



**Aquifer Protection Permit  
Pre-Application Meeting  
Request Form**

**Applicant Information**  
The person responsible for complying with the terms and conditions of the APP

Applicant/Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No \_\_\_\_\_  
Email \_\_\_\_\_

**Authorized Agent**  
Person acting on behalf of the Applicant

Authorized Agent \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_  
Email \_\_\_\_\_

**Facility Information**  
If this is a pre-application meeting for a facility with an APP that you want to amend,  
only the Facility Name and Inventory # are required

Facility Name \_\_\_\_\_  
Inventory # (if amending current permit) \_\_\_\_\_

Street Address \_\_\_\_\_  
City, Zip \_\_\_\_\_  
County \_\_\_\_\_

Latitude/Latitude \_\_\_\_\_  
Township, Range, Section \_\_\_\_\_

Brief facility description \_\_\_\_\_

**Meeting Coordination**

Proposed dates and times \_\_\_\_\_  
Applicant meeting attendees with email addresses \_\_\_\_\_  
Purpose of meeting: \_\_\_\_\_  
New permit (enter "Yes" or "No") \_\_\_\_\_  
Amend permit (describe changes) \_\_\_\_\_

## Aquifer Protection Permit Pre-Application Meeting Agenda

- Introductions - All
- Meeting Attendance Sheet (passed during Introductions)
- Facility Description - Applicant
  - Location and site plan maps, background, history, prior land use
  - Proposed design or drawings, operational description, process flow diagram
  - Discharge chemical characterization, rate/volume
  - Existing hydrologic and geologic information: groundwater quality, flow direction, depth; wells within ½ mile and their use; subsurface lithology; surface water flows and nearest surface water bodies
  - Proposals for: Point of Compliance (POC) locations, Pollutant Management Area (PMA) delineation, Discharge Impact Area (DIA) delineation, ambient groundwater monitoring
  - Proposed conceptual closure strategy and associated closure/post-closure cost estimates
- Application Requirements – ADEQ input based upon Applicant’s facility description
  - Demonstrate facility meets best available demonstrated control technologies (BADCT) requirements
    - Control technologies, processes, operating methods, other alternatives
    - Greatest degree of discharge reduction achievable
  - Demonstrate compliance with aquifer water quality standards at the point of compliance
    - Additional hydrogeologic information that may be needed
    - POC well location(s) and screen intervals
    - PMA delineation
    - DIA delineation/calculations
  - Propose monitoring for inclusion in the permit
    - Discharge Limits, Aquifer Quality Limits, Alert Levels
    - Whether to conduct ambient groundwater monitoring
  - Contingency plan
  - Cost Estimates – applicability, level of detail and available guidance (consider soil and/or groundwater monitoring and abandonment of POC well(s))
  - Financial assurance demonstration to include:
    - CEO letter or government entity statement of ability to cover costs
    - mechanism for closure/post-closure costs (non-governmental Applicants)
    - New permit always required
    - Permit amendment scenarios
      - amendment triggers requirements
      - call-in schedule vs. voluntary early submittal
    - Periodic reviews will be scheduled as permit requirement
  - Technical capability
  - Zoning
- Coordination with other programs (e.g. AZPDES, Solid Waste Permits, 208 Review) - ADEQ
- Licensing timeframe requirements and application processing schedule - ADEQ
- Available references at <http://www.azdeq.gov/environ/water/permits/app.html>
  - Checklists: Administrative Completeness, Hydrology Review, Engineering Review, Closure and Post-closure Plan and Cost Estimate, Cost Estimate Inflation Factor
  - Frequency Asked Questions for Hydrology, Engineering and other topics