

MCCD Expedited Review Program Policy

The applicant must provide a written request and receive approval from the Conservation District Manager or Assistant Conservation District Manager. If approved, District staff will provide review comments within a five (5) working day period for the technical reviews. The applicant must respond to the comments within the next five (5) working 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 District Manager 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 Montgomery 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.

This policy will follow the accompanying procedures for the expedited review process in Attachment A of this policy.

Adopted at a public meeting of the Montgomery County Conservation District Board of Directors on October 20th, 2014. Revised 7/31/18.

Attachment A

Montgomery County Conservation District Expedited Review Procedures

The Montgomery County Conservation District Board of Directors has established an expedited review policy of Erosion and Sediment Control plans and NPDES permit applications. The following procedures shall apply:

1. All projects requiring an NPDES permit will follow the Standard Operating Procedures (SOP) and Permit Review Process (PRP) as required by DEP.
2. A limit of four requests per calendar month will be accepted on a first come, first served basis. Acceptance of the expedited review request will be subject to staff availability at the discretion of District Management. Expedited reviews will be conducted outside of normal working hours.
3. An applicant must submit a written request (e-mail or fax is acceptable) for an expedited review. The applicant and consultant will be notified by e-mail of acceptance or denial into the expedited review process. If accepted, a separate check for the expedited fee (2 times the regular fee), in addition to the check for the regular fee is required. For example, if the regular review fee is equal to \$1500, a check for \$1500 and a second check for \$3000 would need to be provided to expedite the review.
4. Applications will be accepted into the expedited review program only after being deemed Administratively Complete. Administrative completeness reviews will follow timelines and procedures as provided in DEP's SOP.
5. Projects on which an expedited review is requested should be far enough along that the E&SC and PCSM review is one of the final steps in the approval process – repeated submissions of the same project because of design changes are unacceptable. Once the plans have been deemed adequate, it will not be accepted a second time for expedited review.
6. The expedited review program will be limited to plans which disturb less than 50 acres.
7. Any given applicant may submit only one plan per calendar month for expedited review. For purposes of this procedure, an applicant is defined as a project owner/developer, not an engineering or consulting firm. **Prior to being accepted into the expedited procedure, the owner/developer and the plan designer must schedule and attend a pre-application meeting with District staff. If a general or earthmoving contractor has already been retained, he/she shall also attend the meeting.**
8. To qualify for a follow-up review, a cover letter detailing the revisions made and plan sets with the changes highlighted must be provided. Additionally, 50% of the total review fee will be required for the second (final) expedited, “technical” review. For example, if the regular follow-up review fee is equal to \$750, a check for \$750 and a second check for twice that fee (\$1500) would need to be provided to expedite the second technical review. Review letters will be e-mailed to the applicant and engineer and will be deemed received as of that date.
9. If, after the initial technical review, a meeting with the reviewer is requested, the District will commit to holding said meeting within 5 working days of request. The meeting will

be held outside of normal Conservation District office hours and the applicant is required to be present.

10. The expedited review process may be initiated after an initial technical review is completed with the submission of an additional fee equal to two (2) times the original fee.
11. A refund will not be given for plans that are withdrawn from the expedited review program when plans are determined to be inadequate and/or by not providing plan revisions within the 5-working day period.
12. Stormwater BMP Information Chart 5.B – 3/15/2016 (as updated), must be included with all expedited review applications.
13. Applicants must be in compliance with Chapter 102/NPDES requirements of any permitted projects in order to qualify for the expedited review process.