



LANCASTER COUNTY Conservation District

E&S Department Digital Submission Guidelines

- Email all submissions to submissions@lancasterconservation.org. Include a file transfer link that contains all items needed for the submission. A reply email acknowledging receipt will be returned within two business days.
- All submitted documents must be PDF files.
- Submit separate PDF files for each document type (i.e. LCCD Application, NOI, Module, PNDI, Plan Drawings, Supporting Calculations, etc.). Do not upload a single, long PDF containing all submission materials.
- Submit (mail or drop off in person) a hard copy of the completed LCCD Application/Fee Schedule along with all required checks to the District office. If available, include scans of the paper checks in your electronic submission. Submissions will officially be entered into the review queue once the District is in receipt of the hard copy application and all appropriate fees.
- Hard copies of other materials are not required at the time of submission. District staff may request submission of hard copies of materials throughout the review process or at the time of approval on an as-needed basis.
- Email resubmissions to submissions@lancasterconservation.org and the reviewing E&S Team Member.
- When resubmitting materials, clearly identify in the body of your email (or transmittal page) the project name, permit number or ESP number, and the letter or deficiency email that you are replying to. For example, your email might read, “the attached files are being submitted for the Lancaster County Conservation District Building Expansion (PAC360000) in response to the Incompleteness Letter dated 5/2/2024.”
- Resubmissions must include copies of each whole document that contains revisions. For example, if page 3 of the NOI is revised then resubmit a PDF containing the entire NOI.
- All resubmitted reports and plan drawings must contain appropriate revision dates.

Revised 3/26/2026