

Sullivan County Stream Stabilization Program

1. Overview

The Sullivan County Government, in cooperation with the Sullivan County Conservation District (SCCD), created this formal program to document, assess, and mitigate stream issues negatively impacting Sullivan County.

This program is intended to provide property owners with a uniform and understandable process to report stream issues. Further, it will help property owners understand what technical and financial options, if any, are available to assist with their issue.

Reported stream issues will be evaluated based on objective factors. Potential projects will be prioritized with conservation, hazard mitigation, land planning, and regulatory requirements taken into consideration.

Emergency permitting and stream work after severe weather events does not fall under this program. Reactive emergency work happens independently and outside of this plan's scope.

2. Property Owner Consent Requirements

Property owner consents will be required to allow SCCD personnel and other relevant agencies to properly access reported areas. Appropriate access to the property is mandatory in order to conduct an accurate damage assessment. Further, should an area be selected as a project, consents and acknowledgements will be required of the property owner to allow Sullivan County to administer a stabilization project. A consents and acknowledgements form is attached to this program plan (Attachment 1).

3. Application

Submitting a properly completed project application is the property owner's first step. An application is attached to this program plan (Attachment 2). Application forms can be found electronically at the SCCD website (<https://www.sullcon.com>) or the Sullivan County Government website (<https://sullivancountypa.gov>) under the Planning Office tab. Additionally, property owners may obtain paper application forms from the Sullivan County Planning Office, located in the Sullivan County Courthouse, or SCCD Office located at 9219 Route 487, Dushore.

The Sullivan County Stream Stabilization Program is an annually recurring program. For projects to be considered in a calendar year an application must be submitted to SCCD no later than **February 28** (or the last business day of the month) **by 4:00 PM**. Applications can be submitted in-person or mailed to Sullivan County Conservation District, 9219 Route 487, Suite B, Dushore, PA 18614.

4. Area Assessment

After receiving a properly completed application SCCD personnel, relevant partner agencies, and municipal officials will coordinate a visit to the applicant's property. A joint assessment of the impacted

area will be conducted by this group. Information gathered from the visit will be used to evaluate the damage based on objective standards such as scope of erosion, proximity to structures, land use, and other factors.

5. Project Prioritization

No later than **April 17** (or the last business day prior) a committee will meet to prioritize applications based on objective standards. The committee will be comprised of the following personnel, each possessing technical knowledge necessary to evaluate potential stream stabilization projects:

- SCCD Erosion and Sedimentation / Agricultural Conservation Technician
- SCCD Watershed Specialist / Chesapeake Bay Technician
- Sullivan County Planning Office
- Sullivan County Department of Emergency Services
- Municipal Elected Official *(if municipality is cost sharing a project)
- Engineer *(if feasible and required)
- Funding Administer *(if feasible and required)

After compiling a list of prioritized applications, the committee will submit the list to the Sullivan County Chief Clerk. Preferably this occurs no later than **April 24** (or the last business day prior).

6. Project Selection

Projects will be selected based on available funds and maximum impact for citizens. If funding is not available in that calendar year projects may not be selected.

Property owner and municipal cost sharing *may* be an option or requirement. This will be situational based on available funding sources. The ability to cost share, even if it is a “contribution in kind,” could affect the project selection.

The Sullivan County Board of Commissioners will formally select projects at a public meeting.

7. Project Completion Process

Selected projects could range from small to large. An example of a small-scale project is tree and storm debris removal from a stream without any motorized equipment entering the stream. A large-scale project could include stream bank reconstruction requiring permits and motorized equipment entering the stream. Each project will be unique to its location and scope of work. All selected projects will be accomplished according to applicable funding and regulatory requirements. All or some of the below phases may be required to complete a project.

- a. Purchase engineering services (which may include requesting bids and awarding a contract).
- b. Define scope of work and approximate cost.
- c. Apply for and secure necessary permits.
- d. Hire a contractor (which may include requesting bids and awarding a contract).

e. Monitor, inspect, and approve contractor's work for payment in accordance with funding requirements.

8. Post Project Considerations

A project may require a property owner to agree and adhere to a maintenance agreement. The intent of the maintenance agreement is to prolong the life of the stabilization project. Periodic visits by SCCD and other relevant agency personnel may occur to ensure compliance with the maintenance agreement.

A completed project in no way guarantees that flooding will be prevented in the future. Nor does a completed project infer any guarantees that a project will be done in the future, at the same location, to repair or replace the stream stabilization work.

Attachment 1

Property Owner Consents and Acknowledgments

Initial each item below:

_____ I agree to provide **rights of entry** to my property for Sullivan County Conservation District (SCCD) personnel, and relevant partner agencies, for the purpose of assessing reported damage and prioritization.

_____ I agree to Sullivan County Conservation District (SCCD) personnel, and relevant partner agencies, using digital photography to document, assess, and prioritize reported damage on my property.

_____ Should my application be selected as a project, I agree to provide **rights of entry** to my property for survey, design, and stabilization construction.

_____ I agree to allowing the Sullivan County Government, and relevant partner agencies, to administer a stabilization project on my property.

_____ I agree to the Sullivan County Government applying for permits associated with the stabilization project being completed on my property.

_____ I agree to release, quitclaim, indemnify, and hold harmless the Sullivan County Government from any and all liability arising from the stabilization project.

_____ I acknowledge that a completed stabilization project will not guarantee that my property will not flood in the future.

_____ I acknowledge that a completed stabilization project does not infer any guarantees or warranties that Sullivan County or any other governmental entity will replace or repair the construction should it fail or be damaged during a future weather event.

_____ I agree to sign and fulfill a **Maintenance Plan**, approved by SCCD, for the life of the stabilization project.

_____ I agree to provide rights of entry to my property for future inspections of the project area.

Property Owner Signature
(or signatures if multiple property owners)

Notary

Date

Date

Attachment 2



Sullivan County Conservation District

9219 Route 487, Suite B Dushore, PA 18614
Phone: (570) 928-7057 Fax: (570) 928-8258

Potential Project Application Form

Property Owner Name: _____

District Use Only

Address: _____

Received Date:

City/State/Zip: _____

Received By:

Phone Number: _____

Municipality: _____

Email: _____

Stream Name or Watershed: _____

Site Includes (please check all that apply):

Business

- Agricultural
- Recreational
- Hospitality
- Manufacturing
- Commercial
- Public Emergency Service

Flooding Concerns

State/Municipal Roads and Structures*

Previously Applied Permits

- Type: _____
- Date: _____

Structure

- Primary Residence
- Secondary Residence
- Other: _____

Stream Maintenance

- Trees
- Sand or Gravel Bars
- Debris

Bank Erosion

- Distance from Structure: _____
- Length of Site: _____

Are you willing to provide a match % of the project (match % may change with funding source) Yes _____ No _____

Dirt and Gravel Road funds must be used (if applicable) before other funds will be issued

An Equal Opportunity/Affirmative Action/Nondiscriminatory Employer

Please Draw a Simple Sketch and Give a Brief Description of the Potential Problem

By this signature, I _____ do hereby grant Sullivan County Conservation District and its associated agencies the right to enter upon my property, without prior notification, for the purpose of conducting a preliminary evaluation of possible activities that may require environmental permits to complete this project.

Date: _____

Ranking Date:	Ranking Score:	District Use Only Staff Name:	Funding Source:
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