



# **Permit Review Process & Permit Decision Guarantee**

Department of Environmental Protection

# Agenda

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

# 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

# Permit Decision Guarantee

## Authorizations covered by PDG (Individual permits only)

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

# Permit Decision Guarantee

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

# Permit Decision Guarantee

- 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 Decision Guarantee

- Step 9: Elevated review process
- Step 10: Permit approval
- Step 11 Permit Denial

# Permit Decision Guarantee

## SOP for 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



# Permit Decision Guarantee

## Informal Pre-Application Meetings

- Contact DEP or CD during conceptual planning stages
- Identify types of permits needed
- Provide PDG Process and timeframes
- Thorough understanding of plan concepts

# Permit Decision Guarantee

## Formal Pre-Application Meeting

- Establish PDG Timeframes
- Pre-application conference checklist
- Consultant completes summary of meeting

# Permit Decision Guarantee

## Formal Pre-Application Meeting

- DEP will designate the Application Manager for the project
- DEP will provide direction on the priority of the permit application

# Permit Decision Guarantee

## Application Completeness Review

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

# Permit Decision Guarantee

## Application Completeness Review

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

# Permit Decision Guarantee

## Application Complete

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

# Permit Decision Guarantee

## Application Incomplete

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- Application Withdrawn

# Permit Decision Guarantee

## 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



# Permit Decision Guarantee

## Technical Review 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

# Permit Decision Guarantee

## Technical Review 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 Plan Resubmittal

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

# Permit Decision Guarantee

## Technical Review 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

# Permit Decision Guarantee

## Elevated review Process

- Meeting scheduled with applicant
- Technical deficiencies must be corrected by applicant within 10 business days

# Permit Decision Guarantee

## Elevated Review Process

- 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 Decision Guarantee

## Permit Approval

- When plans are technically adequate
- DEP will prepare and issue Individual permit approval
- Add any special conditions to the permit (if necessary)

# Permit Decision Guarantee

## Permit Approval

- Distribute copies of permit package
- PA Bulletin notice of permit issuance
- eFACTS entries by DEP



# Permit Decision Guarantee

## Permit Denial

- Continuing technical deficiencies
- Permit Application Denial Letter
- Permit fees forfeited
- eFACTS entries by DEP

# Permit Decision Guarantee

## Permit Denial

- 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 Decision Guarantee

## SOP for General NPDES Permits

- 71 business days for GPs
- Initial processing – 5 business days
- Completeness review – 15 business days

# Permit Decision Guarantee

## SOP for General NPDES Permits

- First technical review – 22 business days
- Applicant to resubmit – 17 business days

# Permit Decision Guarantee

## SOP for General NPDES Permits

- 2<sup>nd</sup> technical review – 17 business days
- Elevated Review Process – 15 business days

# Permit Decision Guarantee

## SOP for General NPDES Permits

- 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 Decision Guarantee

## SOP for General NPDES Permits

- 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](http://www.dep.state.pa.us)

Click on the Permit Decision Guarantee button.



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DEPARTMENT OF ENVIRONMENTAL PROTECTION



Bureau of Waterways Engineering and Wetlands

# Questions?

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