Step 1: PE and/or PG Services

PWS determines needs to make a modification and obtains PE and/ or PG services

Step 2: Preliminary Conference

A preliminary conference with PADEP

- Is CRITICAL for multiple facilities/counties or when federal coordination is involved
- Allows discussion of details/clarification on regulatory and statutory requirements
- Reduces processing time by ensuring PWS understands information required for submittal of an administratively and technically complete application
- That is not scheduled may VOID the PDG.

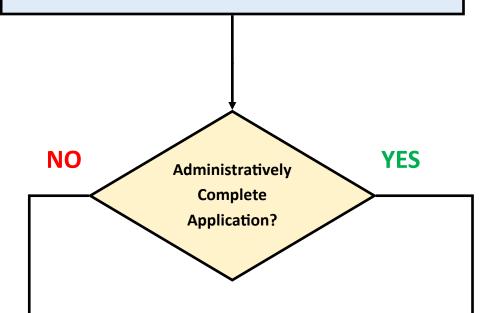
Step 3: Submit administratively complete permit application.

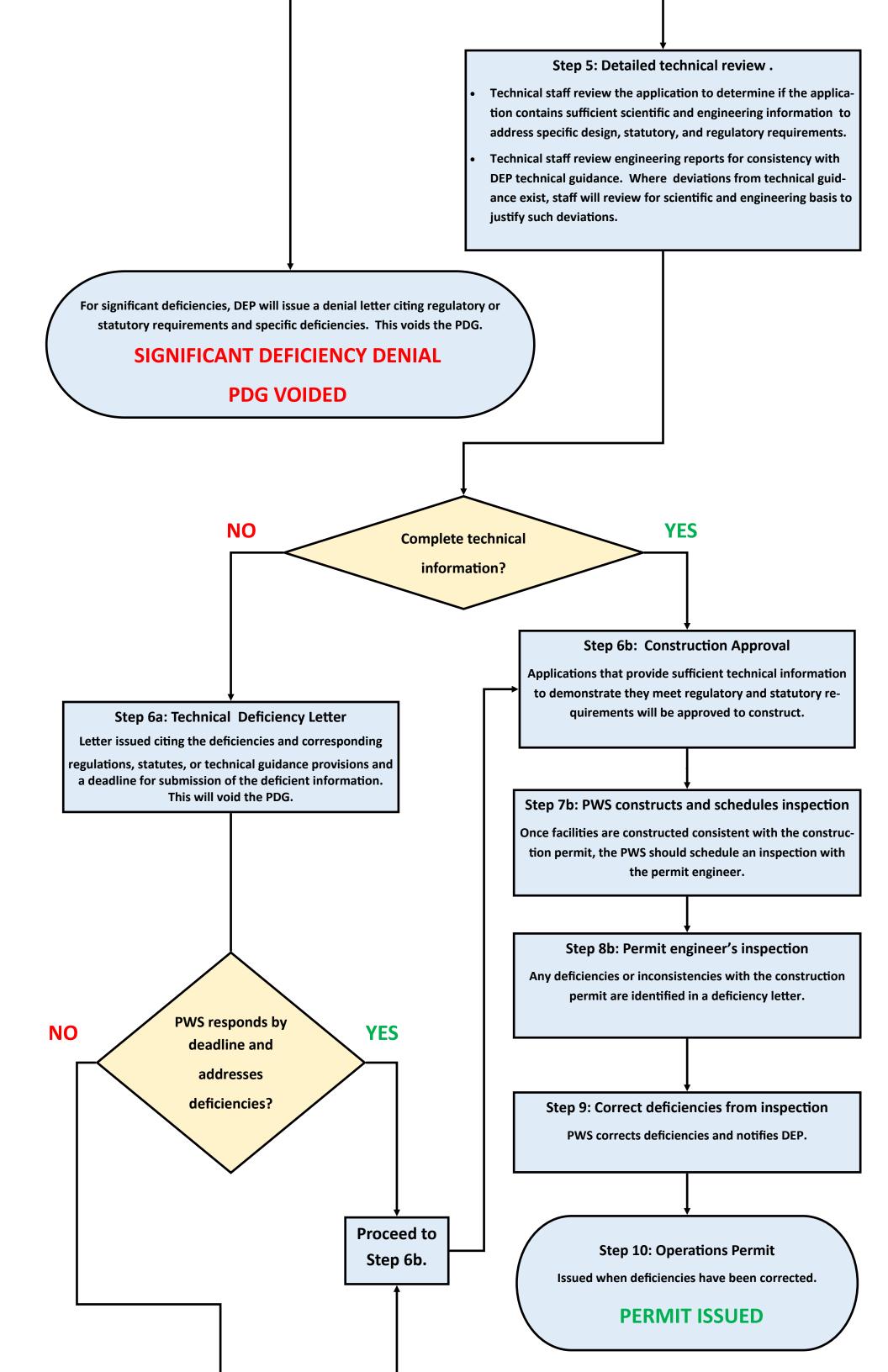
Administratively complete applications include:

- the application signed by a PE
- all appropriate modules
- detailed plans and specifications
- engineer's report
- permit fee

Step 4: Completeness Review

- Staff will review for administrative completeness consistent with the permit application checklist and statutory and regulatory requirements.
- Minor deficiencies may be addressed via phone call or e-mail.





Step 7a: DEP conducts elevated review. **Elevated review may involve face-to-face** meeting with PWS and multiple DEP staff, especially for complex projects with multiple deficiencies. Elevated review allows 15 business days to make a final decision. **Bureau Director or Division Chief provides** direction on decision which may be denial of permit NO YES Elevated review process provides sufficient information to address deficiencies? **Step 8a: Denial** After 2 technical reviews, applications which still fail to demonstrate regulatory and statutory requirements are met may be denied. All fees are forfeit and any new application must return to Step 3. **APPLICATION DENIED**