

7849.0200 APPLICATION PROCEDURES AND TIMING.

Subpart 1. **Form and manner.** An applicant for a certificate of need shall apply in a form and manner prescribed by parts 7849.0010 to 7849.0400.

Subp. 2. **Copies, title, table of contents.** The original and 13 copies of the application must be filed with the commission. The applicant shall provide copies of the application to other state agencies with regulatory responsibilities in connection with the proposed facility and to other interested persons who request copies. The applicant shall maintain a distribution list of the copies. Documents, forms, and schedules filed with the application must be typed on 8-1/2 inch by 11 inch paper except for drawings, maps, and similar materials. An application must contain a title page and a complete table of contents that includes the applicable rule by the titles and numbers given in parts 7849.0010 to 7849.0400. The date of preparation and the applicant's name must appear on the title page, as well as on each document filed with the application.

Subp. 3. **Changes to application.** After an application is filed, changes or corrections to the application must comply with subpart 2 as to the number of copies and size of documents. In addition, each page of a change or correction to a previously filed page must be marked with the word "REVISED" and with the date the revision was made. The original copy of the changes or corrections must be filed with the administrative law judge, and the remaining copies must be submitted to the commission. The applicant shall send to persons receiving copies of the application a like number of copies of changed or corrected pages.

Subp. 4. **Cover letter.** An application for a certificate of need must be accompanied by a cover letter signed by an authorized officer or agent of the applicant. The cover letter must specify the type of facility for which a certificate of need is requested.

Subp. 5. **Complete applications.** The commission must notify the applicant within 30 days of the receipt of an application if the application is not substantially complete. On notification, the applicant may correct any deficiency and may resubmit the application. If the revised application is substantially complete, the date of its submission is considered the application date.

Subp. 6. **Exemptions.** Before submitting an application, a person is exempted from any data requirement of parts 7849.0010 to 7849.0400 if the person (1) requests an exemption from specified rules, in writing to the commission, and (2) shows that the data requirement is unnecessary to determine the need for the proposed facility or may be satisfied by submitting another document. A request for exemption must be filed at least 45 days before submitting an application. The commission shall respond in writing to a request for exemption within 30 days of receipt and include the reasons for the decision. The commission shall file a statement of exemptions granted and reasons for granting them before beginning the hearing.

Statutory Authority: *MS s 216A.05; 216B.08; 216B.2421; 216B.243; 216C.10*

History: *L 1983 c 289 s 115; 12 SR 2624*

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