



Memo

To: Design Consultants/Developers

From: Jessica Watson, Program Manager

Effective Date: January 1, 2024

RE: Policy and Procedures for Expedited Review of Sediment and Stormwater Plans

A formal request for expedited review must be submitted to the Sussex Conservation District (SCD) along with an explanation of the need and clarification that it does not meet the exclusions referenced below.

- Only initial Eligible Project submittals will qualify. Resubmittals on the standard 30-day calendar cycle cannot opt into Expedited Review. In addition, projects that are in Expedited Review cannot opt out.

ELIGIBLE PROJECTS:

- Detailed Sediment and Stormwater Plan Review
- As-built Plan Review

EXCLUDED PROJECTS:

- DNREC Identified Contaminated Sites that require remediation.
- Site designs where the construction of the stormwater BMP will require permits for wetland impacts.
- Sump/no outfall condition with no infiltration.
- Sites having downstream conditions that require additional study including inadequate pipe or channel capacity; or documented historical drainage/flooding.

REVIEW AGENCY:

- The Sussex Conservation District (SCD) will provide the review within 10 business days. If SCD is unable to complete the review, the project will be reviewed by:
 - Kent Conservation District (KCD)
 - or
 - Third Party Consultant

REVIEW FEE:

- For expedited reviews by SCD, the fee is three times the regular review fee charged by SCD for a maximum of two reviews.
- For expedited reviews by KCD, or a third-party consultant, the fee is the regular SCD fee plus the fees charged for review by KCD or third-party consultant.

REVIEW PROCEDURES/TIME:

1. All projects must have a pre-application meeting upon receipt of the Step 1: Stormwater Assessment Study (SAS) Checklist.
https://www.sussexconservation.org/images/pdfs/Stormwater_pdf/Step_1_SAS_Checklist_Revision_2021-01-01.pdf
2. Meeting minutes are submitted within a week following the pre-application meeting.
3. Submittal and approval of the "Request for Expedited Sediment and Stormwater Review"
4. Project will be reviewed within 10 business days upon receipt of a complete plan submittal:
 - I. Copy of approved SAS meeting minutes
 - II. Completed SCD Application
https://www.sussexconservation.org/images/pdfs/Stormwater_pdf/Sediment_and_Stormwater_Plan_App.pdf
 - III. Applicable Review Fee
 - IV. One set of plans and report along with an electronic copy of each
 - V. Completed Checklist

Exemptions to these guidelines require the approval of the District Coordinator.