



**MID-PROJECT REVIEW (MPR)
Guidance (June 1, 2010)**

In order to facilitate communication between the applicant and the application reviewer and promote the more efficient review of the application, a mid-project review (MPR) meeting should be routinely scheduled for all projects requiring an individual permit from Ohio EPA. This guidance should in no way be considered as a means to limit contact between applicant and application reviewers. Rather, it identifies the minimum contact needed for the majority of individual projects. There are two important points to make regarding these meetings:

- A. Declining a MPR does not impact any appeal rights that the applicant has under Ohio law; and,
- B. Participating in a MPR does not preclude the application reviewer from submitting additional questions or comments on original submittal or subsequent submittals made by the applicant.

TIMING:

- A. The MPR meeting should generally take place in the window of time described below:
 - 1. Standard Review projects - MPR should be offered at least 45 days but no more than 75 days after the application is complete.
 - 2. Fast Track projects - MPR should be offered at least 30 days but no more than 60 days after the application is complete.
- B. Major issues with the application should be identified by the reviewer during the first 30/45 days of the application review (after the application is determined to be complete). If issues are identified, it is suggested that the meeting take place as early in the time window as possible to provide for more time to resolve the issues.
- C. Efforts should be made by both the applicant and the reviewer to hold the meeting within two weeks of the invitation being made.

AGENDA ITEMS:

- A. At the time the invitation for the MPR is made, the application reviewer must notify the applicant of issues or questions that have arisen during the first part of the application review (30/45 days after the application is determined to be complete).
- B. If the applicant has questions or issues that have not been identified by the application reviewer, these issues must be identified at the time the invitation to the MPR is accepted.
- C. Issues that frequently come up are, but not limited to:
 - 1. Quality of the water resources on the site;
 - 2. Quantity of impacts proposed;
 - 3. Avoidance and Minimization;
 - 4. Mitigation, and;
 - 5. Timing.
- D. If neither the applicant nor the application reviewer identifies any issues for discussion, the applicant may decline the MPR meeting.

POST MPR ACTIVITIES:

Written documentation of the meeting and any required follow up actions will be generated by the application reviewer for inclusion in the project file and distribution to MPR attendees. This documentation should be completed within 10 days of the meeting and should include at a minimum:

- 1. List of attendees/sign in sheet;
- 2. Agenda items discussed;
- 3. Points of agreement/disagreement, and;
- 4. List of follow up actions discussed.