

Guidelines for ORLAC Permit/Project Review

August 13, 2012

Overview

The Oyster River Local Advisory Committee (ORLAC) has a duty to comment on permit applications within the one quarter mile corridor (each side) of the Oyster River submitted to the New Hampshire Department of Environmental Services (DES). Applications for Alteration of Terrain, Wetlands, and Shoreland are the most common. The committee may also receive notice of other projects within the corridor on which they may comment.

ORLAC designates a lead reviewer from the committee to conduct an initial review of an application or project and provide the committee with relevant portions prior to a review where all materials will be available.

The ORLAC members perform individual reviews and provide their comments for discussion and consideration at a committee review. The committee or subcommittee reviews the full project materials, discusses comments by individual members, and generates a response to the project for DES and relevant parties. The lead reviewer prepares a comment letter and provides it to the chair prior to transmittal to the DES and/or relevant parties.

ORLAC Review Guidelines

1. The Chair receives notice of an application or activity within the corridor and designates a lead reviewer.
2. Lead reviewer confirms the following:
 - a. that proposed activity occurs within the quarter mile corridor of the Oyster River.
 - b. and that the application/description is complete for referenced documents and contact information.
3. The lead reviewer provides (through hardcopy, email or the ORLAC website) a consolidated review package for members prior to review. Best judgment is used by the lead reviewer as to what content can easily be provided prior to the review.
4. Lead reviewer considers the comment submittal deadline and chooses between the following review paths.
 - a. If the comment submittal date is **after** an upcoming scheduled ORLAC meeting, the process continues to Step 5.
 - b. If the comment submittal date is **before** the upcoming scheduled ORLAC meeting, the Chair will assign the lead reviewer and at least two members to review the project during a special meeting. All ORLAC members are welcome to join the review process. The special meeting time will be posted on the ORLAC website and a public notice will be furnished to relevant towns. All members of the ORLAC will receive the consolidated review package and may send written comments to the special meeting for consideration. The special meeting proceeds to Step 5.
5. Individual reviews are brought forth for discussion and consideration. Full plan sets are reviewed (when applicable) and the lead reviewer facilitates discussion and records all questions and comments relative to the review process.
6. The lead reviewer prepares a draft comment letter and provides it to the Chair and for distribution to the committee.
7. The Chair submits the comment letter to DES (with copies to the Rivers Management and Protection Program and any other relevant parties) by the comment submittal deadline .