

ADMINISTRATIVE COMPLETENESS REVIEW AGENDA

The optional administrative completeness review meeting allows for the applicant to take an active part in the administrative review of an Aquifer Protection Permit (APP) application and to provide interactive feedback to ADEQ project managers and technical staff that will process the application. Where all the required information is provided by the applicant, this meeting may allow ADEQ to determine completeness of an application and provide an administrative determination at the conclusion of the meeting. An application deemed to be administratively complete at the meeting will be promoted to the substantial review phase. Where applications are deemed to be administratively incomplete, applicants will be provided with a list of items required before the application can be deemed administratively complete. Regardless of the administrative completeness determination, ADEQ staff time will be billed at \$122.00 per hour for the application meeting (R18-14-102(A), Table 1).

INTRODUCTIONS:

- Applicant team introductions
- ADEQ team introductions –
Unit Manager, Engineer, Hydrologist, Project Manager and Compliance (if applicable)
- Explain the process of the administrative completeness review meeting to the applicant
- Project description by applicant

ADMINISTRATIVE COMPLETENESS REVIEW / DISCUSSION

- Review the application and complete the administrative checklist with applicant
- Project team feedback and round table discussion on the application and components
- Hydrology and engineering discussions (if applicable)

DETERMINATION

If submittal is determined to be –

- Administratively Complete: finalize Administrative Completeness Letter, make a copy for file, hand original to the applicant;
- Administratively Incomplete: give entire application back to applicant, if necessary instruct the applicant on application requirements.

OUTCOMES

- Develop Communication Plan with applicant (if applicable)

MEETING SUMMARY

- Go over key points identified in the meeting
- Highlight any concerns/comments
- Make copies of the Communication Plan and Meeting Summary for applicant