|  |  |  |
| --- | --- | --- |
|  | **City of Albuquerque****Environmental Health Department****Air Quality Program****Construction Permit (20.11.41 NMAC)****Pre-Permit Application Meeting Agenda Checklist & Public Notice Sign Guidelines Checklist** | **AQP Logo 2021** |

**This entire document, including both completed checklists, must be included as part of the application package.**

Any person seeking a new permit, a permit modification, or an emergency permit under 20.11.41 NMAC (Construction Permits) shall do so by filing a written application with the Albuquerque-Bernalillo County Joint Air Quality Program, which administers and enforces local air quality laws for the City of Albuquerque (“City”) and Bernalillo County (“County”), on behalf of the City Environmental Health Department (“Department”).

Prior to submitting an application, per 20.11.41.13(A) NMAC, the applicant (or their consultant) shall contact the Department in writing and submit a Pre-Permit Application Meeting Request Form to request a pre-application meeting. The Pre-Permit Application Meeting Request Form is available at [https://www.cabq.gov/airquality/air-quality-permits/air-quality-application-forms](https://www.cabq.gov/airquality/documents/FINALprepermitapplicationmeetingrequestform.doc%20). The purpose of the pre-application meeting is for the Department to provide the applicant with information regarding the contents of the application and the application process.

This pre-application meeting agenda checklist is provided to aid the Department and applicant in ensuring that in the pre-permit application meeting all information regarding the contents of the application and the application process are communicated to the applicant. This is because applications that are ruled incomplete because of missing information will delay any determination or the issuance of the permit. The Department reserves the right to request additional relevant information prior to ruling the application complete in accordance with 20.11.41 NMAC.

Also included in this document is the Public Notice Sign Guidelines Checklist, which contains requirements for how the applicant must display the required weather-proof sign.

The applicant should fill out and have this agenda checklist available at the pre-application meeting to be sure all items are covered. Check the boxes to acknowledge that each item from the agenda was discussed and that requirements for the weather-proof sign were followed.

# Pre-Permit Application Meeting Agenda Checklist

Applicant Company Name:

Facility Name:

[ ]  Fill out and submit a Pre-Permit Application Meeting Request form

Available online at <https://www.cabq.gov/airquality/air-quality-permits/air-quality-application-forms/air-quality-application-forms>

1. [ ]  Discuss Project:
	1. Facility Location
	2. Facility Description
	3. Main Processes
	4. Equipment
	5. Proposed Schedule
2. [ ]  Discuss the requirement for a zoning certification or verifications for new permits and permit modifications. The Zoning Requirement Cover Page form is a required component of this part of the submittal:
	1. For projects on property subject to City or County zoning laws (*i.e.*, **not** located on federal land, **not** located on State of New Mexico land, **not** located on Tribal land), a zoning certification from the appropriate planning department is required.
		1. City Planning Form: <https://www.cabq.gov/planning/code-enforcement-zoning>
		2. County Planning Form: <https://www.bernco.gov/planning/planning-and-land-use/applications-forms/>
	2. If the project’s property is not subject to City or County zoning jurisdiction, a zoning verification from both planning departments is required.
		1. City Planning Form: <https://www.cabq.gov/planning/code-enforcement-zoning>
		2. County Planning Form: <https://www.bernco.gov/planning/planning-and-land-use/applications-forms/>
	3. The zoning certification or verifications **must** be obtained from the appropriate Planning Department, either City of Albuquerque or Bernalillo County. For more information, please visit the City’s Planning Department website at <https://www.cabq.gov/planning> or Bernalillo County’s Planning Department website at the <https://www.bernco.gov/planning/>.
3. [ ]  Discuss the requirement for a Compliance History Disclosure Form as of Nov. 6, 2023 for permit application submittals except for Administrative Revisions that are not transfers of ownership.
4. [ ]  If permit modification or revision, review current permit:
	1. Review Process Equipment Table and Emissions Table and discuss changes
	2. Request information about the replacement or new equipment (for example, if it is an engine, we need to know if it is new, what year, fuel type, etc…) to give them an idea of the changes that will be needed
	3. Discuss possible changes in permit conditions
5. [ ]  Air Dispersion modeling process, procedures and options:
	1. When modeling is required and possibility of waivers
	2. Protocol process, purpose, and time frame
	3. Preliminary review, purpose, and time frame
	4. Full review and time frame
	5. Peer reviews
	6. Assumptions in the modeling become permit conditions
	7. NED data should be used instead of DEM data for assigning elevations to receptors, sources, buildings, etc.
6. [ ]  Applicant’s public notice requirements
	1. During the same month application package will be submitted, ask Department for memo of neighborhood associations/coalitions within ½ mile of facility
	2. Fill out and send Notice of Intent to Construct form as attachment, with Applicant Notice Cover Letter as email body, to neighborhood associations/coalitions listed in memo:

https://www.cabq.gov/airquality/air-quality-permits/air-quality-application-forms

* 1. Post and maintain a weather-proof sign. Signs are available in the downtown Program office. The Public Notice Sign Guidelines Checklist can be found on the next page of this document.
1. [ ]  Regulatory timelines
	1. 30 days to rule application complete
	2. 90 days after ruled complete for permitting decision
	3. 30-day public comment period after application deemed complete
	4. If public interest in application:
		1. 30-day review of technical analysis
		2. 90-day extension for permitting decision
	5. Request for Public Information Hearing - 90-day extension for permitting decision
	6. Complex technical issues in application - 90-day extension for permitting decision
	7. If application ruled incomplete it stops timeline and restarts at beginning with updated submittal
2. [ ]  Department Policies
	1. One original hard copy must be submitted along with a duplicate copy. The duplicate copy should be a high-quality electronic duplicate submitted on thumb drive as one complete PDF with all application contents found in the hardcopy, including pages with signatures. However, do not include financial information, such as a copy of a check, in the electronic PDF. The electronic submittal should also include emission calculations Excel-compatible file(s) and modeling files, if applicable.
	2. Applications will be ruled incomplete if any parts from Permit Application Checklist are missing
	3. Review fees paid in full are part of the application package (Except as noted above)
	4. Discuss payment format (by check, credit card or online)
	5. Use the most recent Permit Application Checklist, found under Part 41 Implementation on this page:

https://www.cabq.gov/airquality/air-quality-permits/air-quality-application-forms

* 1. After three tries, permit application denied and application must start over including repayment of fees
1. [ ]  Additional Questions?

## **AQP Logo 2021City of Albuquerque**

## **Environmental Health Department**

#### Air Quality Program

**Public Notice Sign Guidelines**

Any person seeking a permit under 20.11.41 NMAC, Construction Permits, shall do so by filing a written application with the Department. *Prior to submitting an application, the applicant shall post and maintain a weather-proof sign provided by the department. The applicant shall keep the sign posted until the department takes final action on the permit application; if an applicant can establish to the department’s satisfaction that the applicant is prohibited by law from posting, at either location required, the department may waive the posting requirement and may impose different notification requirements.* **A copy of this form must be submitted with your application.**

Applications that are ruled incomplete because of missing information will delay any determination or the issuance of the permit. The Department reserves the right to request additional relevant information prior to ruling the application complete in accordance with 20.11.41 NMAC.

Applicant Company Name:

Facility Name:

[ ]  The sign must be posted at the more visible of either the proposed or existing facility entrance (or, if approved in advance and in writing by the department, at another location on the property that is accessible to the public)

[ ]  The sign shall be installed and maintained in a condition such that members of the public can easily view, access, and read the sign at all times.

[ ]  The lower edge of the sign board should be mounted a minimum of 2 feet above the existing ground surface to facilitate ease of viewing

[ ]  Include at least two pictures of the completed, properly posted sign in the application package immediately following this document. One picture should show the location of the posted sign and the other should be close enough to the sign for the posted information to be legible in the picture.

[ ]  **Check here if the department has waived the sign posting requirement.**

 Alternative public notice details: