



DEP FACT SHEET

Site Location of Development Pre-Application Meetings

Issued: June 2001

Contact: (207) 287-7688

Background

Department Rules (*Chapter Two: Rules Concerning the Processing of Applications*) require that pre-application and pre-submission meetings be held for *all* new Site Location of Development projects, *other than* residential subdivisions with 20 or fewer developable lots. These meetings are not strictly required for amendments to existing Site licenses (projects for which significant changes are being proposed), but they are available to applicants upon request. If the project amendment is complex or the law or rules have significantly changed since the project was first approved, the meetings are advisable.

DEP's Division of Land Resource Regulation (DLRR) has a process, outlined below, for scheduling pre-application meetings between applicants for Site Location permits and DLRR project managers. The goal is to help applicants design a project that will meet the standards of the Site Law and to help applicants prepare and submit complete, comprehensive applications.

Purpose

The purpose of a pre-application meeting is to ensure that the initial design of a proposed project appears to meet Site Location standards and that there are no obvious areas of concern that which could greatly inhibit the applicant's ability to receive approval.

Pre-application meetings: (1) encourage information exchange about the proposed project early in the planning stages; (2) help the applicant understand the permitting process, his or her responsibilities in that process, and the environmental issues that may need to be addressed as part of the application; and (3) provide an opportunity to identify aspects of the proposal that may make the application difficult to approve.

Process

To schedule a pre-application meeting:

(1) Confirm that the project will require a Site Location permit. Familiarize yourself with the Site Location statute, the rules associated with it, and the Site application guidelines. You may obtain copies of the law, rules, and application guidelines by calling the nearest DEP regional office and talking to the staff member "on-call." You can also download the statute, rules, and other applicable documents through the DEP's website at <http://www.maine.gov/dep>.

(2) Compile the following:

- preliminary site plan
- location map
- brief project description
- soils information (if project will not be served by public sewer/water)

(3) Send three copies of the above information to the DEP office nearest to the project site:

ATTN: Bureau of Land Resources, Licensing Supervisor
Maine Department of Environmental Protection

- Augusta 17 State House Station, Augusta, Maine 04333
 (207) 287-7688
- Bangor 106 Hogan Road, Bangor, Maine 04401
 (207) 941-4570
- Portland 312 Canco Road, Portland, Maine 04103
 (207) 822-6300
- Presque Isle 1235 Central Drive, Presque Isle, Maine 04769
 (207) 764-0477

(4) Prepare for a meeting with DLRR staff. The meeting will include the project manager assigned to your project, an engineer to discuss stormwater issues, and possibly a geologist to review soils, wastewater disposal, and blasting issues, if your project warrants this. Following receipt and review of your preliminary information, a DLRR project manager will contact you to arrange a mutually convenient meeting time.

Note: If your project proposes potential impacts to protected natural resources, it may require a concurrent Natural Resources Protection Act (NRPA) approval. NRPA permitting is also done through the DLRR. This will be discussed at the pre-application meeting. If your project requires a permit from more than one of the DEP's Bureaus and you wish to schedule a pre-application meeting for all the applications at one time, contact the Office of the Commissioner (located in Augusta) at (207) 287-2812.

Outcome

To ensure that a meaningful dialogue takes place and that the pre-application meeting is productive, come to the meeting prepared to discuss all aspects of the project. Prior to the meeting, you should have reviewed the Site Location law, its regulations, and the application in order to identify any questions you may want to raise about the process. The same is true for projects that may require N.R.P.A. review and approval. During the pre-application meeting, the applicant or their representative should be prepared to describe the proposed project. The project manager will review the proposed application and briefly discuss each issue to be addressed, such as solid waste, soils, water supply, wastewater disposal, groundwater, visual quality, stormwater management, etc.

Applicants proposing Site Location projects should be prepared to discuss alternative locations, designs, size, and construction options that may help the project meet Site Location and NRPA standards. From the outset, it is important that all involved have accurate expectations and a clear understanding of each party's responsibility during the application review process.