

PERMIT APPLICANT OUTREACH ACTIVITIES GUIDE

Outreach During the Permit Application Process

The Department of Environmental Protection (DEP) encourages permit applicants to develop and implement a public outreach plan before and while engaging in the permit application process. Outreach before, during and after the permitting process provides a permit applicant an opportunity to work with interested stakeholders to explain, answer questions and understand or address concerns about a proposed project. Stakeholders refer to persons within the surrounding area of the proposed permit activity, such as community members, landowners, elected officials, business owners, local school officials or other individuals who may be affected by the proposed project. This engagement process allows the proposed permit to be reviewed by the public and for the industry or business to communicate its mission and vision.

There is not one standard approach to outreach activities in all situations. Instead, providing different means of communication can help arrive at a well-rounded approach to stakeholder engagement. Having familiarity with the surrounding community can also help in determining what outreach activities are best suited.

When applying for a permit with DEP, there are times regulatory requirements must be met, such as publishing public notice of a public meeting or hearing to be held. However, these requirements are a minimum and do not prohibit an applicant from using other methods and timeframes to communicate a proposed project. This is separate from public engagement that DEP may be required to provide.

To help identify activities a business or industry can utilize to engage stakeholders, the following suggestions will help a permit applicant effectively engage the public and stakeholders.

Outreach Activities for Consideration by the Applicant:

- Meet with stakeholders prior to submitting an application to DEP.
- Attend any community based and/or township meetings to discuss and answer questions about the proposed project.
- Provide a notice about the proposed permit in commonly read print material.
- Provide/Post written material about the project in the community in places such as churches, community centers (i.e., senior citizen service centers), community development corporations, municipal buildings, libraries, high foot traffic areas or other commonly used areas.
- Mail a letter with information about the project and company contact information to stakeholders within close proximity to the proposed project.
- Provide a copy of the permit application in the local community.
- Post information associated with the permit application on the company's website.
- If a deficiency letter is received, update the application in the community with the plans to address the deficiency.
- Hold or participate in a public meeting and/or hearing with DEP.
- Establish ongoing communication plans with stakeholders.

Who to Contact at DEP for Help

Should an applicant have any questions about outreach, or need examples of effective ways to communicate a project to stakeholders, please contact the DEP Community Relations Coordinator (CRC) in the region that the application was submitted for guidance. If the project will occur in an Environmental Justice area, contact one of DEP's Environmental Advocates (EAs) for suggestions. See the map below for contact information.

Northwest (Meadville) Regional Office
 230 Chestnut St.
 Meadville, PA 16335-3481
 Telephone: 814-332-6945

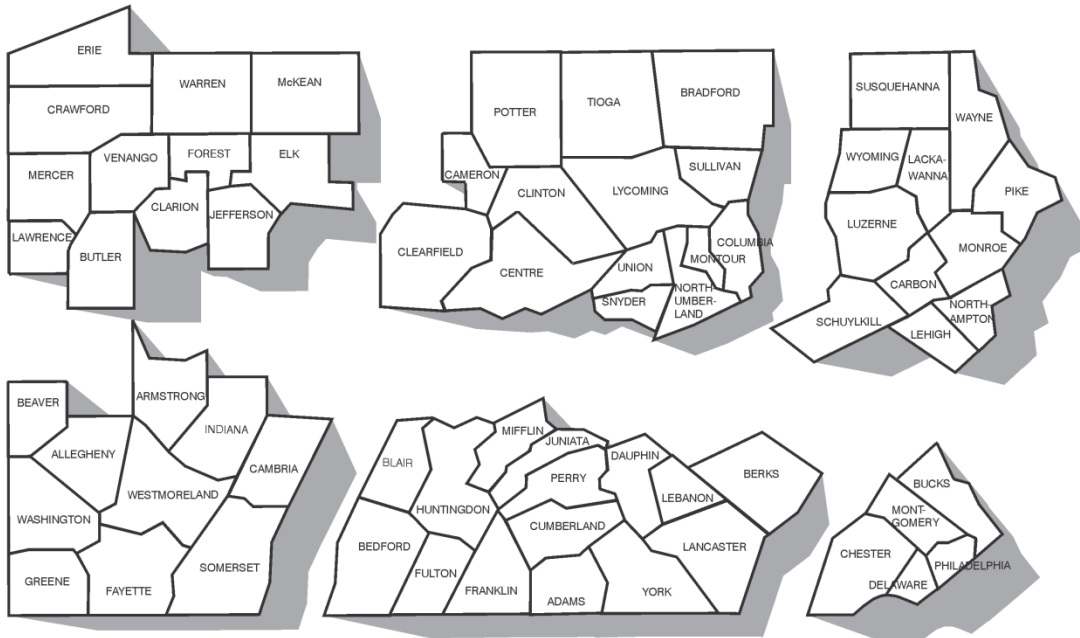
Community Relations Coordinator
 Local Government Liaison

North-central (Williamsport) Regional Office
 208 W. 3rd St., Suite 101
 Williamsport, PA 17701-6448
 Telephone: 570-327-3636

Community Relations Coordinator
 Local Government Liaison

Northeast (Wilkes-Barre) Regional Office
 2 Public Square
 Wilkes-Barre, PA 18701-1915
 Telephone: 570-826-2511

Community Relations Coordinator
 Local Government Liaison



Southwest (Pittsburgh) Regional Office
 400 Waterfront Drive
 Pittsburgh, PA 15222-4745
 Telephone: 412-442-4000

Community Relations Coordinator
 Environmental Advocate*
 Local Government Liaison

South-central (Harrisburg) Regional Office
 909 Elmerton Ave.
 Harrisburg, PA 17110-8200
 Telephone: 717-705-4700

Community Relations Coordinator
 Environmental Advocate*
 Local Government Liaison

Southeast (Norristown) Regional Office
 2 East Main St.
 Norristown, PA 19401
 Telephone: 484-250-5900

Community Relations Coordinator
 Environmental Advocate*
 Local Government Liaison

*The Environmental Advocate serves as the point of contact for environmental justice questions for this region as well as the corresponding northern region.

For more information, visit www.dep.state.pa.us, keyword: applicant outreach.