

$date$

$applicant\_name$  
$applicant\_company$

$applicant\_address\_1$

$applicant\_address\_2$

$applicant\_city$, $applicant\_state$ $applicant\_zipcode$

**Re: Incompleteness Review Letter for $permit\_type$ Permit Application**

**$project\_name$ Permit # $npdes\_number$  
$municipality$, $county\_name$ County, PA**

Dear $applicant\_name$:

The $county\_name$ County Conservation District has reviewed the above referenced application and has determined that it is incomplete. The following list specifies the items that must be included in the resubmittal of your application and/or the submission of additional information. The Pennsylvania Erosion and Sediment Pollution Control Program Manual and the Pennsylvania Stormwater Best Management Practices Manual include information that will aid you in responding to some of the items listed below. The items are based on applicable laws and regulations, and the guidance sets forth the DEP’s preferred means of satisfying the applicable regulatory requirements.

Please note that pursuant to 25 Pa. Code § 102.6(c), this information must be received within 60 calendar days by $dateplus60$ or the District may consider the application withdrawn.

| Items for Resubmittal or Submission of Additional Information |
| --- |

1. $resubmittal$

You may request a time extension, in writing, before $daterespond$ to respond to the deficiencies beyond the sixty (60) calendar days. Requests for time extension will be reviewed by the District and considered. You will be notified in writing of the decision either to grant or deny, including the specific due date to respond if the extension is granted. Time extensions shall be in accordance with 25 Pa. Code § 102.6(c).

As stipulated in 25 Pa. Code § 102.6(c) of DEP’s Chapter 102 rules and regulations (regarding complete applications) information requested by this office must be received within sixty (60) calendar days from the date of this letter, on or before $dateplus60$, or the District will consider the application to be withdrawn by the applicant and no further action will be taken on the application. Fees are not refunded when an application is considered to be withdrawn.

If you have questions about your application, please contact $reviewer$ at $county\_phone$ $reviewer\_extension$ and refer to$npdes\_number$.

Sincerely,



$reviewer$  
$reviewer\_title$  
$county\_name$ County Conservation District

$reviewer\_email$

cc: $engineer\_name$  
$engineer\_address\_1$

$engineer\_address\_2$

$engineer\_address\_3$

$coapplicant$

cc: Municipal File / E&S File

bcc: <<File>>

$referenceinitials$