

## **Public Notice Procedures for Minor Amendment Applications**

### **Notice of Completion of Technical Review**

Notice of Completion of Technical Review must be mailed (and published in the *Texas Register*, if applicable) 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
- Notice
- 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.

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:

- **Public Notice Verification Form** within 10 calendar days after placement in public place.  
The Public Notice Verification Form must be completed by the applicant.

Photocopies of the 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, and license is issued.