

HOW TO RENEW YOUR MINOR DISCHARGE PERMIT



COMPLETE YOUR NEW APPLICATION

- ☐ Review your previous application and permit and identify any potential changes
- ☐ Complete a new Form 2M2 application and include all required information^a

Note: you may need to contact your wastewater facility staff for the most current information.



PUBLISH YOUR NOTICE OF FILING AN APPLICATION^b

- ☐ A copy of your application must be in a publicly accessible location for at least 30 days
- ☐ Be sure to request notarized proof of publication from the publisher



REVIEW YOUR ATTACHMENTS

Did you include:

- | | |
|--|---|
| <input type="checkbox"/> Your permit and application fees | <input type="checkbox"/> Notarized proof of publication for your notice of filing an application |
| <input type="checkbox"/> User-supplier ^d agreement
<i>this is required if you supply reclaimed water to someone else</i> | <input type="checkbox"/> Landowner notification affidavit ^c
<i>this is required if you don't own the land where any portion of your facility is located</i> |



READY TO SUBMIT?

Double check the following:

- ☐ Did you include the permit and application fee?
- ☐ Is the application signed and notarized?

applications must be signed by the authorized chief elective officer (i.e. mayor) or executive officer (i.e. chairperson)



USEFUL LINKS:

FORM 2M2 ^a	bit.ly/3tMUZgu
FORM 2M2 INSTRUCTIONS ^a	bit.ly/2NS8SLd
NOTICE OF APPLICATION ^b	bit.ly/3uWfdFf
LANDOWNER AFFIDAVIT ^c	bit.ly/3dqMnHg
USER-SUPPLIER AGREEMENT ^d	bit.ly/3so0yB3

so what's next?

ADMINISTRATIVE REVIEW

During this step DEQ will ensure all relevant documents and application fees have been received and review your application for completeness.

NODs are often issued for incomplete applications, incorrect signatory, missing notarized proof of publication for the Notice of Filing an Application, or other missing attachments.



TECHNICAL REVIEW

During this step DEQ will review the technical aspects of your application and draft your permit.

NODs are often issued for additional sampling if you discharge to an impaired waterbody or for missing industrial wastewater contributor information.



COURTESY REVIEW

During this step DEQ will send a copy of your draft permit and fact sheet for your review. You will have 15 days to review the drafts and submit your comments to DEQ.

If there are no changes from your previous permit, this step may be omitted.



PUBLIC COMMENT PERIOD

During this step DEQ will send a Notice of Issuance of Draft Permit and a copy of your draft permit and fact sheet. The notice needs to be published in a local newspaper and your draft permit and fact sheet needs to be posted in a publicly accessible location. The public comment period lasts 30 days.

Note: once you've published the notice, be sure to send your notarized proof of publication to DEQ.



ISSUANCE OF FINAL PERMIT

During this step DEQ will respond to comments (if received) and issue your final permit!

What's a NOD?

NOD stands for Notice of Deficiency. A NOD can extend the DEQ's review time and delay the issuance of your final permit. Ignoring a NOD can lead to a withdrawal of your permit application. If you receive a NOD be sure to respond quickly!