

HOW TO PREPARE FOR AND SCHEDULE A PRE-APPLICATION MEETING

STEP 1

Recognize that your project in Oregon may require a 404/401 Water Quality Certification or Removal-Fill Permit.

STEP 2

Access and complete the matrix and matrix users' guide through the Oregon Department of State Lands website.

STEP 3A

Based on the suggested direction from your completed matrix, contact the Oregon Department of State Lands or U.S. Army Corps of Engineers to get on the agenda of an upcoming pre-application meeting.

STEP 3B

Based on the suggested direction from your completed matrix, a formal pre-application meeting is not recommended. Use the input questions and discussion topic questions to develop your Joint Permit Application.

Skip to step 7.

STEP 4

After communicating with a Corps or DSL staff person and confirming your tentative meeting date, time and location, complete the input questions to the level of detail known, including any project maps or conceptual drawings, and email it to the staff person you've been working with. Please send this material two weeks before the meeting date, to ensure participants may thoroughly review the information and provide meaningful input at the meeting. If you plan to present paper-based materials at the meeting, please bring six copies for attendees to review.

STEP 5

Prepare for your pre-application meeting by reviewing and preparing responses to the discussion topic questions. These questions are the information that other state and federal agencies may need and are not included in the Joint Project Application. By preparing for these information needs in advance, it limits the number of times an agency will need to request additional information. It also helps the agencies identify areas of deficiency upfront, before significant project time and resources have been spent.

STEP 6

Attend the pre-application meeting, which is approximately one hour long, and discuss project plans with the relevant state and federal agencies. Get feedback from the agencies about your project plans, areas that need improvement or more information and any other potential obstacles that could disrupt the certification or permitting process.

STEP 7

Based on meeting feedback and project information, refine, complete and submit your Joint Permit Application.

STEP 8

Reply to any inquiries or requests for more information related to your Joint Permit Application and wait for formal action approving or denying the application.