

Permit Process Flow Timeline Tracking - No PSM

Project Name: _____
OLT No.: _____
PSM No.: _____
PTI No.: _____

Event/Activity with No PSM (max W/T)	Event Responsibility	Date Due	Day of Completion	Date Completed	Days Left	Status	Comments
Application Received by AQD	Applicant/AQD Clerical	----	0		----	----	
Application Screened and Provided to Unit Supervisor	Permit Screener		7				
Unit Supervisor Assigns Permit Engineer and Returns Application to Permit Screener	Unit Supervisor		9				
PTI No. Assigned, Letter to Applicant with PTI No., Engineer and other Necessary Info	Permit Screener		10				
Technical Completeness Reviewed and Additional Info Requested from Applicant	Engineer		22				
Engineer Completes Follow-Up Phone Call with Applicant	Engineer		24				
Conference Call Conducted if Necessary	Engineer, AQD Permit Team, Applicant Permit Team		35				
Additional Info Submitted by Applicant	Applicant		51				
Look-See #0 - Formal Progress Check Complete	Engineer, AQD Permit Team, Applicant Permit Team		55				
Preliminary Conditions Sent to Applicant for Concurrence	Engineer		76				
Look-See #1 - Formal Progress Check Complete	Engineer, AQD Permit Team, Applicant Permit Team		80				
Outstanding Issues Resolved	Engineer/Applicant		101				
Evaluation Complete	Engineer		104				
Draft Conditions Finalized, Provided to District Staff	Engineer		107				
Received District Concurrence on Finalized Conditions	AQD District Staff/Engineer		112				
Send Proposed Final Conditions to Applicant	Engineer		114				
Applicant Completes their Review of Final Conditions	Applicant/Engineer		128				
Look-See #2 Completed, Issue Permit (if no response from applicant and no public participation required)	Engineer, AQD Permit Team, Applicant Permit Team		132				
Resolve Conditions with Applicant	Engineer/Applicant		139				
Public Participation Documents Drafted and Provided to Section Chief	Engineer		146				
Section Chief Completes Review	Section Chief		148				
Beginning of Public Comment Period	Engineer/Dept. Analyst		154				
End of Public Comment Period	Engineer/Dept. Analyst		187				
Recommended Decision and Response to Public Comments	Engineer		208				
Section Chief Completes Review	Section Chief		210				
Final Permit Documents Completed by Secretary or Dept. Analyst	Secretary or Dept. Analyst		212				
Permit Approval Date	Decision Maker		216				
Overall Early/Late Status							