

Permit Conditions Review Procedures

General

The “Permit Conditions Review Procedures” is to provide guidance on the permit condition review process and assure decisions are communicated between the Applicant and the AQD in a timely manner.

Authorized Employee/Contact Person

If the Applicant does not indicate otherwise, the person to negotiate terms and conditions of the Permit to Install (PTI) will be the **Authorized Employee** (the person who signs the application).

The Applicant may authorize another person to negotiate terms and conditions of the PTI by properly completing Items No. 11 and No. 12 on the application, designating a **Contact Person**.

If an **Authorized Agent** other than the **Authorized Employee** or **Contact Person** is to negotiate the terms and conditions of a PTI, a letter indicating the Applicant’s **Authorized Agent** must be received for the permit file prior to condition review.

Withdrawals

The Applicant may elect to withdraw their application at any time during the process. The withdrawal of an application must be received in writing by the **Authorized Employee** via e-mail, facsimile or mail service. After receipt of the withdrawal letter, the application will be voided without prejudice. If a withdrawn application is resubmitted at a later date, certain steps and aspects of the review process may not be necessarily repeated.

Procedures

Note: Days indicated are from the respective timelines. If steps are completed early or late, new completion dates are set with the same relative time between each step.

Draft or preliminary permit conditions will be provided to the Applicant very early on in the process. For those Applicants that choose the process that includes a Permit Scoping Meeting (PSM), conditions will be provided to them prior to or during the PSM (**Day 0**). For Applicants that do not choose the PSM process, the first set of draft conditions will typically be provided to the Applicant prior to Look-See #1 (**Day 76**). Permit conditions will be modified as the review process progresses in accordance with established timelines.

This procedure commences when the proposed final conditions are provided to the Applicant (**Day 78** for the PSM process, **Day 114** for the Non-PSM process). It is recognized that conditions may be resolved and permits issued much earlier than this procedure addresses, even as early as **Day 0** in the PSM process.

The Permit Engineer will send proposed final conditions to the Applicant (**Authorized Agent, Contact Person, and/or Authorized Employee**) via facsimile, e-mail or mail service by **Day 78** (PSM) or **Day 114** (Non-PSM).

From the date proposed final permit conditions are sent by the Permit Engineer, the Applicant will have 14 days or until **Day 92** (PSM) or **Day 128** (Non-PSM) to respond in writing (via facsimile, e-mail, or mail service) with any comments/concerns. If the proposed final permit conditions are accepted at this point, the Permit Engineer will proceed to issue the permit or begin the public noticing procedures, if required.

If there are unresolved issues, Look-See #2 will commence and be completed by **Day 96** (PSM) or **Day 132** (Non-PSM). If there is no response from the Applicant, the permit will be issued with the most current conditions, or the public noticing procedures will commence, if required.

If there are remaining issues after Look-See #2 is complete, an additional 7 days is provided to resolve the final conditions. If unresolved issues still remain at **Day 103** (PSM) or **Day 139** (Non-PSM), the Applicant may withdraw the application or the AQD will commence the permit denial process.