



## ADMINISTRATIVE COMPLETENESS CHECKLIST HAZARDOUS WASTE CLASS 3 PERMIT MODIFICATION

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The following items must be included to be deemed administratively complete. To facilitate timely review and avoid the necessity for requests of additional information, please complete and include this checklist with application request.

\_\_\_\_\_ **Application fee review worksheet (fees are paid when draft permit issued)**  
*LAC 33 Part V 5109; 5111*

\_\_\_\_\_ **Description of exact change to be made**  
*LAC 33 Part V 321.C.3.a.i*

\_\_\_\_\_ **Explanation of why the modification is needed**  
*LAC 33 Part V 321.C.3.a.iii*

\_\_\_\_\_ **Applicable information as required (Check with Permit Writer)**  
*LAC 33 Part V 321.C.3.a.iv*

\_\_\_\_\_ **Permittee must include Notification of the Class 3 Modification to the mailing list, local government (LAC 33:V.717.A.1.b) and published notice in major local paper (LAC 33:V.321.C.3.b) within 7 days before or after the date of submission of the mod request. Public notice must include a 60-day comment period.**

\_\_\_\_\_ **Permittee must submit proof of the placement of a copy of the permit modification in each applicable local library (LAC 33: V.321. C.3.c) (Calcasieu Parish has 2 libraries)**

\_\_\_\_\_ **Permittee must hold a public meeting summary (LAC 33: V.321.C.3.d)**  
The permittee must hold a public meeting no earlier than 15 days after the publication of the notice in LAC 33:V.321.C.3.b and no later than 15 days before the close of the 60-day comment period.

\_\_\_\_\_ **Five copies of the modification needed (Calcasieu Parish = 6 copies b/c 2 libraries) [1 EDMS, 3 WPD, 1 or 2 for Calcasieu Parish –permit writer or designated staff - delivers copy to each library]**  
*LAC 33 Part V 303.O*

\_\_\_\_\_ **Completed 1701 addendum**  
*LAC 33 Part I 1701*  
<https://www.deq.louisiana.gov/assets/docs/Forms/PDF-1701-Addendum-06.pdf>

\_\_\_\_\_ **Proof of registration with the Louisiana Secretary of State (if needed for 1701 addendum)**  
*LAC 33 Part I 1701*  
<http://www.sos.la.gov>

\_\_\_\_\_ **Environment Assessment Statement (“I.T. questions”)**  
Addressing items in *La R. S. 2018.B.(1) -(3)*.