

Complete	Process	Date	Notes
	Welcome Letter Sent to Potential Participant		
	Send Blank Application to Potential Participant		
	Receive Application with Appropriate Application Fee		
	Review Application to Ensure All Necessary Documents are Received		
	Perform On-Site Visit and Habitat Assessment		
	Draft Habitat Determination & Mitigation Assessment and Review.		

	<p>Send Draft Habitat Determination, Mitigation Assessment, and Response Letter to USFWS for review and approval if necessary (should receive response from Service within 10 business days)</p>		
	<p>Send Habitat Determination Letter to the Applicant.</p>		
	<p>If All Parties are in Agreement with Mitigation Assessment and Applicant wants to move forward, a Draft Participation Agreement will be sent to Applicant for Needed Signatures</p>		
	<p>Receive signed Participation Agreement along with Mitigation Fee from Applicant, Review, and Acquire Needed Signatures from Hays County Staff</p>		
	<p>Issue and Record a Participation Agreement & Participation Certificate to; One Copy to Applicant, one to USFWS, one to County Clerks to be Recorded</p>		