

**Appendix VI
Pre-Notice of Intent Meeting
Meeting Summary**

Company Name: _____

Address: _____

Source Name & Address, if different: _____

Attach agenda of items applicant wishes to discuss and list of people attending the meeting, each person's responsibility in relation to the project proposed, and contact information.

Source type: _____

SIC Code: _____

Applicant's brief summary of process or project description: _____

Anticipated project timeline/start date: _____

Anticipated controls, estimated emission rates, and the basis for the estimates:

List of nearby sources that are under common control and are contiguous/adjacent to the source being permitted:

MACT/NSPS/NESHAP applicability: _____

Any other state or federal applicable regulations: _____

Equipment requiring BACT analysis: _____

Discuss the BACT process. List any outstanding issues related to BACT:

Discuss dispersion modeling requirements, modeling protocol, and modeling guidance.
List any outstanding issues related to modeling: _____

Any other factors, i.e., compliance issues, citizen involvement, etc.: _____

A discussion of the NOI completeness checklist was completed. List any outstanding
issues related to NOI completeness: _____

List forms suggested for use in the application: _____

A discussion of the permitting process was completed. List any outstanding issues related to the permitting process: _____

Are there any pending regulatory changes that could impact the project: _____

Are there any local air quality concerns (NAAQS, increment, others): _____

Discuss potential permit conditions: _____

Identify similar permitting examples (BACT, monitoring, testing, recordkeeping, etc.):

Establish communication expectations, procedures, and responsibilities: _____

Discuss application formatting and number of copies required. List any suggestions:

What are allowable pre-approval order activities:

Provide estimated timeline for the review process: _____

Anything else the source wants to discuss: _____
