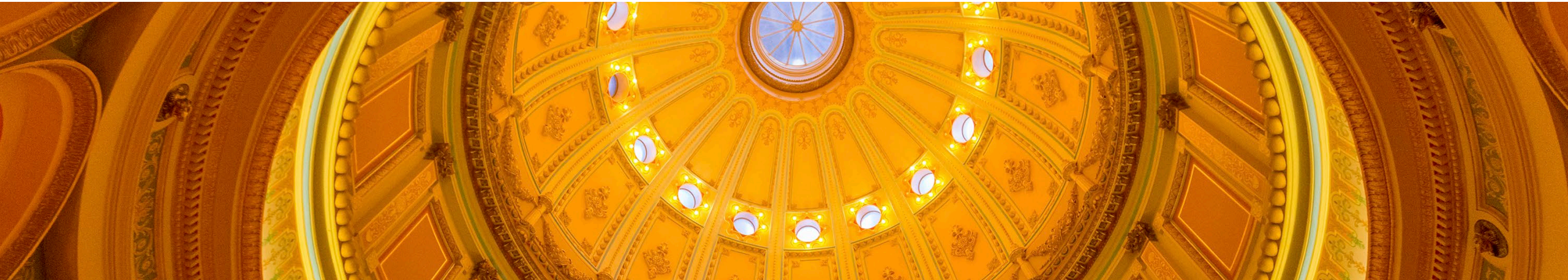


BES Permit Appeals Process



Revisions to BES
Standing Order 2501
Rules for Administration of Appeals





Background

2024 Changes to Standing Order 2401

Process to Complete the Administrative Record

- Required Permitting to produce an index of the admin record
- Added an appendix to list contents of administrative record
- Added a meet and confer process to complete the record

Permit Appeals Process Updates

Key changes to Standing Order 2501

Revises Process to Complete the Administrative Record:

- Removes appendix for greater clarity and simplicity
- Adds an “Appeal Management Form” for meet and confer process
 - Parties meet and confer separately from BES, then file form
 - BES then holds a status conference

Permit Appeals Process Updates (*continued*)

Key changes to Standing Order 2501

Updates the Process for Completing the Administrative Record:

- Permitting submits the index within 30 days of BES request
- Materials are available to the parties (and public) at the same time
- Permitting may request more time from the Board Chair and Vice Chair
- The Administrative Record should be completed before the Board considers the initial order for adoption

Permit Appeals Process Updates (*continued*)

Key changes to Standing Order 2501

Improvements to the Administrative Record review process:

- Requires sufficient detail in the index to easily identify documents
- Requires materials to be organized consistent with the index
- Requires documents in digital format to the greatest extent feasible
- Requires all pages to be Bates numbered for ease of reference

Permit Appeals Process Updates (*continued*)

Key changes to Standing Order 2501

Adds standards for public access to paper records in the file room:

- The record is properly organized and open for public inspection
- Permitting provides instructions for accessing paper records
- A custodian of records assists the public to access paper records

Permit Appeals Process Overview

