



# CHAPTER 105 JOINT PERMIT APPLICATION CHECKLIST

Project Name			
Date	MPMS No.	Township/County	
PennDOT District		Permit Preparer	
PennDOT Reviewer			Date
PennDOT Maintenance Reviewer			Date

Type of Application:  Small Projects     Standard  
 Reviewer Check Box: C = Compliant, D = Deficient

## General

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application checked for consistency and accuracy (resource type, resource name, impact numbers, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		List adjoining property owners

## PASPGP-5 Reporting Activity (If Applicable)

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PHMC correspondence; clearance letter if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supporting wetland data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mitigation plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PennDOT-USACE approved template for deed restrictions and easements

## General Information Form

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		All portions of GIF complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Reported earth disturbance area agrees with E&S plans

## PADEP Facilities

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland, stream, and floodway impacts listed match Aquatic Resource Impact Table
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structures match plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic data match H&H report

\*Not Required for a Small Projects Application

## Aquatic Resource Impacts Table

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Aquatic Resource Impact Table completed and attached
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Reported impacts consistent with drawings and project description

## \*Erosion and Sediment Control Plan

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Legible, easy to follow, distinguishable symbols, uncluttered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		All notes apply to this project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed contours included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed 100-yr flood elevations shown on cross sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Instream work restrictions included on plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		E&S BMPs designed per the PADEP E&S manual
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		E&S details for all BMPs used on-site included (use approved standard drawings from the E&S manual or provide supporting documentation for alternative BMPs)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Construction sequence includes the installation and removal of all temporary BMPs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Soils information (which includes limitations and resolutions) included in the plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		E&S plan developed in accordance with Chapter 102 regulations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Plans signed, sealed, and dated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Copies of plan approval letter from appropriate County Conservation District and approved plan

## Location Map

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USGS quadrangle map showing location of project site included (type 10 maps not acceptable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Map is 1:24000 scale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legend complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site coordinates included

## Municipal and County Notification

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Act 14 Notification letter with required documentation sent to each affected municipality and county
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proof of receipt included e

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## Photographs

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Color photographs included with dates and descriptions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Photo location map included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Hydraulic data match H&H report

## PNDI Receipt/T&E Species Coordination

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PNDI Search Receipt signed and included with properly defined project area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agency coordination and clearance letters included if there are potential impacts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PNDI Search Receipt valid for project timeframe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Avoidance measures, if any, included in E&S plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bog turtle screening completed or USFWS clearance obtained if wetland impacts are proposed in the following counties: Adams, Berks, Bucks, Carbon (only Aquashicola Creek Watershed), Chester, Cumberland, Dauphin (only Swatara Creek Watershed), Delaware, Franklin (only Antietam Creek Watershed), Lancaster, Lebanon, Lehigh, Monroe, Montgomery, Northampton, Schuylkill (only Swatara Creek Watershed) and York

## Site Plan and Cross Section Drawings

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Drawings and cross-sections included for each location; temporary and permanent impacts to wetlands, streams, and floodways reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		All notes that apply to this project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Legible and easy to follow; symbols easily distinguishable from one another; not cluttered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Proposed contours included
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Existing and proposed 100-yr flood elevations shown on cross sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Instream work restrictions included on plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Site plan and cross-sectional drawings include all required information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Legend complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Title block includes project name, name of applicant, name of the plan preparer, and date the plan was prepared
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show the streambed, normal water surface, and flood water surface elevations if plan profiles are required

## PASPGP-5 Reporting Criteria Checklist

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Most recent version of PASPGP-5 Review Checklist used

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## Wetland Determination and Delineation

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wetland delineation report complete and included

## Alternative Analysis

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed alternatives analysis included describing why the project must impact resources and why the proposed alternative has been selected

## Cultural Resource

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Section 106 clearance documentation attached

## Engineer Seal and Certification

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Professional Engineer seal included (all appropriate docs or blanket P.E. certification made obvious)

## Environmental Assessment

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EA Form complete, including signature
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Level 2 Rapid Assessment Data Forms

## \*Hydrologic & Hydraulic Report

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		H&H checklist present and complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		H&H report approved by H&H coordinator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Information in H&H report is consistent with information in permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Engineer seal included (all appropriate docs or blanket P.E. certification made obvious)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		H&H Input/Output: HEC-RAS files provided as zip files

## Meeting Minutes

Preparer	Reviewer		N/A	Item
	C	D		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date of pre-app meeting, if held:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-app meeting minutes attached

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