

NEW MEXICO ENVIRONMENT DEPT. AIR QUALITY BUREAU PROCEDURE

Effective Date: November 2, 2001

Procedure Number: 02.011.00

Title: Use of Proper Permit Application Forms

Reference: NMSA 74-2-7C(1); 20 NMAC 2.72, Subpart II, Section {TK} that requires “forms supplied by the Department”

PURPOSE: To provide a procedure for ensuring the use of the appropriate application form.

POINT OF CONTACT: Permit Program Manager

GUIDELINES:

1.0 NEW OR REVISED PERMIT APPLICATION FORMS

1.1 **General** - Periodically, the AQB will create new application forms or revise existing ones. In the conceptual phase of the development or revision, AQB will use appropriate measures to seek the input of the affected parties. These measures will ensure that all affected parties are informed of the initial concept and the reason for the need to change, and will also provide for sufficient communication and time to analyze the change. Affected parties include public interest groups and affected industrial groups. The AQB will consider all input from affected parties in these form developments and revisions.

- 1.1.1 Once a new form is developed; the AQB will post the new version on the Department’s Web Page with instructions for using the form. The AQB will also use other electronic means to notify interested parties of the change.
- 1.1.2 For applications received sixty days after posting the new form on the Web site, AQB may rule them administratively incomplete if an applicant uses an old form.
- 1.1.3 If the applicant modifies the new or currently accepted form, beyond making space for additional information, AQB may rule the application incomplete as a form not supplied by the Department.

Original Signed by Sandra Ely
Bureau Chief

November 6, 2001
Date