

# ADEC Prevention, Preparedness, and Response Program



## Plan Review Major Milestones For New Plans, Plan Renewals, and Major Amendments

1. Applicant notifies DEC of intent to submit application package (package) at least **60 days** prior to submittal.

2. Pre-application consultation with DEC at least 30 days prior to submittal.<sup>1</sup>

3. Application package<sup>2</sup> submitted.

4. DEC determines if package is sufficient for review within 7 working days of submittal<sup>3</sup>

5. When package is sufficient for review, DEC notifies the applicant in writing and directs the applicant to publish a public notice and distribute the package<sup>2</sup> to review participants<sup>4</sup>.

6. Public notice published and package distributed to review participants before Day 1 of public comment period.

7. 30 day public comment period (up to 45 days if the department determines the need). Public requests for additional information (RFAI) due by end of comment period.

8a. If an RFAI is needed, DEC sends out pending RFAI notice to applicant at end of comment period. Copy review participants<sup>4</sup>.

8b. RFAI sent to applicant within 90 days of end of comment period. DEC may set a deadline for the applicant's response to the RFAI.

8c. Applicant responds to RFAI<sup>5</sup>.

8d. The public comment period is extended a minimum of 10 days for the additional information received from the applicant only.

9. DEC determines if package is complete within 7 days of end of public comment period.

10. DEC will approve, approve with conditions, or disapprove a plan within 65 days of determining a package is complete.

11. Approved plans are issued an approval letter, certificate, and summary of basis for decision. Plan usually valid for 5 years.

12. Plan holder publishes the final version of the plan and provides it<sup>2</sup> to DEC and review participants<sup>4</sup>.

### Footnotes:

<sup>1</sup> After 10/16/2016, pre-application consultation with DEC is mandatory.

<sup>2</sup> After 10/16/2016, the following requirements apply: all plans must be submitted in the format specified by the department (paper, electronic, or both. Other electronic forms such as a DVD may be specified); proposed and final versions will be posted on the department's website. Prior to 10/16/2016, a plan holder may elect to meet these requirements.

<sup>3</sup> If the plan is determined to be insufficient for review, the applicant is notified in writing. The applicant must update and re-submit the plan. When a sufficient plan is accepted, the process re-starts at step 5.

<sup>4</sup> Review participants are DNR, DF&G, RCACs, and other persons designated by the department.

<sup>5</sup> If the response to a RFAI is not adequate, the applicant updates the plan as specified and re-submits the RFAI. This process may occur more than one time. When the RFAI's are sufficient the process re-starts at step 8d.