

Non-Permit Scoping Meeting Scheduling Procedures

Note: Day “0” is the day the application is received. If steps in this procedure are completed early or late, new completion dates are set with the same relative time between each step.

Day 0

The AQD receives application.

Day 7

The Permit Screener will complete the administrative completeness check.

- If the application is administratively complete; the application will be forwarded to the appropriate Permit Unit Supervisor for assignment.
- If the application is not administratively complete; the application will follow the “Procedures for Review of Permit to Install Applications that are Determined to be Incomplete.”

Day 9

The Unit Supervisor will assign the Permit Engineer and return the application to the Permit Screener.

Day 10

The Permit Screener will log the application into the PTI Evaluator database and forward the application to the Permit Engineer. A letter or email will be sent to the Applicant notifying them the application has been received and which Permit Engineer has been assigned.

Day 22

The Permit Engineer will complete their review of the application for technical completeness using the applicable “Additional Technical Information” sheet(s). If necessary, the Permit Engineer will highlight deficient items on the “Additional Information and Action Request Tracking Form” and provide that to the Applicant.

Day 24

The Permit Engineer will complete a follow-up telephone call with the Applicant. It is expected that the Applicant will have the “Additional Information and Action Request Tracking Form” in-hand when the call occurs.

Day 35

If necessary, the Permit Engineer will have an additional telephone call with the Applicant. The Permit Team members from both the AQD and the Applicant’s organization may also participate.

Day 51

Complete information will be due to the Permit Engineer.

Day 55

Look-See #0, Formal Process Check, will be completed. The Permit Engineer may proceed with evaluation, the Applicant may withdraw the application, or the AQD may begin proceedings to deny the permit for lack of information.