

MCCD Electronic Submission Format

One paper copy and an electronic copy are required for all Ch. 102 application submissions.

Please use the new format outlined below for all future electronic submissions.

Please provide all files in PDF format, with both the Excel & PDF versions of DEP's PCSM Spreadsheet, if applicable.

Uploading Electronic Submissions

We are pleased to announce that we now have an easy way to upload the electronic files for submission to our office. To submit the required electronic submission, please visit <https://conservationdistrict.us/submissions> where you may either upload files as a guest, or if your office is planning on making multiple submissions, you may register for a free account.

Formatting Electronic Submissions

Please follow the following electronic submission format policy which applies to PAG-02 General NPDES permit applications, Individual NPDES permits applications, and non-permitted E&S plans submitted for review. To more efficiently process and review submissions, we are requesting that a standard file numbering/naming convention be utilized for all submissions. The electronic submission should have multiple files, labeled in the manner of the Application or Notice of Intent (NOI) checklist (example below). Please include 3 files for plan drawings; one for E&S, one for PCSM, and a complete land development set of drawings, the latter of which is not required for the hard copy. The multiple files should be zipped into a single file prior to upload. The zip file should contain the project name as specified on your application/NOI. Information should be included as is applicable to your project.

- 00_MCCD Application
- 01_Permit Application or NOI Checklist
- 02_Permit Application or NOI
- 03_General Information Form (GIF)
- 04_PHMC Notification-Clearance
- 05_Check copies – District Review Fee, Clean Water Fund Fee, Disturbed Acre Fee
- 06_Municipal Notifications and Receipts
- 07_County Notifications and Receipts
- 08_Signed PNDI Receipt with any Clearance Letters
- 09_E&S Module 1
- 10_E&S Plan Drawings
- 11_E&S Standard Worksheets or equivalent with supporting calculations
- 12_PCSM Module 2
- 13_PCSM Plan Drawings
- 14_PCSM Supporting Calculations
- 15_MRC Design Summary
- 16_DEP PCSM Spreadsheet (pdf and excel formats)
- 17_Soil-Geologic Testing Results
- 18_Module 3 and attachments
- 19_Module 4 and attachments
- 20_Other information determined necessary for review

Please use the latest versions of all forms. NPDES Forms can be obtained from the DEP E&S Resources page and District Forms may be downloaded from our website. Links to both may be obtained from our website, www.montgomeryconservation.org on the Chapter 102/NPDES-Forms and Resources tab.