

**Response to Initial Business Process / Production Information Request – Land Use Permits**

Information is provided by permit type where possible.

1. & 2. Attached is a list of the Land Use Regulation Permits and Established Processing Timeframe by statute or program goal.

3.-6. Attached is the **Land Use Permit Dashboard** has been updated to 4/29/08. This report is permit workload from 3/1/07 to 3/31/08. Page 1 shows the number of permits received each month, number rejected for administrative deficiency (NAD) or technical deficiency (NTD) each month. It shows the number in process and backlog, and the number completed each month. This report does not include applicability determinations, letters of interpretation, transition area waivers or other non-clock actions.

On pages 1 through 53 the report displays median review time by permit type and the allotted time for review. The report displays only those months that an application for a permit type was approved or a deficiency action was recorded.

An **excel file** is attached that shows the **total number of permits received each month** from March 2007 through March 2008. The report shows the percentage of the total that were returned or rejected for administrative or technical reasons and those which a request for additional information was requested.

**By permit type** the file shows **the total number** of applications received for the 13-month period and the total, and percentage of total, of those that were returned or rejected for administrative or technical reasons and those which a request for additional information was requested.

<b><u>7. Data Entry time:</u></b>	<u>Minutes/activity (permit) type</u>	<u>Hours per day</u>
Manager	1	
Supervising ES or EE	1	
Environmental Specialists	10	
Environmental Engineers	10	
Technical/Customer Services	1	
Data Analysts/Entry		5 FTEs x 7 hours
Secretarial	1	
Total	24 minutes	35

8. Organizational charts were provided in the original binder. The total number of staff assigned to the Division of Land Use Regulation is as follows.

<u>Position Type</u>	<u>No. Filled</u>	<u>No. Vacant</u>	
Director	1		
Assistant Director	1	1	
Manager	5		
Section Chief	2	8	
Research Scientist	1		
Environmental Specialists	75	11	
Environmental Engineers	24	7	(1 filled position on extended military leave)
Technical/Customer Services	5	2	
Real Estate Appraisers	5	1	
Drafting Technical	3		
Administrative	3		
Office Supervisor		1	
Data Analysts/Entry	7	1	
Info Technical	1		
Secretarial	13	1	
Clerks	3		
<b>Total</b>	<b>149</b>	<b>33</b>	<b>(22% vacancy)</b>

The Division's permitting and support staff is allocated to the Director's Office and six bureaus as follows.

<b><u>Director's Office:</u></b>	<u>Filled</u>	<u>Vacant</u>
Director	1	
Environmental Specialists	6	1
Environmental Engineers	1	
Administrative	2	
Secretarial	2	
<b>Total</b>	<b>12</b>	<b>1</b>

**Urban Growth & Redevelopment Element:**

Assistant Director	1	
<b>Total</b>	<b>1</b>	

**Bureau of Technical Services:**

Manager	1	
Section Chief	2	
Research Scientist	1	
Environmental Specialists	13	3
Environmental Engineers	1	
Technical/Customer Services	5	2
Office Supervisor		1
Data Analysts/Entry	7	1
Secretarial	6	
Clerks	3	
<b>Total</b>	<b>39</b>	<b>7</b>

Bureau of Urban Development and Redevelopment:

Manager	1	
Section Chief		2
Environmental Specialists	9	2
Environmental Engineers	3	4
Total	13	8

Land Use Permitting Element:

Assistant Director	1	
Total		1

Bureau of Coastal Regulation:

Manager	1	
Section Chief		2
Environmental Specialists	18	4
Environmental Engineers	6	2
Secretarial	1	1
Total	26	9

(1 filled position on extended military leave)

Bureau of Inland Regulation:

Manager	1	
Section Chief		2
Environmental Specialists	16	1
Environmental Engineers	10	
Secretarial	1	
Total	28	3

Bureau of Tidelands Management:

Manager	1	
Section Chief		2
Environmental Specialists	13	
Environmental Engineers	3	1
Real Estate Appraisers	5	1
Drafting Technical	3	
Info Technical	1	
Administrative	1	
Secretarial	3	
Total	30	4