

ADMINISTRATIVE PERMIT AMENDMENT FORM

SEE INSTRUCTIONS ON REVERSE SIDE. Mail completed application, APENs, and filing fee to:

Colorado Department of Public Health and Environment
Air Pollution Control Division
4300 Cherry Creek Drive South, APCD-SS-B1
Denver, Colorado 80246-1530 Telephone: (303) 692-3150

1. Permit previously issued to: _____

2. Permit to be issued to: _____

3. Mailing Address: _____ State: _____
Zip Code: _____

4. Agent for Service: _____

5. Air Pollution Source Existing Permit Number(s) and Description(s):

6. Source Location Address (Include Location Map): _____ County: _____

7. STATUS

- Transfer of Ownership
Name Change to Existing Permit
Other: _____

8. Projected Source Startup Date: _____

9. Enclose check to cover APEN FILING FEES. One APEN should be filed for each facility.

NOTE: Additional processing fees must also be paid prior to permit issuance.

Signature Of Legally Authorized Person (NOT Vendor or Equipment Manufacturer) Date Signed:

Type or Print name and official title of person signing above Phone: _____
Fax: _____

10. Check appropriate box if you want:

- Copy of preliminary analysis conducted by Division
To review a draft of the permit prior to issuance

Note: Checking either item could result in increased fees and/or processing time. See Reverse.

For Division Use Only:

Permit Number: _____
AIRS ID: _____

INSTRUCTIONS FOR THE COMPLETION OF AN ADMINISTRATIVE AMENDMENT FORM

The following instructions for the completion of the form are titled, lettered, and numbered the same as the applicable sections of the form on the other side. If a section does not apply, write "N/A": **DO NOT LEAVE BLANK**

NOTE: All information submitted as part of this amendment and all data generated by the Division as part of processing this permit will be considered open to the public unless confidential treatment is requested in writing. All such materials **MUST** be (1) clearly marked "CONFIDENTIAL" and (2) enclosed in a **separate** sealed envelope marked "Confidential Information" to ensure against accidental release. Confidentiality is granted only if the release of such information would result in economic disadvantage to the applicant. If confidentiality is requested, the Division will notify you of its decision and, if denied, allow time for you to present additional evidence justifying the need for confidentiality. In general, confidentiality requests will increase permit-processing time. Under no circumstances can emissions data be held confidential.

1. **PERMIT PREVIOUSLY ISSUED TO:** List the name of the person (e.g., corporation, partnership, association, individual owner, or governmental agency) to whom the permit is currently issued.
2. **PERMIT TO BE ISSUED TO:** List the name of the person (e.g., corporation, partnership, association, individual owner, or governmental agency) to whom the permit is to be issued and who will therefore be responsible for the operation of the source.
4. **AGENT FOR SERVICE:** This is a person or company legally responsible for all permit actions; this name is filed with the Colorado Secretary of State. If there is no "Agent for Service," write "N/A."
5. **AIR POLLUTION SOURCE EXISTING PERMIT NUMBER and DESCRIPTION:** Provide the permit numbers, and, a brief description of the equipment being transferred.

NOTE: More than one Air Pollutant Emission Notice (APEN) may be needed with this form, if there are multiple permits/sources. Only one amendment form needs to be completed.

6. **SOURCE LOCATION ADDRESS:** Do not give a P.O. Box. This is for the physical location of the source(s). Please list locations by permit number. Give only one location if all the equipment is located at the same address. If necessary, please include a map that indicates the exact location and shows major topographic features. If the source is portable, include the locations and dates where the source will be operated during the duration of permit (if known); otherwise, list first operating location.
7. **STATUS:**
TRANSFER OF OWNERSHIP: Check this box if the equipment has been purchased from another company who previously had it permitted.
NAME CHANGE: Check this box if only the name appearing on the permit needs to be changed. DO NOT check this box if the equipment was purchased from another company.
8. **PROJECTED SOURCE ACQUISITION DATE:** This estimated date allows the Division to anticipate when the permits transfer.
NOTE: Operation prior to receipt of a permit is prohibited by Colorado Statute.
9. **APEN FILING FEE:** Pay \$119.96 filing fee per APEN at this time. Final Approval Fees may need to be assessed on an hourly rate during processing, if final approval has never been granted, and will be requested by separate letter. **Annual Fees Will Be Billed For Each Source Requiring An Apen To Cover The Costs Of Periodic Inspections And Administration.** Annual fees are based on the quantity and type of pollutants emitted. For specific information related to fees see AQCC Regulation No. 3, Section VI.
10. The cost of copying and mailing the analysis will be charged to the applicant. Processing delays may occur if there are questions regarding the analysis.
Review requests will usually add to both processing costs and processing time. The Division will consider the request an official extension of the processing deadlines specified by the Act. The extension will consist of the number of days elapsed between Division mailing of the draft permit to the applicant and receipt of the applicant's comments by the Division, not to exceed 15 days. However, the Division is not bound to consider any comments received after the 15 day time period lapses, unless both the Division and the applicant agree to a further extension of the processing deadlines. Any additional time and charges incurred by the Division in providing a draft and correspondence with the applicant will be billed to the applicant.

NOTICE: ONCE AN APPLICATION IS RECEIVED, ALL PROCESSING TIME WILL BE CHARGED REGARDLESS OF WHETHER A PERMIT IS ISSUED OR NOT. IF A PROJECT IS CANCELED, THE DIVISION SHOULD BE NOTIFIED IN WRITING IMMEDIATELY. STATE LAW REQUIRES THAT EMISSION PERMITS MAY NOT BE ISSUED UNTIL PROCESSING FEES ARE PAID. PROCESSING FEES ARE BASED ON THE AMOUNT OF TIME SPENT REVIEWING THE APPLICATION AND ISSUING THE PERMIT.

"Emission Permit" means the same as "Construction Permit" as required under Part B of Regulation No. 3, as it exists after July 1, 1992 and is the permit required under section 25-7-114.2, C.R.S., after July 1, 1992.