**Proposed Standard Process**

1. **Pre-Amendment Conference**
   - If Agreement
   - If Disagreement: Opportunity to Appeal Decision to Council

2. **Prelim Request for Amendment**
   - Dept. Review for Completeness

3. **Complete Request for Amendment**
   - Dept. Prepares a Staff Report

4. **Dept. Review**
   - Dept. Prepares a Proposed Order

5. **Public Opportunity to Request a Contested Case**
   - Council reviews the record and proposed order and issues a final order approving or denying the amendment.

6. **Public Notice** of Complete Request,
   - Issuance of Staff Report,
   - Written Comment Period, and
   - Opportunity to Request Public Hearing

7. **Public Hearing Before Council**
   - “Raise it or Waive it”

8. **Dept. Review**
   - Dept. Prepares a Proposed Order

9. **Public Opportunity to Request a Contested Case**
   - Only those persons who supplied prior written or oral comment may request a contested case; issues are limited to those previously raised.

10. **Council Grants or Denies Contested Case**
    - CC Granted
    - CC Denied

11. **Contested Case** held, and issuance of Hearing Officer’s Proposed Contested Case Order
    - CC held according to OAR 345-015-0012 to -0085

12. **Council Reviews the Record and Proposed Contested Case Order**
    - and issues a final order approving or denying the amendment.

- **Decision to Council**
- **Opportunity to Appeal**
Proposed Expedited Process

1. Pre-Amendment Conference
   - If Agreement
   - If Disagreement
     - Opportunity to Appeal Decision to Council

2. Prelim Request for Amendment

3. Dept. Review for Completeness

4. Complete Request for Amendment

5. Dept. Review Dept. Prepares a Staff Report

6. Dept. Review Dept. Prepares a Proposed Order
   - Public Notice of Complete Request, Issuance of Staff Report, and Written Comment Period

7. Public Opportunity to Request a Contested Case
   - Only those persons who supplied prior written or oral comment may request a contested case; issues are limited to those previously raised.

8. Council reviews the record and proposed order and issues a final order approving or denying the amendment.

9. Council Grants or Denies Contested Case
   - CC Requested
   - CC Denied

10a. Contested Case Request
   - CC Held according to OAR 345-015-0012 to -0085

10b. Council reviews the record and proposed contested case order and issues a final order approving or denying the amendment.

11. Council reviews the record and proposed contested case order and issues a final order approving or denying the amendment.
Current Transfer Process

1. Applicant Notifies Dept. of a Transfer
   - OAR-345-027-0100(2)
   - OAR-345-027-0100(4)

2. Request for Transfer
   - OAR-345-027-0100(6)

3. Notice with:
   1) Due Date for Comments
   2) Date of Info Hearing
   - OAR-345-027-0100(6)

4. Written Comment Period
   - OAR-345-027-0100(6)

5. Dept. Prepares a Proposed Order
   - No rule describing this
   - OAR-345-027-0100(7)

6. Informational Hearing Before Council
   - OAR-345-027-0100(7)

7. If Council finds:
   • compliance with standards 345-22-0010, 345-22-0050, and 345-024-0710(1); and
   • transferee is lawfully entitled to possession or control of the site, then may issue order approving transfer and issue amended site certificate.
   - OAR-345-027-0100(8)

If special circumstances justify emergency, then Council chair may, upon written request from transferee including demonstration of meeting requirements of 6, issue a temporary amended site certificate. Expires as Council orders or upon issuance of a standard transfer order.

- OAR-345-027-0100(11)