



National Regional Planning Council

Best Practice - Adjoining Regional Planning Committee Coordination Requests

Summary:

The National Regional Planning Council (NRPC) recommends that when a Regional Planning Committee (RPC) receives a coordination request from an adjoining RPC, the application should be reviewed and acted upon within thirty (30) calendar days of receipt.

Best Practice Guidelines:

1. Requests for coordination should be submitted to an adjoining RPC through the Computer Assisted Pre-coordination Resource and Database system (CAPRAD).
2. RPCs should ensure that members of the application review process have access to CAPRAD permitting electronic review of submitted materials.
3. CAPRAD will document all dates relevant to these guidelines, e.g., the thirty-day review period.
4. It is the responsibility of the submitting RPC to ensure that CAPRAD contains sufficient information and technical documentation to facilitate the adjoining RPC review. Documentation should include a narrative clearly explaining the request for coordination and when applicable, propagation prediction maps. At a minimum, the "note" fields in CAPRAD can be used to provide supplemental information.
5. The thirty (calendar) day review period does not begin until sufficient review documentation has been submitted through CAPRAD. It is the responsibility of the receiving RPC to advise the submitting RPC that insufficient documentation has been provided. This notification should be made no later than ten (10) calendar days after the initial receipt of the application. When a receiving RPC determines that insufficient documentation has been provided, the receiving RPC should identify the insufficiency with specificity.
6. Nothing in these guidelines is meant to discourage inter-regional communications through emails, telephone conversations, video conferences, and other means of communications when supplemental discussion is required. CAPRAD provides objective documentation of the process.
7. The thirty-day review period is completed when the reviewing RPC approves/disapproves an application in CAPRAD.
8. If a coordination request is not approved, the reviewing RPC should identify the cause of the disapproval and what is needed to cure the issues causing the disapproval. If no such documentation of deficiency is presented by the reviewing RPC, the RPC originating the request may proceed with approval after thirty (30) calendar days.