

SANTA BARBARA COUNTY
 AIR POLLUTION CONTROL DISTRICT
 ENFORCEMENT POLICIES AND PROCEDURES

Policy No.	<u>3100.V.F</u> <u>2001</u>		Draft _____
	Div Pol Yr		
Supersedes No.	<u>3100.V.F</u> <u>1999</u>		Final <u>x</u>
	Div Pol Yr		
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Topic:	<u>Granting Extensions to Administrative Deadlines</u>		
Distribution:	<u>APCD Staff</u>		

This policy does not apply to Part 70 permit requirements (which are enforceable by USEPA and the public, as well as APCD). Deadlines in Part 70 permits may only be extended consistent with APCD Rules, provisions in the permit, if any, or through a permit revision. Notwithstanding these requirements, if a source finds that due to conditions beyond their reasonable control they are unable to meet the deadline, they may seek variance relief. For non-Part 70 sources, the procedure below applies:

1. A written request shall be submitted to the project manager by the permit holder no less than fourteen (14) calendar days prior to the deadline specified in the permit condition. The request must identify the permit condition for which the extension is requested, the reason for the request, and an alternate date by which the permit holder will comply with the requirements of the permit condition. Verbal requests will not be considered, nor will requests made less than fourteen (14) days prior to the deadline. The only exception is for source test deadlines. To allow for flexibility in scheduling test dates, a written request may be submitted no less than three (3) days prior to the deadline.
2. The granting of extensions is discretionary on the part of the District. The project manager may elect to recommend a different extension period than that requested by the applicant. Factors such as the number of similar extensions previously requested by the applicant, the impact of a late submittal on other District deadlines, and mitigating circumstances beyond the reasonable control of the applicant shall be considered in evaluating the request for an extension.
3. Requests which could potentially result in additional emissions above permitted levels, will not be granted. The permit holder must apply for a variance in all cases where emissions will exceed permit limitations.
4. The project manager will evaluate the request and confer with the appropriate technical staff to determine whether the request should be granted. Policy implications of granting the request will be discussed with the section supervisor. The request shall be evaluated and the applicant informed of the decision within five (5) days of receipt of the request.
5. The project manager will send an approval or denial letter. If the letter is a denial, the reason for the denial must be provided. If it is an approval, a new submittal date must be identified.

Policies and Procedures Memoranda are intended to provide agency staff, applicants and the public guidance relative to standardized District procedures. These policies and procedures shall not be interpreted in conflict with District Rules and Regulations or administrative policies, and may be modified or updated periodically without advance notice.