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| Step 1Pre-Reviewing ApplicationRegional Office* Conduct application Pre-Review for completeness.

Can the application be reviewed?Yes – Go to Step 2.No – Return the incomplete application. | Step 2Reviewing ApplicationRegional Office* Ensure proposed project complies with applicable Administrative Codes and General Statutes.

Is the application complete? Yes – Go to Step 5.No – Mail additional information letter to Applicant & go to Step 3. | Step 3Additional Information RequestedApplicant* Provide requested additional information.

Did the Applicant respond within 30 days?Yes – Go to Step 4.No – Return the application. | Step 4Reviewing Additional InformationRegional Office* Ensure the deficiencies noted in Step 2 were addressed and/or corrected.

Is the application complete? Yes – Go to Step 5.No – Repeat Step 3. |
| Step 5Drafting PermitRegional Office* Draft cover letter and permit.
 | Step 6Submitted for SignatureSupervisor* Conduct final review of draft permit and application package.

Is the draft permit and application complete? Yes – Issue Permit.No, draft permit is incorrect - Go to Step 5.No, application is incomplete - Go to Step 2. |  |  |