



Information Regarding Solid Waste Facility Permit Applications

The following reminders are intended for anyone planning to submit applications to the Solid Waste Management Bureau (SWMB), including permit modifications, during the COVID-19 state of emergency:

Pre-application Consultation

NHDES is requesting that applicants, including existing permittees, contact the department prior to submitting an application. Based on the complexity of the application, NHDES may request either a pre-application meeting or a phone call to discuss the proposed activity and schedule. This will assist NHDES in better meeting the needs of the applicant. Many common errors with applications can be addressed during pre-application consultation. Please contact Jaime Colby, Supervisor of the Permitting & Design Review Section, prior to submitting an application. Jaime can be reached by emailing jaime.colby@des.nh.gov or leaving a voicemail at (603) 271-5185.

Reminder on Processing Times

NHDES is reminding applicants that the department has 60 days to determine if an application is complete, and 120 days from receipt of a complete application to issue a decision (see [NHDES Application Processing Flow Chart](#)). If an application is determined to be incomplete, NHDES will notify the applicant and application processing will be suspended. Application processing times will reset upon submittal of additional information. Due to a number of factors, NHDES typically requires the full amount of time allotted in the NH Solid Waste Rules to process applications, and is unable to expedite application processing. Further, NHDES has observed that the majority of applications submitted to the Solid Waste Management Bureau are incomplete upon initial filing. Please plan your project schedules accordingly.

Instructions for Submitting Electronic Documents via OneStop

At this time, the SWMB is only accepting electronic submittals to limit the need for staff to be physically present in the office to receive and sort mail. Until further notice, please do not submit paper copies of facility reports, design plans, notices, permit applications and waiver applications unless specifically requested by NHDES staff. Please make electronic submittals via NHDES' OneStop Data Provider portal. Instructions for submitting electronic documents via OneStop, including a cover sheet template, are available [HERE](#).

Best Regards,
The Staff of the Solid Waste Management Bureau