



# Connecticut Department of Energy and Environmental Protection



# Application Review Meetings & Sufficiency Review Process

LEAN NSR Rollout

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SIPRAC



Connecticut Department of Energy and Environmental Protection

# Background

- NSR LEAN Event demonstrated that a good number of applications are submitted with missing or incomplete forms.
- Completeness of an application affects timely delivery of permit.
- Better applications will mean the delivery of higher quality permits in a shorter timeframe



# Existing: Pre-Application Meetings

- Meeting occurs in planning stages of project.
- 2+ months before application submittal.
- These meetings typically include other media (waste, water, etc.)
- Discuss general permitting requirements at a high level.
- Equipment may not be selected yet.



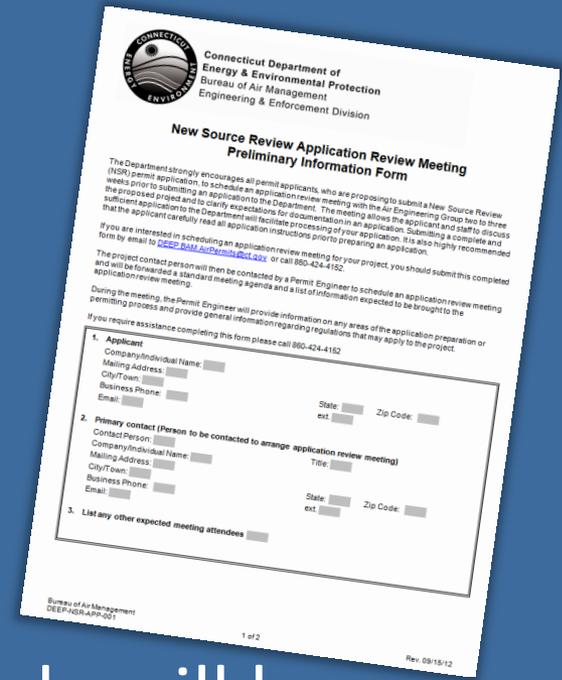
# New: Application Review Meetings

- Meeting occurs when an application is nearly complete.
- 2-4 weeks before application submittal.
- These meetings are air specific.
- Discuss and review specific application contents to increase the likelihood of a complete application being submitted.



# Application Review Meetings, cont.

- Can request an ARM by e-mail by submitting an ARM Preliminary Information Form
- Will be contacted by an engineer to schedule meeting
- Once scheduled a standard agenda will be sent to parties
- Engineer who attends ARM will process the application.



The Connecticut Department of Energy & Environmental Protection, Bureau of Air Management, Engineering & Enforcement Division, provides this form for applicants to request a New Source Review (NSR) permit application review meeting. The form includes sections for applicant information, primary contact details, and a list of expected meeting attendees. It also contains explanatory text about the meeting process and contact information for assistance.

**Connecticut Department of Energy & Environmental Protection**  
Bureau of Air Management  
Engineering & Enforcement Division

**New Source Review Application Review Meeting Preliminary Information Form**

The Department strongly encourages all permit applicants, who are processing to submit a New Source Review (NSR) permit application, to schedule an application review meeting with the Air Engineering Group two to three weeks prior to submitting an application to the Department. The meeting allows the applicant and staff to discuss the proposed project and to clarify expectations for documentation of an application. Submitting a complete and sufficient application to the Department will facilitate processing of your application. It is also highly recommended that the applicant carefully read an application instruction booklet prior to preparing an application.

If you are interested in scheduling an application review meeting for your project, you should submit this completed form by email to [DEEP.BAM.AirPermits@ct.gov](mailto:DEEP.BAM.AirPermits@ct.gov) or call 860-424-4152.

The project contact person will then be contacted by a Permit Engineer to schedule an application review meeting and will be forwarded a standard meeting agenda and a list of information expected to be brought to the application review meeting.

During the meeting, the Permit Engineer will provide information on any areas of the application preparation or permitting process and provide general information regarding regulations that may apply to the project.

If you require assistance completing this form please call 860-424-4152.

**1. Applicant**  
Company/Individual Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ ext: \_\_\_\_\_  
Email: \_\_\_\_\_

**2. Primary contact (Person to be contacted to arrange application review meeting)**  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Company/Individual Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ ext: \_\_\_\_\_  
Email: \_\_\_\_\_

**3. List any other expected meeting attendees** \_\_\_\_\_

Bureau of Air Management  
DEEP-ASR-APP-001  
1 of 2  
Rev. 05/15/12



# Website Information

- New webpage explains the differences between the two meetings and also steps to request a meeting.

The screenshot shows the website for the Connecticut Department of Energy & Environmental Protection. The page title is "Pre-Application and Application Review Meetings". The page content includes a navigation menu, a commissioner's profile, a sidebar with various environmental topics, and a main section explaining the purpose and scheduling of pre-application meetings. A table provides a comparison of scenarios, time before submission, and meeting types.

**DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION**

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**Pre-Application and Application Review Meetings**

The Department strongly encourages all applicants to take advantage of Pre-Application Meetings and Application Review Meetings to assist in facilitating the air permitting process. Doing so will ensure that minimal time will be spent ensuring the application is complete.

Follow the chart below to determine which type of meeting you require, click on the appropriate link, and follow the steps on how to request that type of meeting:

Scenario	You are in the planning stages of your project and have not prepared a complete application.	You have prepared an application and want to review and discuss the contents prior to submittal.
Time Before Application Submittal	2+ months	2-4 Weeks
Type of Meeting	<a href="#">Pre-Application Meeting</a>	<a href="#">Application Review Meeting</a>

**Pre-Application Meetings**

**Purpose:**

To assist all permit applicants in evaluating the permitting needs of a project, a pre-application meeting can be setup during the planning stages of a project. Typically this is two or more months before the actual submittal of an application.

The pre-application meeting allows applicants to be able to meet with the Air Engineering Group to discuss a proposed project including what air emissions activity the applicant is planning to do, where the activity will be occurring, and what permitting requirements may apply to the project. These meetings are not used to discuss specific details regarding application forms.

**How to Schedule:**

*For Air Permitting Only Projects:*

**By E-Mail (Preferred):** Send an email to [mailto:DEEP\\_BAM\\_AirPermits@ct.gov](mailto:DEEP_BAM_AirPermits@ct.gov) and include the following information: Company Name, Contact Information, and a Brief Project Description.

**By Phone:** Call the Engineer of the Day at (860) 424-4152.



# Existing: Sufficiency Review

- Current Sufficiency Review Checks for:
  - Payment of Fees
  - Signed Application
  - Certified Copy of Public Notice (If Required)
- Current Sufficiency Review Does not ensure that all forms are included and completely filled out.



# Improved: Sufficiency Review

- Improved Sufficiency Review will look for deficiencies in the application:
  - Missing Forms
  - Incomplete Forms
  - Missing Attachments
  - Missing Analyses
- Improved Sufficiency Review will not address the technical aspects of a form (i.e. was BACT appropriate)



# Improved: Sufficiency Review

- Engineer will use checklist to ensure all forms are submitted and complete.
- Once notified, applicants will have 15 days to submit missing items before the engineer process a rejection.

**NSR PERMIT APPLICATION SUFFICIENCY REVIEW**

**Facility Name:**  **App No.:**   
**Town:**  **Application Date:**   
**Equipment Description:**  **Application Type:**   
**Process Type:**  **Engineer Name:**   
**If multiple types, explain:**  **Review Date:**

**Generate Checklist**

**Ozone Non-Attainment:**  Serious  
 Severe  
**PM<sub>2.5</sub> Attainment Status:**  Attainment  
 Non-Attainment

Existing Facility Emissions (TPY)			
PM <sub>10</sub>	<input type="text"/>	NO <sub>x</sub>	<input type="text"/>
PM <sub>2.5</sub>	<input type="text"/>	CO	<input type="text"/>
SO <sub>x</sub>	<input type="text"/>	VOC	<input type="text"/>
GHG	<input type="text"/>	Other	<input type="text"/>

Preliminary Emissions Unit Estimates (TPY)	PTE @ MRC		Proposed Allowable		PTE @ MRC		Proposed Allowable		Comments
PM <sub>10</sub>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PM <sub>2.5</sub>	<input type="text"/>	<input type="text"/>		
NO <sub>x</sub>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	HAPs	<input type="text"/>	<input type="text"/>		
SO <sub>x</sub>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pb	<input type="text"/>	<input type="text"/>		<input type="text"/>
VOC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	GHG	<input type="text"/>	<input type="text"/>		
CO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>		

**Applicability:**

RCSA Section 22a-174-3a(a)(1): Section  NSPS/NESHAPMACT Subpart(s):   
 RCSA Section 22a-174-3a:  (k) – PSD  (m) – HAP 112(g)  
 (l) – Non-Attainment  (n) – Hg from coal-fired units

**Standard Application Requirements & Attachments**

Completed and Signed Application	<input type="checkbox"/> Y <input type="checkbox"/> N
Notice of Application	<input type="checkbox"/> Y <input type="checkbox"/> N
Email Verification	<input type="checkbox"/> Y <input type="checkbox"/> N
Application Fee Submitted	<input type="checkbox"/> Y <input type="checkbox"/> N
Attachment A: Executive Summary (DEP-AIR-APP-222)	<input type="checkbox"/> Y <input type="checkbox"/> N
Attachment B: Applicant Background Information (DEP-APP-008)	<input type="checkbox"/> Y <input type="checkbox"/> N
Attachment C: Site Plan	<input type="checkbox"/> Y <input type="checkbox"/> N
Attachment D: USGS Topographic Quadrangle Map	<input type="checkbox"/> Y <input type="checkbox"/> N
Attachment E: Supplemental Application Forms	<input type="checkbox"/> Y <input type="checkbox"/> N
Manufacturing or Processing Operations (DEP-AIR-APP-201)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A



# Summary

- ARMs provide the applicant an opportunity to meet with their permit engineer and help avoid any application issues.
- Receiving a complete application will allow the engineer to conduct the technical review of an application in a timely manner.



# Questions?

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(860) 424-3544

[www.ct.gov/deep/airpermits](http://www.ct.gov/deep/airpermits)



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