$date$

$applicant\_name$

$applicant\_company$

$applicant\_address\_1$

$applicant\_address\_2$

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

$co\_permittee\_name$

$co\_permittee\_company$

$co\_permittee\_address\_1$

$co\_permittee\_address\_2$

$co\_permittee\_city$, $co\_permittee\_state$ $co\_permittee\_zipcode$

Re: Incompleteness Letter

$project\_name$

NPDES Permit Application No. $npdes\_number$

$municipality$, $county\_name$ County

Dear $applicant\_name$:

$please\_note$

The $county\_name$ County Conservation District (District) has reviewed the above referenced application for $pag0$ $pag1$ $pag2$ and has determined that it is incomplete. The list below 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* (E&S Manual) and the *Pennsylvania Stormwater Best Management Practices Manual* (BMP Manual) include information that may 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)(2), this information must be received within 60 calendar days by $dateplus60$ or District may consider the application withdrawn.

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

$options\_items$

$dep\_has\_developed$

As stipulated in 25 Pa. Code § 102.6(c)(2) 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received within sixty (60) calendar days from the date of this letter, or District may consider the application to be withdrawn by the applicant and no further action will be taken. Fees are not refunded when an application is withdrawn.

If you have questions about the information contained in this letter, please contact $reviewer$ by e-mail at $reviewer\_email$ or by telephone at $county\_phone$ ext. $reviewer\_extension$ and refer to Application No. $npdes\_number$.

Sincerely,

$county\_manager$

District Manager

$county\_name$ County Conservation District

cc: $engineer\_company\_name$ - $engineer\_address\_1$ $engineer\_address\_2$ $engineer\_city$, $engineer\_zipcode$

DEP Application Manager

Township Name

bcc: File

$reviewer\_initials$