

DISTRICT 8-0
Joint Permit Application Process
Date: March 2007

Step 1. Consultant develops H&H Report, completes Design Manual II checklist and submits copy of checklist to Lisa Myers. Checklist remains on file with District.

Step 2. Develop and submit TS&L to District for approval based on requirements found in DM4 and per District 8-0 requirements. District issues approval of TS&L. TS&L submission should consider constructability.

Step 3. Pre-application meeting. Every JPA will require a pre-application meeting with DEP South Central Regional Office (SCRO). Consultant will contact Lisa Myers to arrange meeting with DEP SCRO. Lisa Myers will attend all pre-application meetings. If there are any questions about the applicability of GP-11, pre-application meeting can be scheduled with DEP SCRO by Lisa Myers.

Step 4. Consultant develops Permit Application using Department's JPA/H&H Expert system in ECMS.

Please note: Erosion and Sediment Control Plans and NPDES application should be included in JPA package. DEP will review JPA with E&S plans, but will not issue JPA approval until E&S/NPDES application is approved.

Step 5. Submit one complete hard copy JPA package to District with four original General Information Forms and four original JPA forms. ADE for Design signs and notarizes all five sets of forms. Signed forms and transmittal letter returned to consultant.

Step 6. Consultant attaches General Information Forms (GIF) and cover letter to Joint Permit and submits three copies to DEP SCRO and one copy to Central Office, Bureau of Design, BQAD, Attn: Anthony Osei. Send a copy of the DM II checklist to DEP SCRO.

Step 6A. Consultant has the option to have a pre-submission meeting with DEP SCRO right before submission.

Step 7. DEP SCRO starts administrative review then technical review, comments from DEP SCRO regarding application sent to District and consultant from DEP SCRO. Lisa Myers must be sent a complete copy of the response to Administrative Review and the response to Technical Review.

Step 8. DEP SCRO issues Joint Permit approval to District.

Step 9. PM ensures that the entire approved permit is scanned into the ECMS Project Development Checklist.