

INSTRUCTIONS FOR SCHEDULING A PRE-APPLICATION MEETING

BACKGROUND

Since adoption of the compensatory mitigation rules in 2004, applicants have found it beneficial to meet with NHDES to discuss the mitigation requirements and get information on mitigation proposals. As of February 1, 2016, an applicant must meet with NHDES to coordinate the review of a compensatory mitigation proposal, prior to filing an application for a project for which compensatory mitigation will be required. The preliminary conclusions drawn at the pre-application meetings will be based on the best information available at the time, and considered “non-binding” and subject to change as new information becomes available. Direction to proceed also must not be mistaken for a guarantee of project approval or permit issuance, which can only be made after review of a complete, final application package.

ROLES AND RESPONSIBILITIES

Meeting Coordinators: Carolyn Guerdet and Tim Drew will be the contacts for setting up pre-application meetings. Ms. Guerdet is the Water Division Administrative Assistant and Mr. Drew is the administrator of the public information and permit unit located in the Commissioner’s Office.

Meeting Participants: Applicants, consultants, and NHDES permitting and mitigation staff; additional State/Federal Partners will attend the meeting, as appropriate.

Meeting Time, Date and Location: A one-hour pre-application meeting can be reserved during the afternoon of every third Wednesday of the month, or throughout the day during the third Thursday of every month. Meeting requests should specify preference for a meeting at the NHDES headquarters in Concord or in Portsmouth.

PROCEDURE

The following steps shall be followed to schedule a pre-application meeting.

- 1.) Project applicant or his/her consultant shall contact Ms. Guerdet at Carolyn.Guerdet@des.nh.gov with a request for a meeting.
- 2.) The request for a meeting will include the names of the project team, their roles on the project, the project name and town it is located in, and email addresses of attendees.
- 3.) A response from NHDES to all attendees will provide a direct link to a Doodle poll (<http://doodle.com/>), which is the preferred means of coordinating all of the meeting attendees’ schedules. The Meeting Coordinator will coordinate with NHDES staff and other state/federal agency representatives to participate in the poll.
- 4.) Meeting attendees will respond to the doodle poll on preferred date and time of meeting.
- 5.) Once a date is selected, the Meeting Coordinator will send the time of the pre-application meeting to all parties with a meeting time and place that corresponds to the applicant’s request and staff availability. Coordinator will also note in the meeting message the names and contact information of all meeting attendees.
- 6.) The applicant or his/her consultant shall circulate the Pre-application Meeting Materials to all parties listed on the meeting list at least one week prior to the meeting. If materials are not received, the Meeting Coordinator may cancel the meeting.
- 7.) The pre-application meeting is the first contact with NHDES staff. Follow-up meetings or other assistance will continue to be available as the project moves forward.