**Review Process for Preliminary Permit Plan Sets**(Revised January 2023)Process between the Designer, Office of Environmental Planning (OEP)

and Engineering Project Coordination (EPC)

This outlines the Preliminary Permit Plan Set Review Process, which is implemented such that permit applications can be prepared in an earlier timeframe. The process involves an initial review of just a preliminary permit plan set prior to the completing the permit package (Final Permit Plan Set and Permit Applications).

**Background**: Designers often concurrently develop permit plan sets, write permit narratives, and fill out permit documents for their project. The Permit Plan Set (PPS) is the cornerstone of permit applications. The concern with this is if something is incorrect in the permit plan set, it likely propagates into many other places in the permitting package creating additional effort by the Design team and wasted staff time. Having OEP and EPC help to develop these permitting plan sets before applications are written, will be helpful to the overall permitting process.

**STEPS for the PPS Review Process:**

1. Designer sends the draft Permit Plan Set to EPC for a preliminary review. (The PPS 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 PPS or other submittal form as required by the Project Manager (Compass S&T, Sharepoint link). The transmittal can be sent to the Supervising Engineer of EPC, with a cc to [DOT-EPC@ct.gov](mailto:DOT-EPC@ct.gov). (see OEP-EPC Distribution List on the OEP webpage for additional information)  
  [Environmental Planning, Permitting & Compliance (ct.gov)](https://portal.ct.gov/DOT/PP_Envir/Documents/Environmental-Planning-Permitting-Compliance)

1. 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, or if EPC determines the PPS needs significant changes, the designer will be asked to make revisions prior to the process moving forward to OEP. Once EPC has completed their review, the Permit Plan Set will then be forwarded to OEP for review and EPC will arrange a follow-up Permit Plan Set Meeting (between OEP, EPC, and the designer) to discuss any comments. This meeting generally occurs approximately 2-3 weeks after OEP receives the Preliminary PPS for their review.
2. At the Permit Plan Meeting noted above, a marked-up Permit Plan Set will be provided. The purpose of this meeting is to provide a high level, quick check for any major issues, discuss any comments on the PPS, and answer any questions. There will typically be no “formal” comment summary form for this review process or any ROM (report of meeting). The marked-up pdf of the PPS is the document of record. Discussion at the meeting may also include the permit applications that can be started and/or the necessity to present the project at an Interagency Coordination Meeting.
3. After the PPS revisions are complete, the designers should resubmit the updated Permit Plan Set along with the draft permit applications to OEP, with a cc to EPC. OEP will review of the complete permit package(s). For in-house design projects, OEP develops the permit applications, therefore, only the revised PPS is needed to be submitted to OEP/EPC. As permit applications are developed, there may need to be minor adjustments to the PPS.

\* Sample Permit Plan Sets and PPS Checklist can be found on the OEP webpage under the Environmental Permitting Unit section. [Environmental Planning, Permitting & Compliance (ct.gov)](https://portal.ct.gov/DOT/PP_Envir/Documents/Environmental-Planning-Permitting-Compliance)