the PNDI Search:

The online [Conservation Explorer](#) website and tool allows for online PNDI searches and has detailed [instructions and videos](#) for this process.

Steps to Complete PNDI Search and Clearance:

To provide proof of coordination with PNHP and PNDI, applicants must submit a PNDI Receipt as part of the GP Registration package.

The applicant runs the PNDI search. The online [Conservation Explorer](#) website and tool allows for online PNDI searches and has detailed [instructions and videos](#) for this process.

- If applicable, applicant agrees to avoidance measures and incorporates in to GP registration and site drawings.
- If applicable, applicant does not agree to avoidance measures and / or additional agency coordination is required. Applicant completes all coordination with the appropriate jurisdictional agencies, prior to submitting the GP Registration package.

What to Provide in the GP Registration package:

To provide proof of coordination with PNHP and PNDI, applicants must submit a PNDI Receipt as part of the permit GP Registration package.

The applicant will include with the GP Registration package a PNDI Receipt, and clearance letter(s) from the jurisdictional agency(ies) if the PNDI Receipt shows a Potential Impact.

Different items are required to be included as part of GP Registration package based on the search results:

- If the PNDI Receipt shows “No Known Impacts”: Please provide a copy of the signed PNDI Receipt as part of the GP Registration package.
- If the PNDI Receipt contains “Avoidance Measures”: The PNDI review is not complete or satisfied unless the applicant has signed where required on the PNDI Receipt, indicating they can and will fulfill the Avoidance Measure(s) for that project.

The GP Registration package must incorporate how these Avoidance Measures will be implemented. DEP recommends including Avoidance Measures in the Project Description and/or on the site plan drawings.

Please provide a copy of the PNDI Receipt signed.

- If the applicant cannot or chooses not to meet the Avoidance Measure(s): Please follow the same process for PNDI Receipts showing “Potential Impact”, outlined below.
- If the PNDI Receipt shows "Potential Impacts": DEP and the jurisdictional agencies require that the applicant provide additional information outlined in the PNDI Receipt, to the agencies noted on the Receipt for further review.

Please provide a copy of the signed PNDI Receipt showing “Potential Impacts” AND the coordination documents and the final results of coordination with the jurisdictional agency(ies) as part of the GP Registration package. If this coordination is not complete prior to submitting the GP Registration package; the registration will be deficient.

9. Wetlands



This section is to identify if wetlands are present at the project site, and to ensure that necessary wetland information is provided if they are present at the project site.

Information on Wetland Identification and Delineation:

In order to identify wetlands a delineation method is necessary. The Chapter [105 regulations state](#) that the policy of DEP is to use the 1987 Corps of Engineers Wetland Delineation Manual, including the appropriate Regional Supplements to the Corps of Engineers Wetland Delineation Manual for use in Pennsylvania.

The [US Army Corps of Engineers 1987 Wetland Delineation Manual](#) and [Regional Supplements](#) are available on the US Army Corps of Engineers [Regulatory Program and Permits](#) website.

Place an "X" in the box for Yes or No to indicate if wetlands are present at the project site.

If "No" is selected, this item is complete. Proceed to [Section D.10. Proposed Impacts](#).

If "Yes" is selected, complete and provide the additional information as applicable:

- a. A delineation with complete data sheets must be provided with the GP Registration package.
- *This delineation must be in accordance with the [1987 Corps of Engineers Wetland Delineation Manual](#) AND the appropriate [Regional Supplements](#) to the Corps of Engineers Wetland Delineation Manual for use in Pennsylvania.*
 - [Eastern Mountains and Piedmont Supplement](#)
 - [Northcentral and Northeast Supplement](#)
 - [Atlantic & Gulf Coast Supplement](#) (in Delaware, Philadelphia, and Bucks Counties only)
 - Ensure all permanent and temporary, direct or indirect impacts are included in the General Permit Aquatic Resource Impact Table [3950-PM-BWEW0560](#) under [Section D.10 Proposed Impacts](#).

Place an "X" in the box on the right of the form if attaching this report.

- b. When compensatory mitigation is required, applicants must provide compensatory mitigation with the GP Registration package utilizing one of the methods described below.
- *Depending on the type of wetland impacts, such as permanent loss of wetland area, compensatory (or replacement) wetland areas may be required to offset the wetland impacts consistent with the [regulatory requirements](#). For questions on whether compensatory wetland mitigation is required, please [contact](#) the reviewing office to discuss.*
 - Methods to Provide Compensatory Mitigation:



There are **three (3) methods** for providing compensatory mitigation (listed in order of preferential use):




 1. Purchase of commercial mitigation bank credits, where available,
 2. Purchase of DEP's PA in-lieu fee program credits, or
 3. Permittee responsible mitigation.






NOTE: In addition, a combination of these options can be utilized, if warranted to meet mitigation requirements.

Information on the PA In-Lieu Fee program (PIESCES) and Mitigation Banking can be found on the Department's [compensatory mitigation webpage](#).

Place an "X" in the box on the right of the form if attaching this information.

<p>10. Proposed Impacts</p> 	<p>Complete and provide the General Permit Aquatic Resource Impact Table worksheet (3950-PM-BWEW0560) or equivalent.</p> <p>On the worksheet, provide all of the details requested for each proposed impact to aquatic resources (watercourses, streams, bodies of water and/or wetlands) as it pertains to the project’s activities per the instructions, including a unique identifier (i.e., GP-5-1) to each impact.</p> <p>Chapter 105 General Permits do not authorize any significant change to water surface profiles. Roadway approaches to bridges and culverts should be constructed at original grades where possible. Where necessary, depth of fill in the approaches shall be minimized to allow overflow of the roadway during periods of high water. Therefore, the General Permit ARIT does not need to include floodways as a “type of impact”. See General Permit conditions for additional information.</p> <p>Applicants may choose to provide their own version of this table with added columns or pages if there is additional information or data, they would like DEP to consider.</p> <p><i>Please see the General Permit Aquatic Resource Impact Table worksheet for additional details.</i></p>
<p>11. Submerged Lands of this Commonwealth</p> 	<p>A Submerged Lands License Agreement (SLLA), <u>with annual charges if applicable</u>, is required for General Permits (GP), in accordance with Chapter 105 § 105. 31-35 and the Dam Safety and Encroachments Act, where the proposed facilities area is located on, over, in or under a stream, creek, or lake that has been legally determined to be the Navigable Waters of the Commonwealth including lands in the beds of navigable lakes and rivers and beds of streams declared public highways. Information on Submerged Lands of this Commonwealth can be found online (SLLA Information) and a screening tool can be found here (DCNR submerged lands viewer).</p> <p>A Submerged Lands License Agreement is only necessary for facilities such as, but not limited to, docks, aerial wires, bridges, inlets, and pipelines that are located on the Navigable Waters of the Commonwealth. More information on SLLAs, including a list of Submerged Lands of the Commonwealth, is available on the Department’s webpage.</p> <p><i>To use or occupy these lands, a fully executed Submerged Lands License Agreement (SLLA) and annual charges (if applicable) will be required for validation by DEP.</i></p> <hr/> <p><u>The SLLA Process:</u></p> <ul style="list-style-type: none"> • Upon submission of the GP Registration package, DEP or the District will review and determine if an SLLA is required. • If an SLLA is required, the applicant will be notified, and the SLLA process will start. This is a parallel process to the GP Registration package review. Since it involves the drafting of a legal License Agreement to occupy lands owned by the Commonwealth, there are multiple steps for drafting, review, and signature by multiple parties, including the applicant. See SLLA Timeline for more information. • The applicant will be provided a copy of the SLLA for review and signature. • After DEP receives the SLLA signed by the applicant, it goes through final review and signature with the Governor’s Office. • If DEP completes its GP Registration package review process prior to execution of an SLLA, the authorization to use the GP will be held in coordination until the SLLA is executed. <hr/> <p><u>Completing the GP Registration form:</u></p> <p>Place an “X” in the box on the right of the form to indicate the item (either item a. or b.) which applies to the GP Registration package.</p> <hr/> <p>a. Place an “X” in the box on the right of the form if it is known or believed an SLLA is required and attach plans which include the facility area for the SLLA. <i>To have a faster review and SLLA process, applicants who believe or know they need an SLLA are strongly encouraged to provide sufficient information, including facility area and maps, with the GP registration package.</i></p>

	<p>b. Place an “X” in the box on the right of the form to indicate that it is believed an SLLA is not required, or if the applicant is unsure if an SLLA is required.</p>
<p>SECTION E. CERTIFICATION</p> 	<p>Please sign, indicate title and date in the appropriate locations. The GP Registration package will not be accepted unless the original form and copy are signed and dated by the applicant/owner. See SECTION A. APPLICANT INFORMATION.</p> <p>Clarification on applicant/owner signature:</p> <hr/> <p><u>Individual</u> – The GP Registration form must be signed by all owners listed within the deed of the property or lease/rental agreement with their original signatures. <i>For Individual(s), no indication of title is necessary.</i></p> <hr/> <p><u>Corporations</u> – The GP Registration form must be signed by the President or Vice President, Attested by the Secretary (Assistant Secretary) or Treasurer (Assistant Treasurer).</p> <p><i>If others are signing on behalf of the corporation, a document evidencing delegation of contracting authority must be provided. Acceptance of the delegated documentation is at the sole discretion of DEP. Absent satisfactory documentation of signatory authority, only the above officers will be accepted as appropriate signatories.</i></p> <hr/> <p><u>Government agencies</u> – The GP Registration form must be signed by the Chief Officer or the President/Vice President of the government agency, if incorporated. Chief Clerk, Secretary or Treasurer Signature is required to witness or attest.</p> <hr/> <p><u>Partnerships</u> – The GP Registration form must be signed by either one general partner to bind the partnership or all partners must sign. For Limited Partnerships (LP), where each individual is a general partner, any general partner may sign. If a corporation is a general partner, the signage must 1) indicate the name of the corporation, 2) that it is a general partner, and 3) the signature of the President or Vice President <i>and</i> the signature of the Secretary or Treasurer.</p> <p><i>If others are signing on behalf of the Limited Partnership, a document evidencing delegation of contracting authority must be provided. Acceptance of the delegated documentation is at the sole discretion of DEP. Absent satisfactory documentation of signatory authority, only the above officers will be accepted as appropriate signatories.</i></p> <hr/> <p><u>Limited Liability Companies</u> – The GP Registration form must be signed by a member for a Limited Liability Company (LLC), where it is member managed; where it is manager managed, a manager must sign. Please indicate whether the person is signing as a “Member” or as a “Manager” of the LLC, according to the Company’s Limited Liability Company Operating Agreement.</p> <p><i>If anyone other than a “Member” or “Manager” are signing on behalf of the LLC, documentation of authority to sign on behalf of the LLC must be provided.</i></p>
<p>SECTION F. DECISION / DISPOSITION</p>	<div style="display: flex; align-items: center; justify-content: space-between;">  <div style="text-align: center;"> <p>STOP! DO NOT COMPLETE THIS SECTION.</p> <p>THIS SECTION IS ONLY FOR COMPLETION BY DEP OR DISTRICT STAFF.</p> </div>  </div>

WHAT TO EXPECT DURING THE APPLICATION REVIEW	
<p>APPLICATION REVIEW</p> 	<p><u>Upon submission of a GP Registration package:</u></p> <p>DEP or the District will review the registration to ensure the project is eligible, and is in accordance with the terms and conditions of the GP(s).</p>
	<p><u>Upon review of this GP Registration package:</u></p> <p>If the GP Registration package is incomplete requiring additional information the applicant will receive an Eligibility Deficiency Letter outlining missing or ineligible items.</p>
	<p>A copy of the additional information must be re-submitted within 60 calendar days, unless extended in writing by DEP or the District.</p>
	<p> Incomplete submissions will have 60 calendar days to submit information or the registration will be considered withdrawn, unless extended in writing by DEP or the District.</p>
<p>APPLICATION DECISION</p> 	<p>The applicant will receive a copy GP Registration form signed by DEP or the District indicating the decision on the registration.</p>
	<p>The disposition status will indicate if the GP registration is acknowledging use of the GP(s), or if the GP(s) registration has been withdrawn.</p>
<p>FEDERAL AUTHORIZATION</p> 	<p>Work on the project may NOT begin work until federal authorization is obtained, if required. See NOTES ABOUT FEDERAL AUTHORIZATION below.</p>
	<p>NOTE: The General Permit Acknowledgement letter received with an acknowledged permit will provide instructions as to the federal authorization.</p>
	<p>If federal authorization is included with a permittee’s acknowledged permit, this will be attached with the acknowledged general permit registration.</p>
	<p>If the acknowledged use of this general permit does not have federal authorization for this project attached by DEP or the District, in accordance with procedures established with the U.S. Army Corps of Engineers, applicants / permittees will be contacted directly by the Corps regarding federal authorization.</p>
ADDITIONAL NOTIFICATIONS APPLICANTS ARE REQUIRED TO COMPLETE	
<p>MUNICIPALITY AND COUNTY NOTIFICATIONS</p> 	<p>Applicants are required to provide a copy of the GP Registration form to the Municipality & County in which the work will be performed.</p> <p>Proof of receipt is not required to be provided to DEP or a District with this GP Registration package.</p>
	<ul style="list-style-type: none"> • <u>For e-permitting submissions:</u> Applicants can use the View All Modules button to print or print to PDF a copy of the GP registration to send to the municipality and county.

PERMITTEE RESPONSIBILITIES AFTER GENERAL PERMIT IS ACKNOWLEDGED

ONCE A GENERAL PERMIT REGISTRATION IS ACKNOWLEDGED / APPROVED

THE PERMITTEE HAS THE FOLLOWING RESPONSIBILITIES:



This GP shall not be authorized until:

- The E&S Plan has been reviewed by the appropriate DEP Reviewing Office or District, and
- Federal authorization has been obtained when required, and
- Where required, a Submerged Lands License Agreement (SLLA) has been obtained from DEP. Information on Submerged Lands of this Commonwealth can be found here: ([SLLA Information](#)) and a screening tool can be found here (DCNR submerged lands viewer)

Permittees are required to maintain a final copy of the GP Registration form and approved plans, drawings, and other documents for their records. This includes:

- The E&S Plan, and
- Required Federal authorization(s)

Permittees are required to make a copy of the GP Registration form and approved plans, drawings, and other documents available at the project site during construction. This includes:

- The E&S Plan, and
- Required Federal authorization(s), and
- A copy of the [terms and conditions](#) of the GP(s)

Permittees are also responsible for informing contractors and ensuring that the work is completed in accordance with the final authorized plans.

Please remember the authorization is subject to all terms and conditions listed in the GP(s).

NOTES ABOUT FEDERAL AUTHORIZATION

NOTE: By applying for a Chapter 105 General Permit, applicants are also applying for federal authorization under the “One-Stop-Shop” Joint Application Process between DEP and the U.S. Army Corps of Engineers. This process provides efficiency across agencies and provides valuable efficiency for permit applicants through less complicated applications and streamlined approvals.

ONE-STOP-SHOP FOR STATE AND FEDERAL AUTHORIZATION

DEP has a joint application process with the U.S. Army Corps of Engineers (USACE) for the Federal [Section 404 of the Clean Water Act](#) and [Section 10 of the Rivers and Harbors Act](#) permits.

In accordance with [Section 404 of the Clean Water Act](#), a Department of the Army authorization is required for the discharge of dredged and / or fill material into waters of the United States, including jurisdictional wetlands.

[Section 10 of the Rivers and Harbors Act](#) also requires Department of the Army authorization for any work in, over, or under a navigable water of the United States.

As part of this process the USACE has issued the [Pennsylvania State Programmatic General Permit](#) (PASPGP).

Under this process, DEP reviews the Chapter 105 applications which it receives as a joint application for both state and federal permitting (i.e., one-stop-shop).

In most instances DEP or Districts can issue both state and federal permit authorization.

However, if DEP or Districts are unable to issue the federal authorization, the application is forwarded by DEP to the USACE for its review.

This process saves the public and regulated community time and provides for review efficiency. For more information see the [permitting and authorizations](#) and [Forms, Publications, and Guidance](#) webpages.

ISSUANCE OF FEDERAL AUTHORIZATION

During Review of the application, DEP or the District will also review the GP Registration package and determine if it is eligible for issuance of PASPGP by DEP, or if the application must be forwarded to the U.S. Army Corps of Engineers for review.

If the application is forwarded to the U.S. Army Corps of Engineers for review, the applicant will be contacted by them.

Federal authorization may be required prior to starting the project.

If the general permit is acknowledged by DEP or a District, the applicant will be notified in the letter and on the GP Registration form if federal authorization is attached.

If it is attached, the federal authorization, conditions, and other information will be included with the state authorization.

U.S. ARMY CORPS OF ENGINEERS CONTACT



Three different U.S. Army Corps of Engineers Districts cover Pennsylvania, Philadelphia, Baltimore, and Pittsburgh.

Contact information for all USACE Districts can be found on [Exhibit B](#) (3150-PM-BWEW0500B).

Or contact information can be found on each of the USACE District webpages:

- [Philadelphia District](#)
- [Baltimore District](#)
- [Pittsburgh District](#)

INFORMATION USEFUL TO IDENTIFY RESOURCES	
<p>Chapter 105 General Permits (GPs) are issued for specific categories of activities with specific limits to ensure that projects adequately meet the regulations. The permit terms and conditions are specific to each GP, and contain areas where permits do not apply, and specific limitations on design and locations. The information below are provided to assist applicants in identifying resources and other features to determine if the proposed project meets the terms and conditions of the GP(s) and to complete the GP Registration package.</p>	
HISTORIC PLACES	<p>The Pennsylvania Historic and Museum Commission, Bureau for Historic Preservation manages the National Register of Historic Places for Pennsylvania. Access to these paper records is free and open to the public by appointment at the office in Harrisburg (see Exhibit A – 3150-PM-BWEW0500A).</p> <p>Access to some of these data is available on the Pennsylvania’s State Historic and Archaeological Resource Exchange (PA-SHARE) at www.phmc.pa.gov/PA-SHARE/Pages/default.aspx.</p>
NATIONAL NATURAL LANDMARKS	<p>Additional information on National Natural Landmarks and the National Registry of Natural Landmarks is available at www.nps.gov/subjects/nlandmarks/.</p>
EXCEPTIONAL VALUE AND HIGH QUALITY WATERS (INCLUDING EXCEPTIONAL VALUE WETLANDS)	<p>Additional information on Exceptional Value (EV) and High Quality (HQ) waters can be found on DEP’s website at Statewide Existing Use Classifications and 25 Pa. Code Chapter 93.</p> <p>25 Pa. Code Chapter 93 also provides an important linkage to Exceptional Value Wetlands which are determined in 25 Pa. Code Chapter 105.17.</p>
THREATENED AND ENDANGERED SPECIES	<p>See Section D.8. Pennsylvania Natural Diversity Inventory (PNDI) for requirements and documentation:</p> <p>Additional information on the Pennsylvania Natural Heritage Program (PNHP) regarding the presence of Federal threatened and endangered (T&E) species and State T&E species and species of special concern on the project site and the PA Conservation Explorer, previously known as the Pennsylvania Natural Diversity Inventory (PNDI) Environmental Review Tool (PNDI ER Tool) can be accessed at www.naturalheritage.state.pa.us/Species.aspx.</p> <p>First time users will have to register at the website before conducting the review. Upon completion of the review, a PNDI Receipt, valid for a period of two years from the date the search was conducted, is automatically available for printing.</p>
WILD AND STOCKED TROUT WATERS	<p>Additional information on Wild and Stocked Trout Waters can be found at https://www.fishandboat.com/Fishing/All-About-Fish/Catch-PA-Fish/Trout/Pages/TroutWaterClassifications.aspx.</p> <p>The Trout Streams interactive map can be used to locate the project. Be sure to turn on the Natural Reproduction Trout Streams layer.</p> <p>58 Pa Code Section 57.11(b)(4) tributary linkages is helpful to interpret the interactive map – “Tributaries to wild trout streams are classified as wild trout streams for their function as habitat for segments of wild trout populations, including nurseries and refuges, and in sustaining water quality necessary for wild trout.”</p>
WILD OR SCENIC RIVERS	<p>Additional information on National or State Wild or Scenic rivers can be found at www.rivers.gov/pennsylvania.php and www.dcnr.pa.gov/Conservation/Water/RiversConservation/.</p>

WETLANDS	<p>See Section D.9. Wetlands for requirements and documentation:</p> <p>Additional information on the 1987 Corps of Engineers Wetlands Delineation Manual and the appropriate Regional Supplements to the Corps of Engineers Wetland Delineation Manual for use in Pennsylvania can be found at www.usace.army.mil/missions/civilworks/regulatoryprogramandpermits/reg_supp.aspx.</p> <p>The Regional Supplements used in Pennsylvania:</p> <ul style="list-style-type: none">• Eastern Mountains and Piedmont Supplement• Northcentral and Northeast Supplement• Atlantic & Gulf Coast Supplement (<i>in portions of Delaware, Philadelphia, & Bucks Counties only</i>)
SUBMERGED LANDS OF THE COMMONWEALTH	<p>See Section D.11. Submerged Lands of the Commonwealth for requirements.</p> <p>Information on Submerged Lands of this Commonwealth can be found here: (SLLA Information) and a screening tool can be found here (DCNR submerged lands viewer).</p>
ADDITIONAL INFORMATION	<p>Additional Information on resource identification (including agency contact information) can be found on the GP Registration Exhibit A – 3150-PM-BWEW0500A and Exhibit B (3150-PM-BWEW0500B); on DEP’s website at www.dep.pa.gov; and on DEP’s eLibrary at www.depgreenport.state.pa.us/elibrary/.</p>