

**Public Notice Procedures
for Applications Received after January 1, 2007
(initial issuance, renewal, and major amendments)**

Notice of Declaration of Administrative Completeness

Notice of Declaration of Administrative Completeness must be published after the application is declared administratively complete.

License reviewer will request the adjacent landowners list, mailing labels, and map, if not previously submitted.

License reviewer will prepare the Public Notice Package which contains the following:

- Letter
- Instructions for Public Notice
- Notice for Newspaper Publication
- Publisher's Affidavit
- Public Notice Verification Form

The Office of the Chief Clerk mails the Public Notice Package to the applicant and all adjacent landowners.

Notice of Declaration of Administrative Completeness must be published within 45 calendar days after the date of cover letter.

- Publish notice in the newspaper of largest circulation in the county where the facility is or is proposed to be located, and if the facility is located or proposed to be located in two or more counties, you must publish notice in the newspaper of largest circulation in each of the counties where the facility is or is proposed to be located. The same newspaper may be used if the newspaper has the largest circulation in each of the counties.

A copy of the complete application must be in a public place for review and copying by the public.

Submit the following to the Office of the Chief Clerk:

- **Original newspaper clipping** of the published notice for each newspaper within 10 business days after the date of publication.
- **Original Publisher's Affidavit** within 30 calendar days after the date of publication.
The Publisher's Affidavit must be completed by the newspaper.
- **Public Notice Verification Form** within 30 calendar days after publication of the notice.
The Public Notice Verification Form must be completed by the applicant.

Photocopies of the newspaper clipping, affidavit, and verification form must also be mailed to the Radioactive Materials Division.

Technical review begins and a public meeting is held (if requested and granted).

Notice of Completion of Technical Review

Notice of Completion of Technical Review must be published after the technical review is complete.

License reviewer will request the adjacent landowners list, mailing labels, and map, if not previously submitted.

License reviewer will prepare the Public Notice Package which contains the following:

- Letter
- Instructions for Public Notice
- Notice for Newspaper Publication
- Publisher's Affidavit
- Public Notice Verification Form
- Draft License
- Executive Director's Technical Summary
- Environmental Analysis, if applicable

The Office of the Chief Clerk mails the Public Notice Package to the applicant and all adjacent landowners. The Office of the Chief Clerk also ensures notice is published in the *Texas Register*, if applicable.

Notice of Completion of Technical Review must be published within 45 calendar days after the date of cover letter.

- Publish notice in the newspaper of largest circulation in the county where the facility is or is proposed to be located, and if the facility is located or proposed to be located in two or more counties, you must publish notice in the newspaper of largest circulation in each of the counties where the facility is or is proposed to be located. The same newspaper may be used if the newspaper has the largest circulation in each of the counties.

A copy of the complete application, the executive director's technical summary, the draft license, environmental analysis, and any subsequent revisions to these documents, must be in a public place for review and copying by the public.

Submit the following to the Office of the Chief Clerk:

- **Original newspaper clipping** of the published notice for each newspaper within 10 business days after the date of publication.
- **Original Publisher's Affidavit** within 30 calendar days after the date of publication.
The Publisher's Affidavit must be completed by the newspaper.
- **Public Notice Verification Form** within 30 calendar days after publication of the notice.
The Public Notice Verification Form must be completed by the applicant.

Photocopies of the newspaper clipping, affidavit, and verification form must also be mailed to the Radioactive Materials Division.

Public meeting held (if requested and granted), response to comments completed by executive director staff, license goes before commission (if contested case hearing requested), and/or license is issued.