

ROP INITIAL APPLICATION LOG-IN CHECKLIST

Source Name: _____

SRN: _____ City: _____ County: _____

Permit Reviewer: _____ Primary NAICS Code: _____

Permit Application Number (from MACES): _____

Date Application Due: _____ Date Application Received: _____

	Yes	No	Date	Initials	Comment
Electronic application submitted?					
Hard copy of application submitted?					
All necessary original and appropriate signature(s) on application?					
Application files combined and saved as "SRN ROP Initial App {date rec.pdf}"?					
If ROP application not submitted through ROP mailbox, email regarding customer survey sent to company?					
Application timely?					
Application logged in MACES?					
Pre-Application Meeting logged in MACES?					
Application Administrative Completeness Checklist started?					
Application Processing Timeline form started?					
Copy of all electronic application materials saved on S drive?					
New Working Draft created from Template and saved on S drive in designated ROP folder?					
New SRN folder created on ftp site?					
Additional information requested?					
Administrative completeness check completed?					
Determined administratively complete?					
"Application-Administratively Complete" date entered in MACES?					
Administratively complete letter with application shield and Timeline sent?					
"Application-Application Shield Issued" date entered in MACES?					
Original application materials saved as <u>one</u> pdf on ftp site?					
Administratively incomplete letter sent?					