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INSTRUCTIONS FOR COMPLETING COMPONENT 1 EXCEPTION TO THE REQUIREMENT TO REVISE THE OFFICIAL PLAN

SECTION A. PROJECT INFORMATION

Project Name. In the "Project Name" block, enter the name by which this proposed land development project is, or will be, known.

Brief Project Description. Provide a brief description of the project in this block.

Total Number of Lots. Calculate the total number of lots using the formula found in Component 1, Section A.3. If the total is greater than 10, your proposal is not eligible to use a Component 1 Sewage Facilities Planning Module. Contact your local DEP office to obtain the correct planning procedures.

SECTION B. CLIENT (MUNICIPALITY) INFORMATION

Municipality Name, County, Municipality Type. Enter the name of the client municipality and the name of the county in which the municipality is located. Check the appropriate block indicating the municipality type, whether **City**, **Boro**, or **Township** (Twp).

Contact Individual Last Name, First Name, MI, Suffix, Title. Enter the requested information for the municipal client contact in this block. The municipal client contact is often the municipal secretary, but may be another official, such as the chairman of the board of supervisors. Please indicate the appropriate title of the client contact in the Title block.

Additional Individual Last Name, First Name, MI, Suffix, Title (optional). This is an optional block to be used by municipalities that wish to provide an alternate client contact. Enter the requested information only if an alternate contact name is desired.

Mailing Address. This is the mailing address of the client municipality identified above. It should not include locational data that is not appropriate for a mailpiece. In addition to the street number and name, PO Box number, RR number, Box number, or Highway Contract number designations, use any appropriate designation and number to further define the mailing address.

e.g., APT (Apartment) FLR (Floor)
 BLDG (Building) RM (Room)
 DEPT (Department) STE (Suite)

City, State, ZIP+4, Phone Information. **DO NOT** use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code, if known.

SECTION C. SITE INFORMATION

DEP needs to be able to accurately locate your site and to understand the physical nature of the surrounding area. Therefore, the application must be accompanied by a 7.5 minute topographic map published by the US Geological Survey. These maps can usually be obtained from most map distributors or hunting and fishing supply stores. On the topographic map, draw the outline of the development site.

Site (Land Development) Name. Enter the name of the site at the specific physical location. **DO NOT** use abbreviations, acronyms, etc.

Site Location. Provide the physical address of the location where the permitted activities will occur. **DO NOT** use PO Box numbers for site location information. Provide the city (or municipality), state, and the ZIP+4, if known. Enter the latitude and longitude of the approximate center of the site.

Detailed Written Directions to Site. When providing written directions, **DO NOT** use PO Box address data. Include landmarks and approximate distances from the nearest highway.

Description of Site. Provide a written description of the proposed project.

Site Contact Information. Provide the name of the developer or project sponsor. This person is often the landowner or the landowner's agent. Include the individual's name, title, firm, email address (optional), mailing address, and daytime phone numbers. This individual will ultimately be responsible for paying the DEP review fee.

SECTION D. PROJECT CONSULTANT INFORMATION

If this form is completed by someone other than the applicant, such as a consultant, engineer or contractor, that individual should complete this section of the form.

SECTION E. AVAILABILITY OF DRINKING WATER SUPPLY

Indicate the intended source of the project's drinking water by checking the appropriate box. If a public water supply will be used, provide written documentation that the water supplier is aware of the project, possesses capacity to serve the project and is willing to serve the project. A public water supply is defined as a system that provides water to the public for human consumption that could serve 15 or more connections, or serve 25 or more people daily at least 60 days out of the year.

SECTION F. PROJECT NARRATIVE

The following information is required to be provided in narrative (paragraph) form and attached to the module package. Title the attachment **Project Narrative**.

1. Enter the number of lots in the development project. **LOTS** refer to single family residential dwellings. The residual tract, if any, is also counted as a lot when determining eligibility for use of a Component 1 but not when calculating the DEP review fee for this project.
2. Enter the projected sewage flows in gallons per day (GPD). Information on flows for individual onlot systems can be found in DEP's regulations, Title 25 of the Pennsylvania Code, Chapter 73 §73.17 available electronically at www.pacode.com.
3. Enter the total acreage of the proposed land development project.
4. Describe the use of any acreage or parcels under the same ownership and adjacent to the property. (Such as: for future development, recreational, agriculture, open space, etc.) If the land is proposed for future development, or is part of a phased project, the applicant should determine if adequate sewage disposal facilities will be available to serve those phases.
5. Include any other information that is relevant to the project, such as any explanations required as a result of the questions in Section E, Permit Coordination.

SECTION G. GENERAL SITE SUITABILITY

The information in this section about soils and site conditions will be used by the Sewage Enforcement Officer (SEO) and approving agency to determine if the project area is suitable for the use of individual onlot systems. This section also requires that certain information listed in the component be plotted on a plan which includes the project and adjacent areas. Some of the information required can be found in the municipality's Official Sewage Facilities Plan. Other information can be found in tax maps, zoning maps, USDA Natural Resources Conservation Service maps, Federal Emergency Management Agency (FEMA) flood plain maps and National Wetland Inventory maps.

NOTE: If one or more lots in this subdivision are planned to be served by Individual Residential Spray Irrigation Systems (IRSIS), please see the specific instructions for IRSIS in Part 3 of this section.

1. Plot Plan

The plot plan should be of a sufficiently large scale to show the development area and adjacent areas so that the plotted items can be easily identified. Preliminary lot lines can be used when soils testing is completed prior to lots being established, but the plot plan must be prepared by a registered surveyor before submission to the approving agency. The plan is required to show the following:

- a. Locations of **ALL** soil profile examinations and percolation tests (both suitable and unsuitable).

The location of all soil profile excavations and percolation test sites, including those which documented unsuitable conditions for the use of onlot sewage disposal, must be shown on the plot plan. Excavations are to be shown by the symbol ▲ (triangle) and percolation tests by the symbol • (large dot). When the scale of the plot plan makes it impossible to show each percolation test hole, the area of the test may be shown using a rectangular box labeled with the percolation test symbol. Each test must be referenced by number to the appropriate "Site Investigation and Percolation Test Report".

- b. The slope at each test area.

Slopes must be taken from in-field measurements recorded on "Site Investigation and Percolation Test Report" forms (3800-FM-WSFR0290A (formerly known as "Appendix A" or that are available from the Municipal SEO)) or from a registered surveyor's in-field slope measurements. The slopes should be shown on the plan with a slope arrow identifying measured percentage of grade and the source of the measurement ("Test Report" or surveyor). When slopes are measured, they must be taken across the soil profile/percolation test area from the down-grade extent to the up-grade extent of the proposed absorption area or spray field. This includes the berm area when elevated sand mound use is proposed in the subdivision. The Sewage Enforcement Officer should estimate the size of the absorption area from the percolation test data and Table A in Chapter 73, Section 73.16(e)), or the size of the spray field (from Table B in Chapter 73, Section 73.16(e)). Before a surveyor measures the slope, the sewage enforcement officer must place a labeled marker at each end of the area to be measured to assure that the tested area is being assessed. Any landscape feature, such as a bench, which may impact the general suitability of the site must be identified on the plan.

- c. Soil types (as shown in USDA Natural Resources Conservation Service mapping) and their boundaries.
- d. Locations of existing and proposed adjacent streets, roadways and access roads.
- e. Lot lines and the sizes of individual lots in the proposed development.

Show the relationship of the development boundaries to those of the currently existing lot. Where the boundaries of the existing lot have not been formally surveyed, but are plotted from deed records, this must be written on the plan.

- f. Existing and proposed rights-of-way. Proof of legal recording of rights-of-way may be required when the right-of-way is necessary for implementation of the sewage facility alternative.

- g. Existing and proposed water supplies (wells, reservoirs, etc.) and surface water (ponds, lakes, streams) on the adjacent and proposed developments.

The SEO must identify existing water supplies and surface waters on adjacent properties which may impact site suitability related to isolation distances. If the sewage enforcement officer determines that the identified water supplies and surface waters are far enough away from the proposed development that they will have no impact on site suitability, the locations do not have to be plotted. If the identified water supplies or surface waters may have an affect on isolation distances, they must be shown on the plan. The SEO will provide access to the property for any required surveying activities.

- h. Location of existing buildings.
- i. Surface waters, including ponds, streams, lakes and impoundments.
- j. Wetland areas, as identified by hydric soils in USDA Natural Resources Conservation Service maps and by National Wetland Inventory mapping.

Please note that if wetlands are present, the applicant may be required to obtain permits for any construction activities such as encroachments (fill, roads, utility lines) or obstructions (bridges, walls, piers) in, along, or across the wetlands. If this is proposed, the applicant should contact the DEP Regional Office, Water Management Program, Soils & Waterways Section for further information. Full delineation may be required as a condition of permit issuance, including issuance of onlot system permits, Clean Streams Law permits, or encroachment or obstruction permits for construction activities in, along, or across wetlands.

- k. Flood plains and flood ways. As with wetlands, these areas should be plotted on the plan as they are shown on Federal Emergency Management Agency flood plain mapping.
- l. Open space areas designated within the proposed development and any parks, state forests or other state land adjoining the development.
- m. Any property that is not included in the plan but is under the same ownership and adjacent (whether or not it has been developed in the past or will be developed in the future). Lots located across roads, streets and rights-of-way are considered adjacent.
- n. Any existing onlot or sewerage systems, pipelines, transmission lines, etc. which may impact the use of an onlot system.
- o. Prime agricultural land listed by the USDA Natural Resources Conservation Service as "Pennsylvania Prime Farmland Soils," or soils listed in the USDA Natural Resources Conservation Service Soil Survey as having a capability classification of I, II or III.
- p. Orientation to north, usually shown by a directional arrow.

2. Residual Tract Waiver Request

The DEP believes that developers, municipal officials and future lot owners are best protected by complying with sewage planning requirements to assure that adequate sewage facilities will be available to serve all lots in newly created subdivisions. However, DEP is aware that some subdivision proposals include residual tracts of land on which there is already an inhabited structure or which are large parcels for which there is no proposed construction which would require the use of sewage disposal facilities. Developers having such residual tracts are not required to complete sewage facilities planning for that portion of the subdivision if this claim is valid. The developer may request the residual tract waiver by checking the request block in Section G of the component.

Acceptance of the request for a waiver by the municipal planning agency and the municipality is required. When the proposal involves the subdivision of property on which there is an existing building currently served by an onlot septic

system on the residual tract, the municipality's sewage enforcement officer must inspect the system and sign and date the waiver statement in Section H. of the planning module component.

"As of the date of this deed/plot plan/deed notice recording, the residual tract of this subdivision is dedicated for the express purpose of _____ use. No portion of the residual tract of this subdivision has been approved by the municipality or the approving agency for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system (except for repairs to existing systems) unless the municipality and approving agency have approved any required sewage facilities planning for the residual tract of the subdivision described herein in accordance with the Sewage Facilities Act (35 P.S. Sections 750.1 *et seq.*) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any purchaser or subdivider of any portion of this residual tract should contact the municipality which is charged with administering the Sewage Facilities Act to determine what type of sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals."

Language similar to the above must be recorded on the plot plan and deed or deed notice and a copy of the deed or plot plan or deed notice must be submitted with this planning module submission.

3. Soils Information

- a. To complete the soils portion of this section, soils testing information must be submitted on "Site Investigation and Percolation Test Report" form(s) (3800-FM-WSFR0290A, formerly known as "Appendix A"). These forms are available from the municipal SEO. The SEO must notify the approving agency at least 10 days prior to any testing, either by phone or in writing, because in some cases, the agency may wish to observe the soil testing. Soil testing can be completed by a soil consultant or by the SEO, with municipal approval, as long as all soil testing is verified by the SEO. Make sure the SEO provides a signed copy of "The Report" form(s) to include in the Component 1 package submitted to the municipality.

Enough soils tests must be conducted to determine suitability for onlot systems for both the proposed development and the residual tract, unless a residual tract waiver has been obtained. At a minimum, testing must consist of one soil profile examination, one complete percolation test and one slope measurement for each change in soil type, slope, and erosion characteristic as indicated on the USDA Natural Resources Conservation Service map for the area of the proposed system(s). Soil type boundaries must be plotted on the plan. If portions of the proposed subdivision are found to have unsuitable soils or site conditions, lots may have to be modified to eliminate these unsuitable areas, or other sewage facility alternatives may have to be considered. (When individual residential spray irrigation systems (IRSIS) are proposed, percolation tests are not required. Please see the specific instructions on IRSIS in Section G3C, below.)

- b. **Marginal Conditions and Long-Term Disposal Needs**

If any of the conditions listed in Section H.2 of the component are present on the project site, indicate this by marking the appropriate block on the form. The presence of marginal conditions on the site requires that additional documentation be provided to assure that both the short-term and long-term sewage facilities needs of the area will be met.

The options available to the property owner and municipality to assure long-term sewage facilities where marginal conditions for onlot systems have been documented include: conducting tests for both a primary and replacement onlot system on the lots considered marginal; documenting replacement of the onlot systems with community sewerage systems; inclusion of the subdivision in a sewage management agency; or in the case of high density use of onlot systems, reduction of the density of lots below the threshold of one residential dwelling/acre. Descriptions of the documentation necessary for each of these four options can be found in Section J of these instructions.

These options should be carefully evaluated and all necessary testing or justification for the option chosen must be included with the Sewage Facilities Planning Module (Module) when it is forwarded to the municipality.

Submittal of a planning module for this project without the required documentation will result in the return of the planning module as incomplete.

c. General Site Suitability Determinations for Individual Residential Spray Irrigation Systems (IRSIS)

This guidance supplements the existing planning module guidance on determination of general site suitability for proposed subdivisions where one or more lots will use individual residential spray irrigation systems (IRSIS) as the means of sewage disposal. **It does not replace the existing guidance on general site suitability determinations for any other type of onlot sewage disposal system.**

(1) General Site Suitability

Since individual residential spray irrigation systems require relatively large land areas to function, the soil testing necessary for the design of these systems must be done at the planning stage. The number and distribution of soil test pits needed to adequately characterize the soils on a given lot is discussed in Chapter 73, Section 73.14(b) and is dependent upon the size of the proposed system. The required size of the system is dependent upon the soil, slope and cover of the lot and the projected flow volume from the residence proposed, and can be determined using Chapter 73, Section 73.16(e) - Table B. The most limiting site condition on the lot will determine the minimum testing required.

(2) Plot plan

Slopes must be determined at each of the test pit locations as described in Section G. of the planning module instructions, as well as at any other appropriate locations within the interior of the proposed system area. Slope measurements made within the area of the proposed IRSIS and their approximate areas should be noted on the plot plan. The maximum slope within the area of the proposed IRSIS determines the minimum sizing of the area to be defined. The minimum size is determined using Table B from Chapter 73, Section 73.16(e).

In addition to the list of features requested in Section G. of the planning module guidance, the following additional information is required for lots proposing IRSIS or neighboring lots that could be affected by IRSIS isolation distances.

- (a) Delineation of the boundaries of any proposed IRSIS on the lot, whether the proposed system is intended for primary or replacement use.
- (b) Delineation (by shading) of a 100 foot area surrounding the IRSIS site, with a notice on the plot plan that no water supply or occupied dwelling may be placed within the shaded zone. The shaded area may include areas on neighboring lots in the proposed subdivision. A legal description of the affected area on any lot impacted by the proposed IRSIS or a sketch of its shaded isolation area must accompany the plot plan and be recorded with the deed for any affected lot.
- (c) Delineation of the boundaries of the features below within any proposed IRSIS area:
 - (1) cultivated agricultural areas
 - (2) open canopy forest or non-forested but vegetated areas
 - (3) closed canopy forest areas

(3) Soils information

While percolation testing is still required to identify a primary onlot sewage disposal system utilizing conventional technology (non-IRSIS system), no percolation testing is required to identify an IRSIS area. If IRSIS is proposed as the primary system alternative on a given lot, no percolation testing of that lot is required.

(4) Provisions for long-term sewage disposal

Where an IRSIS is proposed as the primary sewage disposal option for a lot, replacement area testing may be required depending upon the particular circumstances of the planning module proposal. The replacement area testing requirements are determined on a case-by-case basis by the approving agency. If an IRSIS is proposed only as the replacement system option for any lot in the subdivision, then both the primary and replacement area must be identified and tested.

(5) Municipal responsibilities

Prior to issuance of a permit for an IRSIS, Act 537 requires that the municipality and permittee enter into an agreement to provide management and oversight of the system. Although the absence of this permitting requirement at the planning module stage does not prevent the municipality or approving agency from granting planning module approval to subdivisions proposing IRSIS, DEP recommends that the developer and municipality explore available options to provide this management and oversight during the planning module stage. Having this agreement as part of the planning module approval could help expedite the subsequent permitting process for the individual lot owners once planning approval has been obtained.

SECTION H. MUNICIPALITY'S CERTIFIED SEWAGE ENFORCEMENT OFFICER

To Be Completed by the Municipal Sewage Enforcement Officer (SEO)

This section requires the SEO to review the submitted soils test data and indicate whether or not the subdivision qualifies as generally suitable for the use of individual onlot sewage disposal systems. The SEO's signature and certification number is evidence of SEO review. The Sewage Enforcement Officer is required to complete the review of the soils information within 20 days of receipt of the package. If marginal conditions exist, the SEO is required to complete Part 2 of Section H. If the residual tract contains an existing septic system, the SEO is required to complete Part 3 of Section H.

SECTION I. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resource's (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, any clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self explanatory, self conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us . This interactive, online search will ask questions about the propose project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us . Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning module submission is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available on line in the eLibrary at DEP's Web site address www.depweb.state.pa.us.

SECTION J. PLANNING AGENCY REVIEW

This section is to be used by the local municipal planning agency and/or zoning officer to indicate that the plan is consistent with existing zoning and subdivision/land development ordinances which may affect sewage disposal. This determination is usually made upon approval of the preliminary plot plan. Municipal planning agencies should also evaluate the possible impact of onlot sewage disposal systems on natural resources described in the comprehensive plan, including prime agricultural land preservation, wetland protection, historical/archaeological preservation, and stormwater management. Zoning officers are responsible for determining if the proposed sewage facilities are consistent with any zoning ordinance or subdivision/land use ordinance for that area. If the zoning officer finds the plan to be consistent, the zoning officer may sign the form. Where there are no local planning agencies or zoning ordinances, the municipality should check the appropriate box(es). County or areawide planning/zoning agencies are not required to comment on Component 1 planning modules.

SECTION K. MUNICIPAL ACTION

Following the review by the planning and/or zoning agency, the governing body with jurisdiction is required to act on the project, check all appropriate boxes and sign the form. Acceptable signatures include the secretary or chairperson of the governing body. The municipality must review and act upon a complete Component 1 within 60 days of receipt of the package or within such additional time as the applicant and municipality may agree to in writing. Following municipal approval of the component, the municipal secretary must forward the component to the approving agency for final review.

Provisions of Marginal Conditions and Long-Term Sewage Disposal

The Sewage Facilities Act requires that adequate sewage facilities be available to serve a municipality in both the short-term and the long-term. This becomes more critical where onlot systems are proposed for lots with marginal conditions. The options available to the property owner and municipality to assure long-term sewage facilities where marginal soils conditions have been identified in Sections H and/or G of the component include: inclusion of the subdivision in a sewage management program; conducting tests for both a primary and replacement onlot system on the lots considered marginal; documenting replacement of the onlot systems with community sewage systems; or in the case of high density use of onlot systems, reduction of the density of lots below the threshold of one residential dwelling/acre.

These options should be carefully evaluated and all necessary testing or justification for all options chosen must be included with the Sewage Facilities Planning Module. Submittal of this project without the required documentation will result in return of the planning module as incomplete

Option 1 - Provision of a Sewage Management Program

When new land development projects are included in an existing sewage management program established by the municipality and approved by the department under Chapter 71, Section(s) 71.32 and 71.73, the municipality has documented provision of long-term sewage facilities if:

1. An alternative analysis evaluates the available options and describes why provision of a sewage management program is the most administratively and environmentally viable option.
2. Documentation is submitted that an approved sewage management program is currently being administered in the municipality.
3. Documentation in the form of a municipal letter or resolution is submitted to show that the proposed development will be included in the sewage management program.

Option 2 - Replacement Area Testing

A soil profile examination and percolation test may be done for the primary system and a future replacement system in the event the primary system fails. New land developments which have conducted soils testing for both a primary and replacement absorption area on each lot determined to be marginal have documented long-term sewage facilities if:

1. An alternative analysis evaluates the available options and describes why replacement area testing is the most administratively and environmentally viable option.
2. At least one soil evaluation probe and complete percolation test has been conducted for both the primary and replacement absorption area on each lot.
3. DEP staff is contacted, has concurred with the placement and number of soil evaluation probes required on each site and has been given the opportunity to observe the probes.
4. DEP staff is contacted and has concurred with the number and location of percolation test holes to be used for the testing.
5. The results of all tests, both suitable and unsuitable, are submitted on "Site Investigation and Percolation Test Report" form(s) for the primary and replacement areas.
6. The soils tests document that a suitable site is available for both the primary and replacement system.
7. The replacement area tests are conducted on those lots or areas of the development that are determined to have marginal site conditions.
8. All isolation distances (from Chapter 73, Section 73.13) from both the primary and replacement site can be met.
9. The plot plan shows both the primary and replacement absorption areas along with all other required information.
10. The recorded plot plan must contain a statement that the indicated areas are reserved for replacement absorption areas in the event the primary onlot system absorption area fails, and that the area must not be disturbed.

Option 3 - Scheduled Replacement with Sewerage Facilities

New land development projects which are determined to be marginal for use of onlot systems may propose the interim use of onlot sewage disposal systems pending connection to a community sewage system. These proposals may be considered to have documented provision of long-term sewage facilities if:

1. An alternative analysis evaluates the available options and describes why replacement with community sewage systems is the most administratively and environmentally viable option.
2. Documentation is submitted that shows that an approved sewage facilities plan update revision identifies and describes the community sewage system proposed for use, projects adequate capacity at the planned time of connection, commits the municipality to plan implementation and includes the financing, implementation timetables, conceptual designs and administrative arrangements necessary to connect the entire development to a community sewage system within five years.
3. Documentation that the proposed development is within the proposed service area projected to be served by a community sewage system within five years.

Option 4 - Reduction of the Density of Onlot Systems

When the sole reason for the designation of a subdivision as marginal for long-term onlot system use is the proposed density of lots, the development may be subdivided into larger lots to achieve a density of 1 Residential Dwelling/acre or less.

SECTION L. REVIEW FEES

Amendments to the Sewage Facilities Act established fees to be paid by the applicant for review of planning modules for land development. These fees are described below.

1. For **EXCEPTIONS** to the requirement to revise the official plan under Chapter 71, Section 71.55 (approving agency: DEP)

Under Act 537, the fee for DEP review of a Component 1 is \$35/lot. This fee may be charged for each review of the planning module. Unless submitted with the planning module package to DEP, prior to beginning the module review, DEP will calculate the required fee and advise the applicant of the amount to be remitted. DEP does not include the residual land parcel/lot in the fee calculation.

2. For **SUPPLEMENTS** to the official plan (approving agency: delegated local agency)

Delegated local agencies must establish fees for the review of planning modules in fee schedules formally adopted by the agency and available to the public. The applicant should contact the delegated local agency to determine the amount of the review fee and the payment details. The delegated local agency may charge fees for each review of the planning module.

OTHER REQUIREMENTS

Approving Agency Review and Action

The approving agency (DEP or delegated local agency) must determine if the submission is complete within ten working days of receipt. A submission without a paid review fee is considered incomplete.

When DEP is the final reviewing agency, DEP may act upon a **COMPLETE** Component 1 within 30 days of receipt from the municipality. Delegated local agencies must act upon a **COMPLETE** Component 1 within 60 days of receipt, or within such additional time as the applicant and delegated local agency may agree to in writing.