



SUSSEX CONSERVATION DISTRICT PRE-APPLICATION MEETING REQUEST FORM DIRECTIONS

The Sediment and Stormwater Program requires a pre-application meeting for all proposed land disturbing activities that will require a detailed Sediment and Stormwater Plan approval. These meetings are structured to assist the owner, developer, and designer in the design process, and to provide early notification of approval requirements.

Please complete the form in its entirety so the District can assist in scheduling the appropriate review staff including DNREC Sediment and Stormwater, DNREC Drainage Section, DNREC Watershed Assessment, and DelDOT. Projects complying with PCS Regulations, DNREC Drainage Section tax ditch requirements, and/or discharging to a DelDOT right-of-way will have Pre-application meetings on the 1st and 3rd Tuesday of every month. All other pre-application meetings will be scheduled as soon as possible with District staff.

Please submit the Application Request Form and a pdf copy of the site plan to the District electronically to Jessica Watson at Jessica.Watson@state.de.us and James Elliott at James.Elliott@state.de.us by no later than the Wednesday before the next scheduled meeting.

The District requests that meeting minutes be submitted to the District no later than 1 week after the pre-application meeting. The District will respond as to our concurrence of the meeting minutes and request their inclusion into the stormwater report.

TECHNICAL RESOURCES:

Sussex Conservation District (District Forms and Policies)

<http://Sussexconservation.org>

DNREC Sediment and Stormwater Program: (Delaware Sediment and Stormwater Regulations)

<http://www.swc.dnrec.delaware.gov/Pages/SedimentStormwater.aspx>

NRCS Web Soil Survey <http://websoilsurvey.nrcs.usda.gov/app/>

PCS Regulations (View Maps and Regulations pertaining to PCS Requirements)

http://www.dnrec.state.de.us/water2000/Sections/Watershed/ws/ib_pcs.htm

PRE-APPLICATION MEETING REQUEST FORM

PROJECT INFORMATION	
PROJECT NAME	LOCATION
TAX PARCEL NUMBER	OWNER NAME
OWNER ADDRESS	OWNER PHONE NUMBER
OWNER FAX NUMBER	OWNER EMAIL
ACREAGE	PROPOSED USE:
CONSULTANT INFORMATION	
FIRM	PROJECT MANAGER
PHONE NUMBER	EMAIL
PROJECT LOCATION IN WATERSHED(S)	
Delaware Estuary	Mispillion River, Cedar Creek and Broadkill River
Inland Bays	Lewes Rehoboth Canal, Rehoboth Bay, Indian River, Iron Branch, Indian River, Bay, Buntings Branch, Assawoman Bay, & Little Assawoman Bay
Chesapeake Bay	Marshyhope Creek, Nanticoke River, Gum Branch, Gravelly Branch, Deep Creek, Broad Creek, Wicomico River, & Pocomoke River
SITE-SPECIFIC	
Is your project located within the Inland Bays Watershed? Please view the following maps to determine if you are required to comply with the PCS Regulations http://www.dnrec.state.de.us/water2000/Sections/Watershed/ws/ib_pcs.htm	Yes No
Is your project located within a tax ditch watershed? For Tax Ditch Right-of-way information email the following information to DNREC_Soil_taxditch@state.de.us : <ul style="list-style-type: none"> • tax parcel ID number • landowner of record, and • contact information for requestor 	Yes No
Do you intend to discharge stormwater to DelDOT's right-of-way?	Yes No
Are significant road improvements required for this project?	Yes No
Do you believe this project to be exempt from the Inland Bay PCS due to preliminary meetings and/or submittals to DelDOT or land planning agency prior to November 11, 2008? For an exact definition of preliminary submittal exemptions, reference Section 1.4 and 1.4.1 of the Inland Bay PCS Regulation effective November 11, 2008.	Yes No

