

Protocol for Electronic Delivery of Permit Drawings and SMP
February 18, 2013

1. NES Project Management Group Leader sends an email request for Permit Drawings to the Hydraulics Project Manager and copies Roadway Design, Structures Management, and Utilities.
2. Hydraulics Engineer completes Storm Water Management Plan (SMP) and the Permit Drawings.
3. Once the SMP and Permit Drawings are complete, the Hydraulics Engineer creates a single PDF of the Permit Package (includes SMP and Permit Drawings). The SMP will be first in the PDF with the Impact Summary as the last sheet. The required naming convention for this PDF will be *"TIP_Permit Package_Current Date.pdf"*.
4. The Hydraulics Engineer sends a notification email to the respective Roadway Engineer indicating the location of the Permit Package on the Project Store (R: Drive) and ask for their consistency review. The PDF will be placed at R:\Hydraulics\PERMITS_Environmental\Drawings.
5. Once the consistency review is complete, the Hydraulics Engineer sends a notification email to the appropriate NES Regional Manager and NES Project Management Group Leader indicating that a PDF of the Permit Package is available on the Project Store at the location previously described. The Hydraulics Engineer will include a scanned copy of the Permit Drawing Request Form as an attachment in the notification email. No paper permit package will be sent.
6. After receipt and review of the Draft Permit Package, the NES Project Manager sends the respective Hydraulics Engineer a confirmation email that also indicates whether or not the Draft Permit Drawings are acceptable and will be used as the Final Permit Drawings in the Permit Application.