

Georgia Department of Community Health

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OFFICE OF GENERAL COUNSEL

CERTIFICATE OF NEED Tracking And Appeals Report

Week of August 8, 2005

Georgia Department of Community Health Office of General Counsel 2 Peachtree Street 40th Floor Atlanta, Georgia 30303-3159

(404) 656-0456 (404) 656-0442 Fax www.dch.georgia.gov

New Applications

2005-053 Houston Medical Center

Relocation/Renovation of Existing FacilityFiled:8/1/2005Site:1601 Watson Blvd., Warner Robbins, GA 31093 (Houston County)Contact:Art Christie 478-542-7740Estimated Cost:\$3,591,213

2005-054 Joan Glancy Memorial Hospital

Replacement of Existing Facility/ Cost Overrun 073-2000Filed:8/4/2005Site:3215 McClure Bridge Road, Duluth, GA 30096 (Gwinnett County)Contact:Mark M. Mullin 770-682-2280Estimated Cost:\$11,293,697

2005-055 Northside/Alpharetta Medical Campus

Expansion of Services Filed: 8/8/2005 Site: Corner of Old Milton Pkwy and Morris Rd., Alpharetta, GA 30005 (Fulton County) Contact: Brian J. Toporek 404-303-3524 Estimated Cost: \$8,535,656

2005-056 Northside Hospital Doctors Centre

Renovation of Physical InfrastructureFiled:8/8/2005Site:960/980 Johnson Ferry Road, Atlanta, GA 30342 (Fulton County)Contact:Brian J. Toporek 404-851-6821Estimated Cost:\$2,000,000

Pending Review/Incomplete Applications

2005-041Cameron Hall Assisted Living CenterExpansion of existing facility/ increase in bedsFiled: 6/23/2005Deemed Incomplete: 7/8/2005Site: 240 Marietta Highway, Canton, GA 30114 (Cherokee County)Contact:Joann Savage 770-720-9792Estimated Cost:\$1,400,682

2005-044 Emory University Hospital

Facility renovation/expansion/acquisition of CT ScannerFiled: 7/6/2005 Deemed Incomplete: 7/20/2005Site: 1364 Clifton Road, NE, Atlanta, GA 30322 (DeKalb County)Contact: Toni Wimby 404-686-2450Estimated Cost: \$18,412,398

2005-046Northside Hospital- Forsyth Medical Office Building 3 & Parking DeckConstruction/Medical Office Building and Parking DeckFiled: 7/15/2005Deemed Incomplete: 7/29/2005Site: 1505 Northside Forsyth Drive(new address, Cumming, GA 30041 (Forsyth County)Contact: Brian J. Toporek 404-851-6821Estimated Cost: \$35,900,800

2005-047 Emorywood Nursing Center

Relocate an existing nursing home facilityFiled: 7/18/2005 Deemed Incomplete: 8/1/2005Site: 441 Clairmont Road, Decatur, GA 30030 (DeKalb County)Contact: Robert Hagan 770-993-4000Estimated Cost: \$2,131,000

2005-051 Southeast Georgia Regional Medical Center

Expansion of Existing Facility Filed: 7/26/2005 Deemed Incomplete: 8/9/2005 Site: 2415 Parkwood Drive, Brunswick, GA 31520 (Glynn County) Contact: Marjorie Mathieu 912-466-7055 Estimated Cost: \$40,868,430

Pending Review/Complete Applications

2005-023 The Emory Clinic, Inc. To Purchase a MRI Scanner Filed: 4/13/2005 Deemed Complete: 4/27/2005 Deemed Complete: 5/26/2005 60th Day Deadline: 7/25/2005 Decision Deadline: 8/24/2005 Site: 1365 Clifton Road, NE, Atlanta, GA 30322 (DeKalb County) **Contact:** Mike Mason 404-778-5639 Estimated Cost: \$2,104,103 2005-025 **Emory University Hospital** To Relocate and Expand The Outpatient Transplant Clinic Filed: 4/26/2005 Deemed Incomplete: 5/19/2005 Deemed Complete: 5/19/2005 60th Day Deadline: 7/18/2005 Decision Deadline: 8/17/2005 Site: 1364 Clifton Road, NE, Atlanta, GA 30322 (DeKalb County) **Contact:** Toni Wimby 404-686-2450 **Estimated Cost:** \$2,780,772 2005-026 Savannah Partners, LLC d/b/a ENT Surgical Center To Request a Limited Purpose Ambulatory Surgery Center Filed: 4/29/2005 Deemed Incomplete: 5/13/2005 Deemed Complete: 6/6/2005 60th Dav Deadline: 8/5/2005 Decision Deadline: 9/4/2005 Site: 13040 Abercorn Street, Suite 2, Savannah, GA 31419 (Chatham County) Contact: Sharon D. Bowen, CASC, Administrator 912-Estimated Cost: \$0 920-6911 2005-027 Heritage of Peachtree The Addition of Twelve New Beds Filed: 4/29/2005 Deemed Incomplete: 5/13/2005 Deemed Complete: 7/8/2005 60th Day Deadline: 9/6/2005 Decision Deadline: 10/6/2005 Site: 1967 Highway 54 West, Favetteville, GA 30214 (Favette County) **Contact:** Peggy Peters, Regional GM 770-845-6483 Estimated Cost: \$0 2005-028 Newnan Regional Radiation Therapy Center, Inc. The Addition of a Second Linear Accelerator and Vault Filed: 5/9/2005 Deemed Incomplete: 5/23/2005 Deemed Complete: 6/6/2005 60th Day Deadline: 8/5/2005 Decision Deadline: 9/4/2005 Site: 211 Millard C. Farmer Ind. Blvd., Newnan, GA 30263 (Coweta County) **Contact:** John Warner Ray, MD 770-994-1650 Estimated Cost: \$1,652,520 2005-029 St. Mary's Hospice House To Develop a Free-standing Hospice House Filed: 5/10/2005 Deemed Incomplete: 5/24/2005 Deemed Complete: 6/23/2005 60th Day Deadline: 8/22/2005 Decision Deadline: 9/21/2005 Site: 1660 Jennings Mill Road, Bogart, GA 30622 (Oconee County) **Contact:** Jonathan Johnson, Executive Director 706-Estimated Cost: \$2,541,500 353-8840 **Tift Regional Medical Center** 2005-030 To Construct a New Facility Filed: 5/13/2005 Deemed Complete: 5/26/2005 60th Day Deadline: 7/25/2005 Decision Deadline: 8/24/2005 Site: 901 East 18th Street, P.O. Drawer 747, Tifton, GA 31793 (Tift County) Contact: Sarah Thompson, VP, Operations 229-386-6102 Estimated Cost: \$1,777,476 2005-032 Tanner Medical Center- Villa Rica Purchase & Install new Intera Achieva MRI Scanner Filed: 5/20/2005 Deemed Complete: 6/2/2005 60th Day Deadline: 8/1/2005 Decision Deadline: 8/31/2005 Site: 601 Dallas Highway, Villa Rica, GA 30180 (Carroll County) Contact: David Thornhill (770) 836-9292 Estimated Cost: \$1,997,684 2005-033 **Atlanta Medical Center** To Develop 12-bed ICU Filed: 5/24/2005 Deemed Complete: 6/8/2005 60th Dav Deadline: 8/7/2005 Decision Deadline: 9/6/2005 Site: 303 Parkway Drive, NE, Atlanta, GA 30312 (Fulton County) **Contact:** Jameson Smith (404)265-4202 Estimated Cost: \$3,950,216 2005-035 Coastal Behavioral Health To Establish Free-Standing Inpatient Hospital for Adult Psych. Care Filed: 5/26/2005 Deemed Incomplete: 6/9/2005 Deemed Complete: 7/14/2005 60th Day Deadline: 9/12/2005 Decision Deadline: 10/12/2005 Site: 633 Stephenson Ave., Savannah, GA 31405 (Chatham County) Contact: Ray Heckerman (912) 692-4205 Estimated Cost: \$955,436 2005-037 Northeast Georgia Health System, Inc. To Construct an Operations and Data Center Building Filed: 6/2/2005 Deemed Incomplete: 6/16/2005 Deemed Complete: 7/21/2005 Decision Deadline: 9/4/2005 Site: 743 Spring Street, Gainesville, GA 30501 (Hall County) **Contact:** Tracy Vardeman 770-531-6292 Estimated Cost: \$15,935,500 2005-038 Hughston Surgical Institute, LLC New LP-ASC Facility Filed: 6/3/2005 Deemed Complete: 6/16/2005 60th Day Deadline: 8/15/2005 Decision Deadline: 9/14/2005 Site: 6262 Veterans Parkway, P.O.Box 9517, Columbus, GA 31908 (Muscogee County) Contact: Mark Baker 706-494-3121 Estimated Cost: \$4,256,181 2005-040 Pediatric Surgery Center Establish Freestanding Pediatric Ambulatory Surgery Center Filed: 6/13/2005 Deemed Incomplete: 6/27/2005 Deemed Complete: 8/12/2005 60th Day Deadline: 10/11/2005 Decision Deadline: 11/10/2005 Site: 993-D Johnson Ferry Road, Suite 300, Atlanta, GA 30342 (Fulton County) **Contact:** Margaret Chappell 404-303-1629 Estimated Cost: \$76,500 2005-042 **Floyd Medical Center** Construction of Parking Deck& Elevated Connector/Cost Overrun 2003-051 Filed: 6/30/2005 Deemed Incomplete: 7/15/2005 Deemed Complete: 8/11/2005 Decision Deadline: 9/25/2005 Site: 304 Turner McCall Boulevard, P.O.Box 233, Rome, GA 30162 (Floyd County) Contact: Dan Sweitzer 706-509-3259 **Estimated Cost:** \$3,389,142 2005-043 Newton Medical Center Construction/Expansion/Development of 10 bed Patient Observation Unit Filed: 7/5/2005 Deemed Incomplete: 7/19/2005 Deemed Complete: 8/12/2005 60th Day Deadline: 10/11/2005 Decision Deadline: 11/10/2005 Site: 5126 Hospital Drive, Covington, GA 30014 (Newton County)

2005-045 Southern Regional Medical Center Renovate Inpatient/Shared Surgical Suites on First Floor Filed: 7/13/2005 Deemed Incomplete: 7/27/2005 Deemed Complete: 8/11/2005 60th Dav Deadline: 10/10/2005 Decision Deadline: 11/9/2005 Site: 11 Upper Riverdale Road, S.W., Riverdale, GA 30274 (Clayton County) Estimated Cost: \$6,221,716 Contact: Paul Casbergue 770-909-2598 2005-048 Saint Joseph's Hospital, Inc. Acquire a Philips Diamond Select CV Bi-plane/Purchase Bi-plane refur. Filed: 7/18/2005 Deemed Complete: 8/1/2005 60th Day Deadline: 9/30/2005 Decision Deadline: 10/30/2005 Site: 11705 Mercy Blvd, Savannah, GA 31419 (Chatham County) Contact: Michele Madison 404-504-7621 Estimated Cost: \$1,008,224 2005-049 **Memorial Health University Medical Center** Purchase/Operate 3.0T MRI Filed: 7/18/2005 Deemed Complete: 8/1/2005 60th Day Deadline: 9/30/2005 Decision Deadline: 10/30/2005 Site: 4700 Waters Avenue, Savannah, GA 31404 (Chatham County) Contact: Joseph R. Ross, Esq. 912-350-8748 **Estimated Cost:** \$4,048,782 2005-050 Northeast Georgia Medical Center Cost Overrun(047-03)/Construction of Parking Deck Filed: 7/22/2005 Deemed Complete: 8/5/2005 Decision Deadline: 9/19/2005 Site: 743 Spring Street, Gainesville, GA 30501 (Hall County) Contact: Tracy Vardeman 770-531-3869 Estimated Cost: \$10,969,425 2005-052 Hart County Hospital Replacement/Existing Emergency Room & Surgical Services Department Filed: 7/29/2005 Deemed Complete: 8/11/2005 60th Day Deadline: 10/10/2005

Decision Deadline:11/9/2005Site:138 West Gibson Street, Hartwell, GA 30643 (Hart County)Contact:Matt McRee706-245-1251Estimated Cost:\$4,933,453

Pending Review/Complete/Joined Applications

none

Recently Approved Applications

2005-011Northeast Georgia Medical CenterAddition of a Fourth Cardiac Catheterization LaboratoryFiled: 2/24/2005Deemed Incomplete: 3/10/2005Goth Day Deadline: 5/27/2005Decision Deadline: 6/26/2005Extended Deadline: 7/26/2005APPROVED: 7/22/2005Site: 743 Spring Street, Gainesville, GA 30501 (Hall County)Contact:Tracy Vardeman 770-531-6292Estimated Cost:\$5,782,503

2005-015Satilla Regional Cancer Treatment CenterRelocation of Radiation Therapy ServicesFiled: 3/14/2005Deemed Incomplete: 3/28/2005Deemed Complete: 4/11/2005

60th Day Deadline: 6/10/2005 Decision Deadline: 7/10/2005 Extended Deadline: 8/9/2005 APPROVED: 7/22/2005 Site: 2002 Pioneer Street, Waycross, GA 31501 (Ware County) Contact: Michael Safer, M.D. 912-283-3087 Estimated Cost: \$3,462,721 2005-016 Select Specialty Hospital of Augusta To Construct an 80-Bed Freestanding LTAC Hospital Filed: 3/25/2005 Deemed Incomplete: 4/8/2005 Deemed Complete: 4/27/2005 60th Day Deadline: 6/26/2005 Decision Deadline: 7/26/2005 APPROVED: 7/26/2005 Site: Walton Way/Wrights Ave, Augusta, GA 30904 (Richmond County) Contact: Gregory H. Sassman 615-284-6716 Estimated Cost: \$21,977.081 2005-020 Saint Joseph's Hospital of Atlanta. Inc. The Addition of an Eighth Cardiac Catheterization Lab Filed: 4/1/2005 Deemed Incomplete: 4/14/2005 Deemed Complete: 5/9/2005 60th Dav Deadline: 7/8/2005 Decision Deadline: 8/7/2005 APPROVED: 7/27/2005 Site: 5665 Peachtree Dunwoody Road, N.E., Atlanta, GA 30342 (Fulton County) **Contact:** Douglas J. Holbrook, Director, New Business Estimated Cost: \$2,908,418 404-851-5933 2005-021 Center for Reconstructive Surgery, Inc. To Relocate to an Existing Facility Filed: 4/8/2005 Deemed Incomplete: 4/21/2005 Deemed Complete: 5/2/2005 60th Day Deadline: 7/1/2005 Decision Deadline: 7/31/2005 APPROVED: 7/29/2005 Site: 5335 Old National Hwy., College Park, GA 30349 (Fulton County) Contact: Greg Alvarez, DPM 404-768-3668 Estimated Cost: \$775,083 2005-022 Habersham County Medical Center To Construct a Free-Standing 2-Level Annex Building Filed: 4/13/2005 Deemed Complete: 4/28/2005 60th Day Deadline: 6/27/2005 Decision Deadline: 7/27/2005 APPROVED: 7/22/2005 Site: 541 Historic Highway 441 North, Demorest, GA 30535 (Habersham County) Contact: James A. Peterson, Senior V.P. Finance 706-**Estimated Cost:** \$4,310,264 754-3113, ext. 1103 2005-024 Coffee Regional Medical Center Expansion & Renovation of an Existing Facility Filed: 4/14/2005 Deemed Complete: 4/28/2005 60th Day Deadline: 6/27/2005 Decision Deadline: 7/27/2005 APPROVED: 7/27/2005 Site: 1101 Ocilla Road, Douglas, GA 31533 (Coffee County) Contact: George L. Heck, III, Pres.& CEO 912-383-5620 Estimated Cost: \$8,524,250 2005-039 Tanner Medical Center, Inc. Relocate existing non-clinical services Filed: 6/9/2005 Deemed Complete: 6/23/2005 60th Day Deadline: 8/22/2005 Decision Deadline: 8/7/2005 APPROVED: 7/27/2005

Recently Denied Applications

none

Applications Withdrawn by Applicant

2005-034Southeast Georgia Regional Medical CenterTo Construct a Sixth Floor to an Ambulatory Care BuildingFiled: 5/25/2005Deemed Incomplete: 6/9/2005Decision Deadline: 8/20/2005WITHDRAWN: 7/20/2005Site: 2415 Parkwood Drive, Brunswick, GA 31520 (Glynn County)Contact:Marjorie Mathieu(912) 466-7013Estimated Cost:\$2,240,500

2005-036Westminster CommonsNursing Facility Re-locationFiled: 5/31/2005Deemed Incomplete: 6/14/2005WITHDRAWN: 8/1/2005Site: 560 St. Charles Avenue, N.E., Atlanta, GA 30308 (Fulton County)Contact:Philip Rees (770) 992-0441 ext. 3702Estimated Cost:\$3,668,000

Appealed CON Projects

2002-029 Sunbelt Home Care (Gordon)

2002-030 Healthfield Home Health, Inc.

2002-032 Amedysis Home Health of Ft. Oglethorpe

Home Health Services Expansion in HPA 1 (HHA)

Agency Decision: Approved 2002-029 and 2002-032, 8/30/02. Denied 2002-030, 8/30/02.

Appealed By: Appealed by 2002-030, 9/18/02.

Hearing Officer: Ellwood F. Oakley, III

Hearing Date: Hearing held on 1/14/03 and 01/15/03;

Hearing Decision: Hearing Officer decision pending, 2/10/03; Hearing Officer Decision affirmed Department decision, 3/29/03. Healthfield filed objections to hearing officer's decision and requested Review Board hearing 04-29-03. Review Board hearing to be held on 7-14-03.

Review Board Decision: Review Board affirmed award of CON to Amedysis Home Health of Ft. Oglethorpe on 08/12/03.

Appealed to Superior Court: Healthfield Home Health, Inc. filed Petition for Judicial Review in Superior Court of Fulton County on 9/11/03. Oral argument held on 8/4/2004.

2003-007 Cancer Treatment Center at Henry County (Henry)

Construction of Oncology Treatment Center

Agency Decision: Approved 6/16/03

Appealed By: Institute for Radiation Therapy, Inc.(IRT), Griffin Regional Radiation Therapy Center (Griffin) and Radiotherapy Clinics of Georgia (RCG) requested administrative hearing in opposition to Cancer Treatment Center at Henry County (CTC) on June 27, 2003.

Hearing Officer: Jordan E. Lubin

Hearing Date: Hearing scheduled 3-2-04 thru 3-4-04;

Hearing Decision: Hearing Officer issued Decision on 5/24/2004 and ordered the decision awarding a CON to CTC be reversed. On 6/9/2004, Hearing Officer issued Order on Motion for Reconsideration modifying his Final Decision issued on 5/24/2004 to add a footnote. Decision remains unchanged in all other respects; On 6/23/2004, CTC and the Department each filed objections to Hearing Officer's final decision. Notice of extension for Review Board meeting issued on 7/2/2004.

Review Board Decision: Review Board meeting held 8/27/2004 at 10:00. Review Board issued decision on 9/8/2004 affirming Hearing Officer's decision of 5/24/2004 and ordered the Department not issue a CON to CTC for radiation therapy service at Henry County.

Appealed to Superior Court: CTC filed Petition for Judicial Review in the Fulton County Superior Court on 10/11/2004. IRT and Griffin filed Cross Petition for Judicial Review on 10/8/2004.

Additional Information: RCG withdrew its appeal of CTC's project and on 2/24/04 the hearing officer ordered that the CON granted by the Department to RCG is deemed unopposed. Hearing shall proceed with CTC, IRT, and Griffin.

2003-070 Open MRI & Imaging of Albany, LLC (Dougherty)

Addition of Fixed-Based MRI Unit

Agency Decision: Approved January 30, 2004

Appealed By: Phoebe Putney Memorial Hospital, Inc. filed an appeal in opposition on 2/26/04; Motion to Intervene filed by Palmyra Medical Centers; motion denied by Hearing Officer on 6/10/04.

Hearing Officer: Melvin Goldstein

Hearing Date: Hearing scheduled for 8/25/2004 at 9:30am. Hearing date set for 9:30 am was postponed. Hearing rescheduled for 11/8/2004 at 9:30 am. Hearing was held on 11/8/2004 and 11/9/2004. The final day of hearing was 12/10/2004.

Hearing Decision: Hearing Officer affirmed Department's decision to grant a CON to Open MRI & Imaging of Albany, 3/16/2005. Phoebe Putney submitted objections to Hearing Officer's decision, 4/18/2005. Review Board to hear oral argument on 5/13/2005. This case will immediately follow case 2004-022 which begins at 10:00 am.

Review Board Decision: Review Board issued an Order on 5/25/2005 adopting the Hearing Officer's decision and affirming the Department's decision to issue a CON to Open MRI.

Additional Information: Hearing Officer issued Order denying Phoebe Putney's motion to remand and granting Open MRI's motion to quash, 11/4/2004.

2003-097 Amedisys Home Health of Augusta (Richmond)

2003-118 CSRA Diversified, Augusta (Richmond)

2003-120 CareSouth, Washington (Wilkes)

2003-122 Guardian Home Care of East Georgia (Richmond)

Establishment of New Home Health Agency in SSDR 7 (Batching Cycle)

Agency Decision: On 3/8/2004, CareSouth was approved; Amedisys, Healthfield, United, CSRA Diversified, TM Ventures, CHMG, Guardian and CSRA Nursing were denied.

Appealed By: Amedisys contests the denial of their application and the approval of CareSouth. Guardian and CSRA Diversified contests denial of their applications. Amedisys, Guardian and CSRA Diversified requests intervention in any other appeal filed in this batch; On 6/3/2004 CRSA Diversified withdrew its request for an appeal. On 6/7/2004 Guardian withdrew request for hearing. Amedisys Augusta filed objections to decision of Hearing Officer and requested oral argument before full Review Board, 12/22/2004.

Hearing Officer: Walter Van Heiningen

Hearing Date: Hearing scheduled for 9/13/04 at 9:30am.

Hearing held 9/13 - 14/2004 at 9:30am.

Hearing Decision: Hearing Officer issued decision on 11/22/2004 and ordered that DCH's decision to award a CON to CareSouth and deny a CON to Amedisys be affirmed that a CON be issued to CareSouth for it to expand into Burke, Columbia, Glascock, Jefferson, Jenkins, Richmond, Warren and Washington Counties.

Review Board Decision: Review Board meeting scheduled 1/24/2005 at 10 am. Review Board meeting to be rescheduled since a 45-day extension was granted due to scheduling conflicts, 1/19/2005. Review Board meeting held 3/4/2005 at 10:00 am. On 3/14/2005, the Review Board issued order denying Amedisys' Motion for Leave to Present Additional Evidence and affirming Hearing Officer's decision of 11/22/2005.

Appealed to Superior Court: Amedisys filed Petition for Judicial Review with Superior Court of Fulton County, 4/13/2005.

2004-022 N.Atlanta Diagnostic and Cardiovascular Center d/b/a Global Diagnostic,LLC (Fulton) Establishment of Diagnostic Imaging Service

Agency Decision: Approved 8/31/2004.

Appealed By: Northside Hospital, 9/3/2004 and Diagnostic Imaging of Atlanta, 9/3/2004.

Hearing Officer: Melvin Goldstein

Hearing Date: Hearing held 11/15-17/2004.

Hearing Decision: In his final decision on 2/18/2005, the Hearing Officer ordered that Global Diagnostic be granted a CON. Diagnostic Imaging of Atlanta filed objections to Hearing Officer's decision, 3/21/05. Northside Hospital filed objections to Hearing Officer's decision, 3/23/05. Due to scheduling difficulties, Review Board Vice-Chair granted an extension for the initial time period for review, 4/7/2005. Arguments before full Review Board scheduled for 5/13/2005 at 10:00 am.

Review Board Decision: Arguments before full Review Board was held on 5/13/2005. Review Board issued an Order on 5/25/2005 adopting the Hearing Officer's decision and affirming the Department's decision to issue a CON to Global.

Appealed to Superior Court: Diagnostic Imaging of Atlanta appealed the Review Board's decision to the Superior Court, 6/24/2005.

2004-039 First Source Diagnostic Center (Forsyth)

2004-050 Johns Creek Diagnostic Imaging Center

2004-039 Procurement of MRI Equipment

2004-050 Develop an outpatient freestanding multi-modality DTRC

Agency Decision: First Source Diagnostic Center, Inc. approved on 9/24/2004; Johns Creek Diagnostic Imaging Center approved on 9/24/2004

Appealed By: Diagnostic Imaging of Atlanta requested hearing in opposition, 10/4/2004. Johns Creek Diagnostic Imaging Center requested hearing in opposition, 10/12/2004, and requested intervention in any appeal involving Diagnostic Imaging of Atlanta to the extent that such hearing is not consolidated with the hearing requested by Johns Creek. Northside Hospital requested hearing in opposition, 10/18/2004. Emory Dunwoody requested hearing in opposition, 10/20/2004. First Source Diagnostic moved to intervene in any proceedings regarding Johns Creek Diagnostic's application and its CON, 11/3/2004. Hearing Officer: Walter Van Heiningen

Hearing Date: Hearing scheduled for 2/15-17/2005 at 9:30am. Hearing was held as scheduled. **Hearing Decision:** Summary Judgment denying First Source a CON was issued 2/11/2005. Decision for Johns Creek Diagnostic Imaging Center is pending. On 3/16/05, First Source filed specific objections to the Summary Adjudication to the Review Board. Hearing Officer issued an Order extending the time for which an order should be promulgated to 5/14/2005. Hearing Officer issued Final Decision on 5/11/2005 and reversed the CON issued to Johns Creek. The Department filed specific objections to the decision of the Hearing Officer and requested oral argument to the Review Board, 6/15/2005. Review Board meeting scheduled 10:00 am on 7/15/2005.

2004-048 Phoebe Putney Memorial Hospital Imaging Center (Dougherty)

2004-054 Albany Diagnostic Center, LLC

Development of Outpatient Imaging Center

Agency Decision: Phoebe Putney Memorial, Denied 11/5/2004; Albany Diagnostic Center, Denied 11/5/2004

Appealed By: Albany Diagnostic Center requested hearing on 11/9/2004; Phoebe Putney Memorial requestd hearing on 11/15/2004 and seeks intervention in any appeal regarding the joined application of Albany Diagnostic. Palmyra Park Hospital requested intervention in any appeal filed by Phoebe or Albany, 11/23/04. Open MRI & Imaging of Albany requested intervention in any appeal filed by Phoebe or Albany, 11/29/04.

Hearing Officer: Melvin Goldstein

Hearing Date: Hearing scheduled for 2/15/2005 - 2/18/2005. Hearing to be rescheduled. Hearing scheduled for 5/16-19/2005. Phoebe filed Motion to Dismiss Open MRI and Imaging of Albany for lack of standing. Albany Diagnostic joins Phoebe's Motion. Palmyra and the Department join Open MRI in opposing Phoebe's Motion. Hearing Officer denied Motion to Dismiss, 4/25/2005. Hearing held 5/16-19/2005, with final day of hearing scheduled 6/30/2005 at 10:00 am. Open MRI & Imaging withdrew its intervention/opposition, 6/27/2005.

Hearing Decision: Pending

2004-055 WellStar Kennestone Hospital (Cobb)

Addition of CyberKnife Stereotactic Radiosurgery Unit **Agency Decision:** Approved 10/29/2004 **Appealed By:** Piedmont Hospital 11/24/2004 **Hearing Officer:** Ellwood Oakley **Hearing Date:** Hearing scheduled for 3/21/2005 at 9:00 am. Hearing postponed. Hearing rescheduled 6/1-3/2005 at 9:00am. Hearing was held 6/1-2/2005.

Hearing Decision: Hearing Officer issued decision on July 30, 2005, affirming the Department's decision to approve the project and to grant a CON.

2004-060 Northside Hospital - Cherokee (Cherokee)

Establishment of Adult Cardiac Catheterization Services **Agency Decision:** Approved 12/30/2004 **Appealed By:** Piedmont Hospital requested hearing in opposition, 1/27/2005. **Hearing Officer:** William Joy **Hearing Date:** Hearing originally scheduled for 7/26-28/2005 to be re-scheduled, date pending

2004-061 Radiotherapy Clinics of Georgia (DeKalb)

Establishment of New Radiation Therapy Services **Agency Decision:** Denied 10/21/2004 **Appealed By:** Radiotherapy Clinics of Georgia. Atlanta Oncology filed a Motion to Intervene, 11/30/2004. Hearing Officer issued order denying Atlanta Oncology's Motion to intervene, 4/1/2005. Hearing postponed. **Hearing Officer:** William Joy

Hearing Date: Hearing initially scheduled 5/10-11/2005. Hearing postponed. Parties will argue Motions on 7/12/2005. Hearing re-scheduled 8/17-18/2005.

2004-086 Surgical Centers of Georgia (Bibb)

Addition of Third OR and Pain Management to Existing ASC Agency Decision: Denied 1/25/2005 Appealed By: Applicant 2/2/2005 Hearing Officer: William Joy Hearing Date: Hearing was held on 5/4/2005 at 10:00 am. Hearing Decision: Hearing Officer issued Order on 7/18/2005 affirming the Department's decision denying a CON to Surgical Centers.

2004-095 Memorial Health University Medical Center, Inc. (Chatham)
Construction and Relocation of 2 Existing Operating Rooms
Agency Decision: Approved 3/31/2005
Appealed By: Saint Joseph and Candler Hospitals requested hearing in opposition, 4/28/2005.
Hearing Officer: Sabrina Scott
Hearing Date: Hearing scheduled for 8/29-31/2005 at 9:00am.

2004-106 Gordon Hospital (Gordon)

Establish Adult Diagnostic Cardiac Catherization Service **Agency Decision:** Denied, 4/18/2005 **Appealed By:** Applicant requested hearing on 5/9/2005. Hamilton Medical Center requested intervention (5/12/2005) and Floyd Medical Center requested intervention (5/13/2005) in any appeal filed by Gordon Hospital. **Hearing Officer:** Melvin Goldstein **Hearing Date:** TBA

Appealed Determinations

DET-2004-069 Atlanta Oncology Associates, PC – Northside/Alpharetta Cancer Treatment Center Change location of its radiation therapy facility and linear accelerator. Request approved on 1/21/2004 but Department cancelled its determination on 4/28/2004. Applicant requested hearing on 5/28/2004. Clifford Weiss is Hearing Officer. Prior hearing officer assignment rescinded. Sabrina R. Scott is appointed hearing officer, 5/10/2005.

DET- 2004-001 North Atlanta Scan Associates, Inc.

(2004-CV-89690) (A05D0162)

NASA requested hearing for the purpose of contesting the validity of a cease and desist letter issued by

Department on 11/14/2003. Hearing Officer is Melvin Goldstein. Georgia Alliance of Community Hospitals, Inc. and Diagnostic Imaging of Atlanta have sought intervention. Hearing began 2/25/2004 and continued to 3/18-19/2004. Hearing Officer issued decision on 4/19/2004 denying NASA's appeal. On 6/30/2004, NASA filed Motion for Withdrawal of Final Agency Decision and Request for Rehearing, Reconsideration and Stay. On 7/14/2004, Commissioner Burgess denied NASA's motion. On 8/13/2004 NASA filed petition for judicial review in the Superior Court of Fulton County to stay the Department's decision and for injunctive relief. On 11/29/2004, Superior Court ordered NASA to cease and desist all operations at the Peachtree Dunwoody Road facility until it applies for and receives CON approval. DIA and Georgia Alliance mandamus actions were rendered moot. NASA filed an Emergency Motion for Enforcement of Supersedeas, which was granted by the Court of Appeals on 12/22/2004. NASA also filed an application for discretionary appeal, which was granted on 1/12/2005 by the Court of Appeals.

DET-2004-079 United Medical System, dba PET Scans of America

United Medical Systems requested hearing on 7/7/2004 to contest cease and desist order issued by Department on 6/17/2004. Hearing Officer is Clifford Weiss. Prior hearing officer assignment rescinded. William C. Joy is appointed hearing officer, 5/10/2005.

DET-2004-036 Coliseum Medical Centers and Coliseum Surgery Center

Requested transfer of four endoscopy procedure rooms from hospital to Same-Day Surgery Center without CON review. Denied 6/17/2004. Coliseum requested a hearing on 7/15/2004. Hearing Officer is Ellwood Oakley. Hearing scheduled 12/8-9/2004. Hearing to be rescheduled.

1995-092-CAN Southern Crescent Rehabilitation & Retirement Center

Requested hearing on 10/26/2004 for the purpose of contesting a Notice of Cancellation issued by the Department. Hearing Officer is Walter Van Heiningen.

DET-2003-020-CAN Piedmont Hospital-Fayette Community Hospital

Requested hearing on 11/12/2004 to contest cancellation of Determination Letter of 2/13/2003. Hearing Officer is Ellwood Oakley. Hearing scheduled for 3/7/2005 at 9:00 am. Hearing postponed. New hearing date pending.

2004-039-C&D First Source Diagnostic Center, Inc.

On 10/25/04, the Department issued a second Cease and Desist letter requiring First Source to cease offering MRI services until the resolution of all pending appeals. First Source requested hearing contesting this second cease and desist letter, 11/19/04. Hearing Officer is Walter Van Heiningen. Northside Hospital filed Motion to Intervene, 1/13/2005. Hearing was held 2/15-17/2005. See appealed CON, Project 2004-039.

2004-039-CMP First Source Diagnostic Center, Inc.

On 12/3/2004, the Department notified First Source that civil monetary penalties had been instituted due to violation of the CON Statute. First Source requested hearing on 12/30/2004 to contest the imposed fines. Hearing Officer is Walter Van Heiningen. Northside Hospital filed Motion to Intervene, 1/13/2005. Hearing was held 2/15-17/2005. See appealed CON Project 2004-039.

LNR-MRI-2004-028 Neurology Specialists of Savannah, P.C.

Acquire pre-owned MRI unit to be installed as part of a new full service neurology facility. Request denied 1/21/2005. Applicant requested hearing 2/2/2005. Ellwood Oakley is Hearing Officer. Hearing scheduled 6/6/2005 at 9:00 am. Hearing Officer issued order July 30, 2005 affirming the Department's denial of the letter of non-reviewability.

ICC-2005-001 Spanish Oaks Retreat, Inc.

Requested hearing to contest monetary penalty which the Department imposed due to a shortfall in the indigent and charity care commitment. Melvin Goldstein is Hearing Officer. Hearing Officer issued order dismissing the appeal on August 11, 2005.

DET-2004-089 Piedmont Hospital

Requested hearing challenging the Department's order dated 6/1/2005 to cease operation of its Varian Trilogy linear accelerator system. Melvin Goldstein is Hearing Officer.

ICC-2005-002 Southern Plantation of Ga., Inc.

Requested hearing to contest monetary penalty which the Department imposed due to a shortfall in the indigent and charity care commitment, June 20, 2005. Sabrina R. Scott is Hearing Officer.

ICC-2005-003 Georgia Home Health Services

Requested hearing to contest monetary penalty which the Department imposed due to a shortfall in the indigent and charity care commitment, July 1, 2005. Melvin Goldstein is Hearing Officer. Hearing Officer issued order dismissing the appeal on August 1, 2005.

Requests for LNR for Establishment of Physician-Owned Ambulatory Surgery Facilities

LNR-ASC-2004-027 Foot & Ankle Center of Middle Georgia, LLC Establish a physician-owned, single specialty, ambulatory surgery center Site: 1040 Morningside Drive, Perry, GA Number of OR's: 1 Specialty: Podiatry Physician(s) authorization requested: 1 - Sarvepalli D. Jokhai Project costs as submitted: \$478,032.35 Request received: 9/8/2004 Contact person: Roger N. Phillips, (770) 335-9797 Determination: Pending Determination Date:

LNR-ASC-2005-002 Gainesville Eye Associates, LLC Construct a physician-owned, single specialty, office-based ambulatory surgery center Site: 2061 Beverly Road, Gainesville, GA Number of OR's: 2 Speciality: Ophthalmology Physician(s) authorization requested: 2 Project costs as submitted: \$1,146,775 Request received: 2/7/2005 Contact person: Edward C. Luke, Jr., (770) 951-8427 Determination: LNR Issued Determination Date: 8/5/2005

LNR-ASC-2005-008 Forsyth Street Orthopaedic Surgery & Rehabilitation Center, P.C. Establish a physician-owned, single specialty, office-based ambulatory surgery center Site: 1716 Forsyth Street, Macon, GA Number of OR's: 2 Specialty: Orthopaedics Physician(s) authorization requested: 6 Project costs as submitted: \$1,484,099.75 Request received: 4/15/2005 Contact Person: Gayle R. Evans, (770) 794-4944 Determination: Pending Determination Date:

LNR-ASC-2005-009 Southeastern Pain Ambulatory Surgery Center, LLC Establish a physician-owned, single specialty ambulatory surgery center Site: 1140 Hammond Drive, Building E, Atlanta, GA 30326 Number of OR's: 2 Specialty: Pain Medicine Physician(s) authorization requested: 2 Project costs as submitted: \$1,027,045.20 Request received: 6/6/2005 Contact Person: Daniel Mohan, (404) 504-7610 Determination: Pending Determination Date:

LNR-ASC-2005-010 Urological Surgical Partners, LLC Develop a physician-owned, single specialty, office-based ambulatory surgery center Site: 5673 Peachtree Dunwoody Road, Doctors Center Four Bldg., Suite 900, Atlanta, GA 30342 Number of OR's: 3 Specialty: Urology Physician(s) authorization requested: 4 Project costs as submitted: \$1,054,250.00 Request received: 6/10/2005 Contact Person: Renita L. Spining, (404) 255-3822 Determination: Pending Determination Date:

LNR-ASC-2005-011 Specialty Spine Intervention Center, PC

Develop a physician-owned, single specialty, office-based ambulatory surgery center. Site: 1240 Jesse Jewell Parkway, Suite 360, Gainesville, GA 30501 Number of OR's: 2 Specialty: Pain Management Physician(s) authorization requested: 2 Project costs as submitted: \$530,378.84 Request received: 6/17/2005 Contact Person: Daniel J. Mohan, (404) 504-7610 Determination: Pending Determination Date:

LNR-ASC-2005-012 Northwest Plaza ASC, LLC Operate a physician-owned, single specialty, ambulatory surgery center. Site: 2311 Lake Park Drive, Suite #4, Albany, GA 31707 Number of OR's: 2 Specialty: Orthopedics Physician(s) authorization requested: 1 Project costs as submitted: \$1,313,617.18 Request received: 7/21/2005 Contact Person: Daniel J. Mohan, (404) 504-7610 Determination: Pending Determination Date:

LNR-ASC-2005-013 Savannah Spine Center, ASC Operate a physician-owned, single specialty, ambulatory surgery center Site: 11706 Mercy Blvd., Building 8, Savannah, GA 31405 Number of OR's: 1 Specialty: Pain Management Physician(s) authorization requested: 1 Project costs as submitted: \$632,263.83 Request received: 7/22/2005 Contact Person: Robin Beatty, (404) 725-8786 or (770) 516-1775 Determination: Pending Determination Date:

Requests for LNR for Diagnostic or Therapeutic Equipment

LNR-EQT-2005-014 The Emory Clinic, Atlanta, DeKalb County, GeorgiaRequest to acquire by capital lease an Allegretto Wave 1038 LaserSite: 875 Johnson Ferry Road, Atlanta, Fulton County, GeorgiaValue as Submitted: \$505,626.00Request Received: 5/12/2005Contact Person: Jeffrey C. Baxter (404) 817-6247Determination: PendingDetermination Date:

LNR-EQT-2005-017 Albany ENT Sinus and Allergy Clinic, Albany, Dougherty County, Georgia Request to acquire by purchase a fixed-based Xoran Technologies MiniCAT for ENT CT Scanner for use in practice-based imaging Site: 605 Pointe North Boulevard, Albany, Georgia 31721 Value as Submitted: \$196,500.00 Contact Person: Lesli Todd (229) 435-9878 Determination: Pending Determination Date:

LNR-EQT-2005-018 King's Medical Company, Hudson, Ohio Northside Hospital-Cherokee, Canton, Cherokee County, Georgia Request to acquire by operational lease a fixed-based Siemens Concerto MR Scanner for use in freestanding multi-modality imaging center Site: 15 Reinhardt College Parkway, Suite 104, Canton, Cherokee County, Georgia 30114 Value as Submitted: \$568,989.00 Request Received: 5/31/2005

Contact Person: Brian Toporek (404) 851-6821 Determination: Letter Issued	Determination Date: 8/4/2005
LNR-EQT-2005-019 Neurology Associates, LLP, Macon, Bibb County, Georgia Request to acquire by purchase a reconditioned fixed-based GE 1.5T HiSpeed MRI for use in practice- based imaging	
Site: 673 Pine Street, Macon, Bibb County, Georgia 3' Value as Submitted: \$763,027.36 Contact Person: Alan H. Rumph, Esq. (478) 743-4436	Request Received: 7/1/2005
Determination: Pending	Determination Date:
LNR-EQT-2005-020 Open MRI of Milledgeville, LLC, Milledgeville, Baldwin County, Georgia Request to acquire by purchase a fixed-based Hitachi 2002 Aries II MRI for use in single-modality freestanding imaging center Site: 1850 N. Columbia Street, Suites 3-4, Milledgeville, Georgia 31061	
Value as Submitted: \$755,359.26 Contact Person: Paul Cote (770) 642-5480	Request Received: 7/6/2005
Determination: Pending	Determination Date:
LNR-EQT-2005-021 AmMed Inc. d/b/a Open MRI Center of Georgia, Riverdale, Clayton County, Georgia	
Request to acquire by capital lease a fixed-based Philips100019 Brilliance CT 6-Slice System for use in freestanding multi-modality imaging center	
Site: 34 Upper Riverdale Road, Suite 120, Riverdale, Value as Submitted: \$744,347.70	Georgia 30274 Request Received: 7/8/2005
Contact Person: Daniel M. Beall (770) 394-8465 Determination: Pending	Determination Date:
LNR-EQT-2005-022 John Blankenship, MD, Athens, Clarke County, Georgia Request to acquire by purchase a fixed-based General Electric CT-I CT System for use in practice-based imaging	
Site: Resource Medical Building 2100, Athens, Clarke Value as Submitted: \$199,829.00 Contact Person: Debra Strickland (706) 543-3212	County, Georgia 30606 Request Received: 7/18/2005
Determination: Pending	Determination Date:
LNR-EQT-2005-023 Kennestone Hospital, Inc. d/b/a WellStar Kennestone Hospital, Marietta, Cobb County, Georgia	
Request to acquire by purchase a Permedics Odyssey IMRT upgrade to existing hospital-based linear accelerator	
Site: 677 Church Street, Marietta, Cobb County, Georgia 30060 Value as Submitted: \$561,387.00 Contact Persons Automa (770) 700 1540	
Contact Person: Caroline Aultman (770) 792-1542 Determination: Pending	Determination Date:
LNR-EQT-2005-024 Midtown Neurology, PC, Atlanta, Fulton County, Georgia Request to acquire by operational lease a mobile GE Profile III MRI Site: Lovejoy Medical Center, Lovejoy, Georgia	
The Ross Orthopaedic Wellness Center, Atlanta, Georgia Georgia Spinal Health & Wellness, Lilburn, Georgia	
Value as Submitted: \$348,000 Request Received: 7/22/2005 Contact Person: Husham Mishu, MD (404) 653-0039	
Determination: Pending	Determination Date:
LNR-EQT-2005-025 Georgia Hyperbaric Medical Systems, LLC / Cobb Hyperbaric Medicine, Inc., Marietta, Cobb County, Georgia	
Request to acquire by purchase a multiplace hyperbaric oxygen chamber	
Site: 66 Whitcher Street, Marietta, Cobb County, Georgia Value as Submitted: \$733,898.00 Request Received: 8/8/2005/2005	

Value as Submitted: \$733,898.00 Request Received: 8/8/2005/2005

Determination Date:

Requests for Miscellaneous Letters of Determination

DET-2005-018 Diagnostic Systems of Georgia, LLC, Athens, Clarke County, Georgia Request for determination regarding associated and simultaneous development Request Received: 3/16/2005 Contact Person: Richard Gray (706) 354-1036 **Determination:** Pending **Determination Date:** DET-2005-042 Emanuel Medical Center, Swainsboro, Emanuel County, Georgia Request for determination regarding construction of new Department of Laboratory Medicine Request Received: 6/20/2005 Contact Person: Robert L. Via (478) 289-1304 **Determination:** Pending **Determination Date:** DET-2005-043 WellStar Cobb Hospital, Austell, Cobb County, Georgia Request for determination regarding replacement of existing CT scanner Request Received: 6/28/2005 Contact Person: Caroline Aultman (770) 792-1542 **Determination:** Pending **Determination Date:** DET-2005-044 St. Mary's Health Care System, Athens, Clarke County, Georgia Request for determination regarding replacement of cardiac catheterization equipment Request Received: 7/1/2005 Contact Person: Jonathan Johnson (706) 353-8840 **Determination:** Pending **Determination Date:** DET-2005-046 Orthopedic Center, PC, Savannah, Chatham County, Georgia Request for determination regarding pain management in a limited purpose ASC Request Received: 7/13/2005 Contact Person: Michael Kleinpeter (912) 644-5370 **Determination:** Pending **Determination Date:** DET-2005-047 Atlanta Women's Health Group, PC a/k/a North Crescent Surgery Center, LLC, Atlanta, Fulton County, Georgia Request for determination regarding addition of new members to existing single specialty, office-based, physician owned ambulatory surgery center Request Received: 7/15/2005 Contact Person: Gail Detraz (404) 303-8435 **Determination:** Pending **Determination Date:** DET-2005-048 Emory Adventist Hospital, Smyrna, Cobb County, Georgia Request for determination regarding expansion of emergency department at a cost below threshold Request Received: 7/18/2005 Contact Person: Brian McDaniel (770) 438-5215 x2171 **Determination:** Pending **Determination Date:** DET-2005-049 Woodland Ridge Senior Living, Inc., Smyrna, Cobb County, Georgia Request for determination regarding licensure consolidation Request Received: 7/21/2005 Contact Person: Robert Fink (770) 431-7070 **Determination:** Pending **Determination Date:**

DET-2005-050 Hospital Authority of Miller County d/b/a Miller County Hospital, Colguitt, Miller County, Georgia Request for determination regarding expenditures for replacement of 19 hospital rooms Request Received: 7/25/2005 Contact Person: Harley Smith (229) 758-4232 **Determination:** Pending Determination Date: DET-2005-051 The Harbin Clinic, Rome, Floyd County, Georgia Request for determination regarding replacement of MRI Scanner Request Received: 8/2/2005 Contact Person: Kenna Stock (706) 236-6347 **Determination:** Pending **Determination Date:** DET-2005-052 South Georgia Health Alliance, Inc., Valdosta, Lowndes County, Georgia Request for determination construction of hospice house facility Request Received: 8/8/2005 Contact Person: Jack Edwards (229) 259-4107 **Determination:** Pending **Determination Date:** DET-2005-053 Emory University d/b/a Emory Crawford Long Hospital, Atlanta, Fulton County, Georgia Request for determination regarding replacement of PET Scanner Request Received: 8/8/2005 Contact Person: Toni F. Wimby (404) 686-2450 **Determination:** Pending **Determination Date:** DET-2005-054 The Emory Clinic, Atlanta, Dekalb County, Georgia Request for determination regarding replacement of linear accelerator with Varian Trilogy Request Received: 8/9/2005 Contact Person: Mike Mason (404) 778-5639 **Determination:** Pending **Determination Date:** DET-2005-055 CareSouth HHA Holdings of Georgia, Inc., Augusta, Richmond County, Georgia VNA of Cordele, Inc. Cordele, Crisp County, Georgia Request for determination regarding replacement transfer of authorized home health counties. Stewart and Webster, from VNA of Cordele to CareSouth Request Received: 8/12/2005 Contact Person: Kelly C. Tripp, Esq. (706) 854-7428; Sheila Gunter (800) 334-8268 **Determination Date: Determination:** Pending

Requests for Extended Implementation/Performance Period

2003-073 Roosevelt Warm Springs Institute for Rehabilitation Construction of new facility Request to extend initial 12-month implementation period Site: 6135 Roosevelt Highway (Meriwether) Project Approved: 02/20/2004 Initial Duration Period Expiration: 08/18/2005 Contact: David Palmer (706) 655-5001 Approved Cost: \$6,347,200 Request Received: 7/19/2005 Determination: Approved Extended Initial Duration Period: February 14, 2006

HEALTH PLANNING REVIEW BOARD MEMBERS

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IMAGING UPDATE

Imaging Initiative and Guidelines for Submitting Certificate of Need Applications

The Department of Community Health's Division of Health Planning, along with some collaboration from CON has developed and begun a major imaging initiative for CON Regulatory Compliance, Health Planning and Data Management documents. The Division implemented the testing phase of its imaging initiative in April that includes imaging of all CON applications, Health Planning rules and component plans, and Data Management need projections, surveys, threshold guidelines, etc. The imaging initiative is extensive and affords greater public review and access capability. The Department will continue to update more details and information on the imaging initiative in upcoming Tracking and Appeals Reports for your convenience. Please forward any questions regarding the imaging initiative to Doris Berry at 404-656-0462.

In accordance with new CON rules and regulations adopted on January 5, 2005, please follow the following guidelines below when submitting a CON application:

- the signed original application must not be hole punched, stapled or otherwise bound;
- the three copies must be three-hole punched, but must not be stapled or otherwise bound;
- each original application and the three copies should be bound with a rubber band;
- the application must be submitted on the Department's application and supplemental forms only that are available at the Department's website;
- the application must be one-sided 8.5 by 11-inch paper only. Please remember that print is allowed on only one side of the paper. Also drawings or schematics must be reduced to fit on the standard size 8.5 by 11-14 inch paper. If submitted drawings or schematics can not be reduced to fit 8.5 by 11-14 inch paper, the document must be submitted on a compact disc (CD);
- catalogues and other bound booklets that are included with an application should be submitted on compact disc (CD) to be imaged with the application;
- the original application and each copy must have separator tabs between the sections (appendices);
- the original application and each copy must also have colored paper between the appendices and each document within a particular appendix;
- if any appendix, A-O, etc., is not applicable to the project application, a colored paper separator indicating that the appendix is not applicable is required; and
- all documents in the application must be legible and clear to produce quality imaging. The Department will accept a compact disc (CD) copy of an application, which would be in addition to the required original application and three copies

Most of the information provided above is also included on the application instruction page iii for applicant convenience. It is important to follow the directions and requirements for properly submitting the application to avoid a delay in the Department's official receipt of the application and to insure that the application meets the standards for appropriate imaging by the Department.