

LAND QUALITY SECTION EXPRESS PERMIT REVIEW

General Step by Step Process* 9.1.2020

**May be slightly different from region to region depending upon staffing and express workload (contact the applicable express permit reviewer for more details)*

- Step 1: Applicant to schedule a pre-submittal/application review meeting with appropriate regional office or receive approval from appropriate regional office to submit the express review plan and applicable processing fees by mail or other means.
- Step 2: Express review plan and applicable processing fees received/accepted by the Land Quality Section. If the plan is deemed complete and accepted as an express review submittal, the review clock begins.
- Step 3: Within 3 working days, the express review plan is reviewed, and feedback is given to the applicant or its agent by phone, fax, email or meeting (approve, disapprove or request additional information).
- Step 4: If additional information is requested, the applicant has up to 5 working days to submit the requested information to the Land Quality Section in order to complete the express review.
- Step 5: Upon receipt of the requested information or after the 5 working days noted in Step 4 expire, the review is completed by the Land Quality Section on the express review plan and a decision is made to:
- a. Approve the plan or approve the plan with modifications.
 - b. Disapprove the plan.
 - c. Place the express review plan into the normal plan review process if the information requested in Step 4 is not received from the applicant (in lieu of disapproval). A decision is made on this plan when time allows up to 25 days from receipt of the processing fees.

Additional notes:

1. Projects may need to be phased to be accepted into the express program;
2. Time frame for LQS review may be negotiated between the parties at application submittal depending on the size and complexity of the project (up to a maximum of 10 working days); and
3. Additional express review fees may be charged on a project if additional information is not received as requested.

Any questions on the above should be directed to the express permit review staff in the appropriate Land Quality Section regional office.

