



Permit Review Process & Permit Decision Guarantee

Department of Environmental Protection
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Dial-in number for audio is: 1-877-668-4493
Access code: 641 561 481

Today's Speakers

Hayley Book

Director, Office of Program Integration

Jeff Means

Director, Bureau of Waterways Engineering
and Wetlands

Kenneth Murin

Environmental Program Manager Wetlands,
Encroachments and Training

Agenda

- 1. Review of standard operating procedures (SOPs) for Individual NPDES permits**
- 2. Review of SOPs for general NPDES permits**
- 3. Questions & Comments**

Note: WebEx Technical Support is available at
866-229-3239

Permit Decision Guarantee

- SOPs (2) have been developed for new individual and general NPDES permits
- Additional SOPs will be developed for permit renewals, major modifications and minor modifications.
- SOPs are not static documents
- SOPs are available on DEP website

▶ PDG Authorizations (Individual Permits)

- New permit submissions
- Renewals
- Major modifications (amendments)
- Transferee/Co-permittee

Permit Review Process

- Step 1: Informal Pre-application meeting
- Step 2: Formal Pre-application meeting
- Step 3: Application Completeness Review
- Step 4: Application Complete

Permit Review Process

- Step 5: Application Incomplete
- Step 6: technical review Initial Plan submission
- Step 7: Technical review Plan Resubmittal
- Step 8: Technical review no applicant response

Permit Review Process

- Step 9: Elevated Review Process
- Step 10: Permit approval
- Step 11: Permit Denial

▶ Standard Operating Procedure (SOP)

Individual NPDES Permits

- Permit decision will be made in 107 business days (unless other specified)
- In some cases reviews may be completed in fewer days than listed in SOP
- Permit applications may be deemed outside of PDG

▶ Informal Pre-Application Meetings

- Contact DEP or Conservation District (CD) during conceptual planning stages
- Identify types of permits needed
- Discuss PRP Process and PDG timeframes
- Thorough understanding of plan concepts

Formal Pre-Application Meeting

- Establish PDG Timeframes
- Pre-application conference checklist
- Consultant completes summary of meeting
- DEP will designate the Application Manager for the project
- DEP will provide direction on the priority of the permit application

Completeness Review

- To ensure a complete and adequate application package
- Assign permit number
- Deposit payment of administrative filing fee

Completeness Review (cont.)

- Initial processing – 5 business days
- Completeness review – 15 business days
- Minor deficiencies – Phone call

Permit Review Process

Application Complete

- Permit Application Complete
Acceptance Letter – 107 business days
- PA Bulletin Notice (Individual permit)
- eFACTs entries

Permit Review Process

Application Incomplete

- Permit Application Incomplete Letter – 60 calendar days
- Applicant may request written extension
- Application Withdrawn

Technical Review

Initial Plan Submission

- To be done in 47 business days from date of application complete
- One letter for all technical deficiencies
- Revised plans to be submitted within 23 business days of date of deficiency letter

Technical Review (cont.)

Initial Plan Submission

- Deficiency letters will cite the statutory or regulatory obligation the applicant has failed to meet
- Opportunity to meet with DEP and CD staff

Technical Review (cont.)

Plan Resubmittal

- To be completed within 22 business days of plan resubmittal
- If deficiencies still exist one letter from DEP
- Notice of Elevated Review Process

Technical Review (cont.)

Plan Resubmittal

- Deficiency letters will cite the statutory or regulatory obligation the applicant has failed to meet
- eFACTS entries done by DEP

Technical Review (cont.)

No Applicant Response

- If information is not submitted within 23 business days of notice, the permit application will be withdrawn
- Fees will not be refunded
- eFACTS entries by DEP

Elevated Review Process

- Meeting scheduled with applicant
- Technical deficiencies must be corrected by applicant within 10 business days
- Technical review to be done in 5 business days of resubmitted materials by DEP and other staff as needed
- Total time is 15 business days – permit decision to be made that time

Permit Approval

- When plans are technically adequate
- DEP will prepare and issue Individual permit approval
- Add any special conditions to the permit (if necessary)
- Distribute copies of permit package
- PA Bulletin notice of permit issuance
- eFACTS entries by DEP

Permit Denial

- Continuing technical deficiencies
- Permit Application Denial Letter
- Permit fees forfeited
- eFACTS entries by DEP
- If the applicant wants to pursue approval of project they must submit a revised permit application
- Permit Application will be considered a new application

SOP for General NPDES Permits

- General permits are not part of PDG but do follow Permit Review Process
- Follows SOP with similar process to individual permits
- Review timeframes differ from IP process

▶ Permit Review Process- General NPDES

- 71 business days for GPs
- Initial processing – 5 business days
- Completeness review – 15 business days
- 1st technical review – 22 business days
 - Applicant to resubmit – 17 business days
- 2nd Technical review – 17 business days
- Elevated Review Process – 15 business days

▶ Permit Review Process- General NPDES

- Application incomplete – 60 calendar days to submit
- Application withdrawn
- For Technical deficiencies, If revised plans are not submitted in 17 business days application is withdrawn

▶ Permit Review Process- General NPDES

- Application manager will be conservation district staff
- General permit is authorized by Conservation District
- No special conditions may be added to permit
- PA Bulletin notice

Website Information



For more information, visit
www.dep.state.pa.us

Click on the Permit Decision Guarantee button.



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION



Bureau of Waterways Engineering and Wetlands

Questions?