

Susquehanna River Basin Commission

a water management agency serving the Susquehanna River Watershed



Dear consultant or project sponsor:

Proposed water use projects located within (or diverting water into or out of) the Susquehanna River Basin may require review and approval by the Susquehanna River Basin Commission (Commission). A copy of the Commission's project review regulations is enclosed. Section 806.5 of the regulations lists the types of projects that require Commission review and approval. Subpart B of the regulations includes details for: (1) submitting an application; (2) making proper notification; and (3) the Commission's procedure for review and approval of an application. Appropriate application forms also are enclosed.

Please submit your project review application to us at the below address. As required by Section 806.15, notify appropriate parties and agencies within 10 days of application submittal. Please submit the following notification items as soon as possible so technical review is not delayed:

- ◆ Return receipt(s) for municipal notification (sample notification enclosed);
- ◆ Proof of newspaper publication (submit a copy of the published notice); and
- ◆ Completed SRBC Form #55 (form enclosed).

Most project review applications also include a standard, nonrefundable application fee (Project Review Fee Schedule, enclosed) to cover some of the Commission's costs in processing your application. If your project requires an application fee, use the enclosed fee schedule to determine the appropriate amount. Please submit the fee with your application. Failure to submit payment of the fee with your application will delay review and may result in its return.

Once staff reviews your application, we will schedule your project for consideration at one of the Commission's quarterly meetings. The commissioners cannot act on a project if the required application forms, notices, or fee(s) are outstanding. The Commission holds its quarterly meetings in March, June, September, and December. For your planning purposes, the review process requires three months for routine applications. More complex applications need to be submitted earlier to ensure adequate time for staff review.

Your assistance in submitting a complete application, correct application fee, and all notification materials in a timely manner will help us to process your application efficiently. If you have any questions regarding this letter and enclosures, please contact me at (717) 238-0423.

Sincerely,

A handwritten signature in blue ink that reads "Paula B. Ballaron".

Paula B. Ballaron, P.G.
Director, Regulatory Program

Enclosures

SAMPLE NOTICE OF APPLICATION

To all interested parties:

Notice is hereby given that the _____ (Individual/County/Municipality/Authority) has filed an “application for approval” with the **Susquehanna River Basin Commission** (SRBC) for (describe project) to be located in (municipality, county, state). SRBC approval is required under 18 Code of Federal Regulations (CFR) Part 806.

This project will (consume/withdraw) up to (quantity per day). (If no consumption or withdrawal of water is involved, this sentence may be omitted.) The purpose of the project is (state purpose).

Interested parties should submit comments or inquiries to the attention of Paula B. Ballaron, Susquehanna River Basin Commission, 1721 North Front Street, Harrisburg, PA 17102-2391, Phone (717) 238-0423, Fax (717) 238-2436.



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CERTIFICATION OF NOTIFICATION UNDER SRBC REGULATION 18 CFR §806.15

NAME OF PROJECT: _____

LOCATION: _____
(municipality) (county) (state)

I, _____, the sponsor of the above named project, or the duly authorized officer or agent of the same, do hereby certify to the Susquehanna River Basin Commission (SRBC) that, pursuant to the requirements of SRBC Regulation 18 CFR §806.15, notification of the filing of an application for this project has been made to area and regional news media, the county planning agency, and contiguous property owners.

IN WITNESS WHEREOF, I have signed this certificate in the space below on the date indicated.

Date: _____

Signature

Title

() _____
Telephone

() _____
Fax