Application Review Meetings & Sufficiency Review Process
LEAN NSR Rollout

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Background

• NSR LEAN Event demonstrated that a good number of applications are submitted with missing or incomplete forms.
• Completeness of an application affects timely delivery of permit.
• Better applications will mean the delivery of higher quality permits in a shorter timeframe.
Existing: Pre-Application Meetings

• Meeting occurs in planning stages of project.
• 2+ months before application submittal.
• These meetings typically include other media (waste, water, etc.)
• Discuss general permitting requirements at a high level.
• Equipment may not be selected yet.
New: Application Review Meetings

- Meeting occurs when an application is nearly complete.
- 2-4 weeks before application submittal.
- These meetings are air specific.
- Discuss and review specific application contents to increase the likelihood of a complete application being submitted.
• Can request an ARM by e-mail by submitting an ARM Preliminary Information Form
• Will be contacted by an engineer to schedule meeting
• Once scheduled a standard agenda will be sent to parties
• Engineer who attends ARM will process the application.
Website Information

• New webpage explains the differences between the two meetings and also steps to request a meeting.
Existing: Sufficiency Review

• Current Sufficiency Review Checks for:
  – Payment of Fees
  – Signed Application
  – Certified Copy of Public Notice (If Required)

• Current Sufficiency Review Does not ensure that all forms are included and completely filled out.
Improved: Sufficiency Review

• Improved Sufficiency Review will look for deficiencies in the application:
  – Missing Forms
  – Incomplete Forms
  – Missing Attachments
  – Missing Analyses

• Improved Sufficiency Review will not address the technical aspects of a form (i.e. was BACT appropriate)
Improved: Sufficiency Review

- Engineer will use checklist to ensure all forms are submitted and complete.
- Once notified, applicants will have 15 days to submit missing items before the engineer process a rejection.
Summary

- ARMs provide the applicant an opportunity to meet with their permit engineer and help avoid any application issues.
- Receiving a complete application will allow the engineer to conduct the technical review of an application in a timely manner.
Questions?

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