



# 2024 RWMWD PERMIT APPLICATION PROCESS AND SCHEDULE

**Please Submit By (4:00pm):**

**Board Meeting Date**

Wednesday, December 13, 2023.....	Wednesday, January 3, 2024
Wednesday, January 10 .....	Wednesday, February 7
Wednesday, February 7.....	Wednesday, March 6
Wednesday, March 6.....	Wednesday, April 3
Wednesday, April 3.....	Wednesday, May 1
Wednesday, May 8.....	Wednesday, June 5
Wednesday, June 12.....	Wednesday, July 10*
Wednesday, July 10.....	Wednesday, August 7
Wednesday, August 7.....	Wednesday, September 4
Wednesday, September 4.....	Wednesday, October 2
Wednesday, October 9.....	Wednesday, November 6
Wednesday, November 13.....	Wednesday, December 11*
Wednesday, December 11, 2024.....	Wednesday, January 8, 2025*

*\*1 week later than normal due to scheduling/holiday conflicts*

Incomplete permit application submittals may not be processed.

Submitting permit project materials does not guarantee your application will be presented at the next board meeting, particularly if the application is incomplete, the applicable processing fee is not received, or if the application requires major design modifications to meet District rules. Applicants are encouraged to submit their applications by the preferred submittal dates listed above in order to allow for staff to provide comments and for applicants to provide revisions, as needed, prior to the board agenda being finalized.

The applicant is responsible for keeping the District informed of any transfer of permit ownership, or any change in address, phone number, or e-mail address associated with the *Applicant* or *Applicant's Contact* on the permit application form. This information is used by District staff throughout the administration of the grading permit process to notify the proper individuals of processing updates and permit compliance during construction activity.

For complete information regarding permit procedural requirements, see District Rule B.

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## RWMWD Permit Process Required Timeline

Calendar Days Before Board Meeting (at minimum)	Activity
60	WCA Replacement Plan and Boundary/Type applications due if applicable to the project. For other WCA applications, consult with District staff.
21	Permit applications and required exhibits are due by 4:00 pm. Applications received by the required deadline are reviewed by District staff to determine whether or not the application is complete and may not allow for subsequent revisions prior to the board agenda being finalized.
10	Board meeting agenda is finalized. Applicants will be notified if their project will be included on the upcoming board meeting agenda.
0	Board meeting is held and action is taken on permit. Board comments and permit status will be e-mailed to the Applicant the business day following the board meeting.