

## Permitting Tip Sheet

1/17/2007



**PIF:** The web application for Permit Involvement Form (e-PIF) has been taken down from Division Website. To access, go to the Drainage page on the Division Website, Permitting Central for updated form. No signature is required on the new form.



**New Process:** Our existing process has been tweaked in recognition of the fact that the Consultant is already responsible for completing the PIF and obtaining the permits. In light of that, here's the new process in a nutshell.

Please submit these things to Drainage at **Initial Engineering**

- ◊ Permit Involvement Form (PIF)
- ◊ **Permits Required Memorandum (PRM).**
- ◊ Conceptual Drainage Report

Drainage will review the PIF, PRM, and Conceptual Drainage Report as a part of the Initial Engineering review. We will either send a Permit Concurrence Memo (**PCM**) or send comments through ERC including comments on the PRM. In either case, we'll still provide phase review comments in ERC.



### Definition of Terms:

- PIF Permit Involvement Form. You can find this on the "Drainage Page".
- PRM Permits Required Memo. This simple one-page memo identifies the permits they intend to acquire based on the Permit Involvement Form (PIF) and their project knowledge. There is a sample PRM on the web under "Permitting Central".
- PCM Permits Concurrence Memo



**Mini-Drip:** This is the drainage documentation needed for simple RRR projects. It is intended for projects that qualify for a NNGP. A sample report (Mini-Drip) is located on the web under "Permitting Central" and in the Knowledge Base. The report describes basic information about the project, existing conditions, proposed improvements to the drainage system, and a description of flooding and a cost estimate for the "fix" that cannot be implemented by this project due to budgetary concerns.