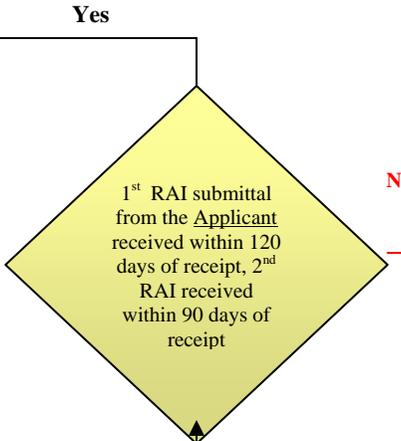


# SOLID WASTE FACILITY PERMIT APPLICATION REVIEW PROCESS in accordance with 20.9.2- 20.9.10 NMAC

Application (or additional information) received by the Solid Waste Bureau (SWB)  
SWB Support Staff: (within 1 day) Log in the Application (or additional information) and the Fee Check; Date stamp the Application (or additional information) and the Fee Check; Copy of check to applicant; Copy placed in the Administrative Record; Deliver Fee Check to Financial Officer; Deliver the application (or additional information) to Permit Section Program Manager

Permit Section Program Manager: (within 1 day) Assign Lead Reviewer; Request assignment of Office of General Counsel (OGC) Staff to be made within 30 days; Deliver Application (or additional information) to Lead Reviewer

Lead Reviewer: (within 2 weeks) Request appropriate engineering staff to review specific engineering issues from the Application (or 1<sup>st</sup> additional information); Request assignment of SWB Staff to review specific issues from the app. (or 1<sup>st</sup> add'l. info.) (e.g., HELP, Financial Assurance, Enforcement Compliance, etc.); Review (within 120 days) all other portions of the app. (or 1<sup>st</sup> add'l. info.)



SWB Staff: (within 45 days) If assigned, review respective assigned specific issues and submit comments to Lead Reviewer

Engineer Staff:(within 45 days) If assigned, review specific engineering issues and submit comments to Lead Reviewer

**2<sup>nd</sup> Review**  
(1<sup>st</sup> add'l. info. Submittal - 90 day review time)  
Lead Reviewer: (within 1 day) Deliver copy of Application to OGC Staff



Lead Reviewer: Prepare 1<sup>st</sup> and 2<sup>nd</sup> Request for Additional Information (RAI) - **Two RAIs only** within 120 days of receipt of application (and/or 90 days of receipt of 2nd additional information submittal)

OGC Staff: (within 45 days) Review application for administrative completeness and submit comments to Lead Reviewer



**3<sup>rd</sup> Review**  
(2<sup>nd</sup> additional. information submittal)  
Lead Reviewer: (within 1 day) Deliver copy of additional information to SWB, Engineer, and OGC Staff

SWB, Engineer, and OGC Staff: (within 30 days) Review additional information and submit comments to Lead Reviewer



**Application Denied – Applicant may re-apply with Public Notice and Fee**

Lead Reviewer: (within 1 day) Deliver Application to Hearing Clerk to begin Hearing Process

\*If no RAI is required by the SWB or Engineer Staff after reviewing the initial application, the OGC staff will then review the application.