

Permit Process Flow Timeline Tracking - PSM

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

Event/Activity with PSM (max W/T)	Event Responsibility	Date Due	Day of Completion	Date Completed	Days Left	Status	Comments
Applicant Contacts AQD Unit Supervisor	Applicant/Unit Supervisor	----	-20		----	----	
PSM Number Assigned	Dept. Analyst		-18				
Unit Supervisor Assigns Permit to Engineer, Info Provided to Applicant	Unit Supervisor/Engineer		-16				
PSM Scheduled, Package Sent to Applicant	Engineer		-14				
Applicant PSM Package Received by AQD	Applicant		-7				
Engineer Provides PSM Agenda to Applicant and Confirms with Telephone Call	Engineer		-2				
PSM, Start of Formal Process	Engineer, AQD Permit Team, Applicant Permit Team		0				
Application Received by AQD	Applicant		14				
Application Screened and Provided to Unit Supervisor/Engineer	Dept. Analyst		19				
Preliminary Conditions Sent to Applicant for Concurrence	Engineer		40				
Look-See #1 - Formal Progress Check Complete	Engineer, AQD Permit Team, Applicant Permit Team		44				
Outstanding Issues Resolved	Engineer/Applicant		65				
Evaluation Complete	Engineer		68				
Draft Conditions Finalized, Provided to District Staff	Engineer		71				
Received District Concurrence on Finalized Conditions	AQD District Staff/Engineer		76				
Send Proposed Final Conditions to Applicant	Engineer		78				
Applicant Provides Comments on Final Conditions to AQD	Applicant/Engineer		92				
Look-See #2 Completed, Issue Permit (if no response from applicant and no public participation required)	Engineer, AQD Permit Team, Applicant Permit Team		96				
Resolve Conditions with Applicant	Engineer/Applicant		103				
Public Participation Documents Drafted and Provided to Section Chief	Engineer		110				
Section Chief Completes Review	Section Chief		112				
Beginning of Public Comment Period	Engineer/Dept. Analyst		118				
End of Public Comment Period	Engineer/Dept. Analyst		151				
Recommended Decision and Response to Public Comments	Engineer		172				
Section Chief Completes Review	Section Chief		174				
Final Permit Documents Completed by Secretary or Dept. Analyst	Secretary or Dept. Analyst		176				
Permit Approval Date	Decision Maker		180				
Overall Early/Late Status							