

Mashkiiziibii Natural Resources Department's

Project Review Process – Version 2.0:

Frequently Asked Questions

- **What is my project PIN number?**
 - Your PIN number is a Project Identifying Number that is unique to the Preliminary Project Review you submitted. You are assigned a PIN number after you hit submit on the application form. The PIN is provided in the automatically generated email that you get with a copy of your application.
- **Can I start and then save a form if I don't have all the information needed to complete it?**
 - Yes, you can save a partially completed form to return to later as long as you can provide an email address. The system will send you an email which will contain a link to your form along with a code needed to access it. MNRD staff will not have a record of this information though, so make sure you don't delete your email!
- **What do I do if I have to change my project proposal or I have new information to share related to a project I have already submitted?**
 - If you have additional information to share that a MNRD staff person specifically reached out to you about, please email it to the staff person who asked for it—they will make sure it gets into the system and notify those who need to know.
 - If you just have additional information to share or a change to make that you did not have or know about prior to submitting, please contact Malita Smart, Administrative Assistant, at 715-682-7123 or nrrecept@badriver-nsn.gov and she will help you with that process.
- **What do I do if I don't have access to a computer to fill out the form?**
 - Please call Malita Smart (information above) and schedule a time with her to come into our office.
- **Who do I contact if I have questions about where my project is in the review?**
 - Please call Malita Smart (information above). Also, you can look at the General Process Workflow on our website to see where in the process you should receive automatic notifications.
- **How long should the Project Review Process take?**
 - This really depends on the site, type of project, and complexity of the project. Those projects that are more complex or result in more environmental impacts may take longer to review—especially if more information is needed by MNRD. However, in general, we try to complete Preliminary Project Reviews within 60 days. (This does not mean all permits will be completed for a project to commence in 30 days.)

If you have any questions, please contact us at our offices at 715-682-7123 or email our Administrative Assistant Malita Smart at nrrecept@badriver-nsn.gov. We will continue to make updates to our website as we publish resources related to this new process.

