

## **Review Process for Preliminary Permit Plan Sets**

(Process between Designer and OEP/EPC)

This outlines the new Preliminary Permit Plan Set Review Process, which is being implemented so that better permit applications can be prepared in an earlier timeframe. The process involves an initial review of just the preliminary permit plan set, before the formal permit package (Final Permit Plan Set and Applications) is forwarded to the Office of Environmental Planning (OEP).

Designers often concurrently develop permit plan sets, write permit narratives and fill out permit documents for their project. The Permit Plan Set is the cornerstone of applications. The concern with this is if something is incorrect in the permit plan set, it likely propagates into many other places in the permit package, warranting added comments from OEP, additional effort by the design crew, and wasted time. Having OEP and EPC (Environmental Permit Coordination) help to develop these permitting plan sets before applications are written and submitted to OEP, will be helpful to the process.

### **STEPS:**

1. Designer sends the draft Permit Plan Set only, to EPC, for a preliminary review. (The Permit Plan Set should be developed after Design Approval and the completion of the conceptual drainage design (soon after the 30% milestone)).
  - Transmittal may be done via email with an attached pdf of the plan set or with a short memo and a paper copy of the plan set. Either will be sent to the Supervising Engineer of EPC.
2. EPC staff will conduct a quick cursory review of the draft Permit Plan Set to make sure 1) vital information is included, 2) there are no fatal flaws, and 3) it generally follows Permit Plan Set guidance\*. If information necessary to conduct a useful review is missing or incorrect, the designer will be asked to include it. The draft Permit Plan Set will then be forwarded to OEP for review and EPC will immediately set up a Permit Plan Meeting about 2 weeks out (between OEP, EPC and the designer) to discuss any comments.
3. At the Permit Plan Meeting above, the paper draft Permit Plan Set will be marked up with any comments. The purpose of this meeting is to provide a high level, quick check for any major issues. There will typically be no "formal" comments in a memo form for this new review process.
4. At the end of the meeting, EPC will scan a pdf copy of the final marked up plans and the designer gets the original marked up plans to take.
5. Discussion at the meeting will also include the permits that can be started and/or the necessity to present the project at an Interagency Coordination Meeting. (Additional information or attendance at the Interagency Meeting may be required to refine permit needs). After the Permit Plan Meeting (or the Interagency Coordination Meeting if applicable), the designer will be provided with a completed PNDP Part 2 form from OEP that will indicate the correct permit applications, along with a table of the various permit application forms and links to applications.
6. Designers should generally not resubmit the revised Permit Plan Set until submitting the whole package (Permit Application and the revised Permit Plan Set) to OEP. Delivery shall be a paper copy of the required permits accompanied by a formal request which will have a link to an electronic copy of the permits in ProjectWise to Andrew Davis

\* Sample Permit Plan Sets and Checklist link: [ConnDOT: Water & Natural Resources](#).