Certificate of Need (CON) Application Review Process: Overview
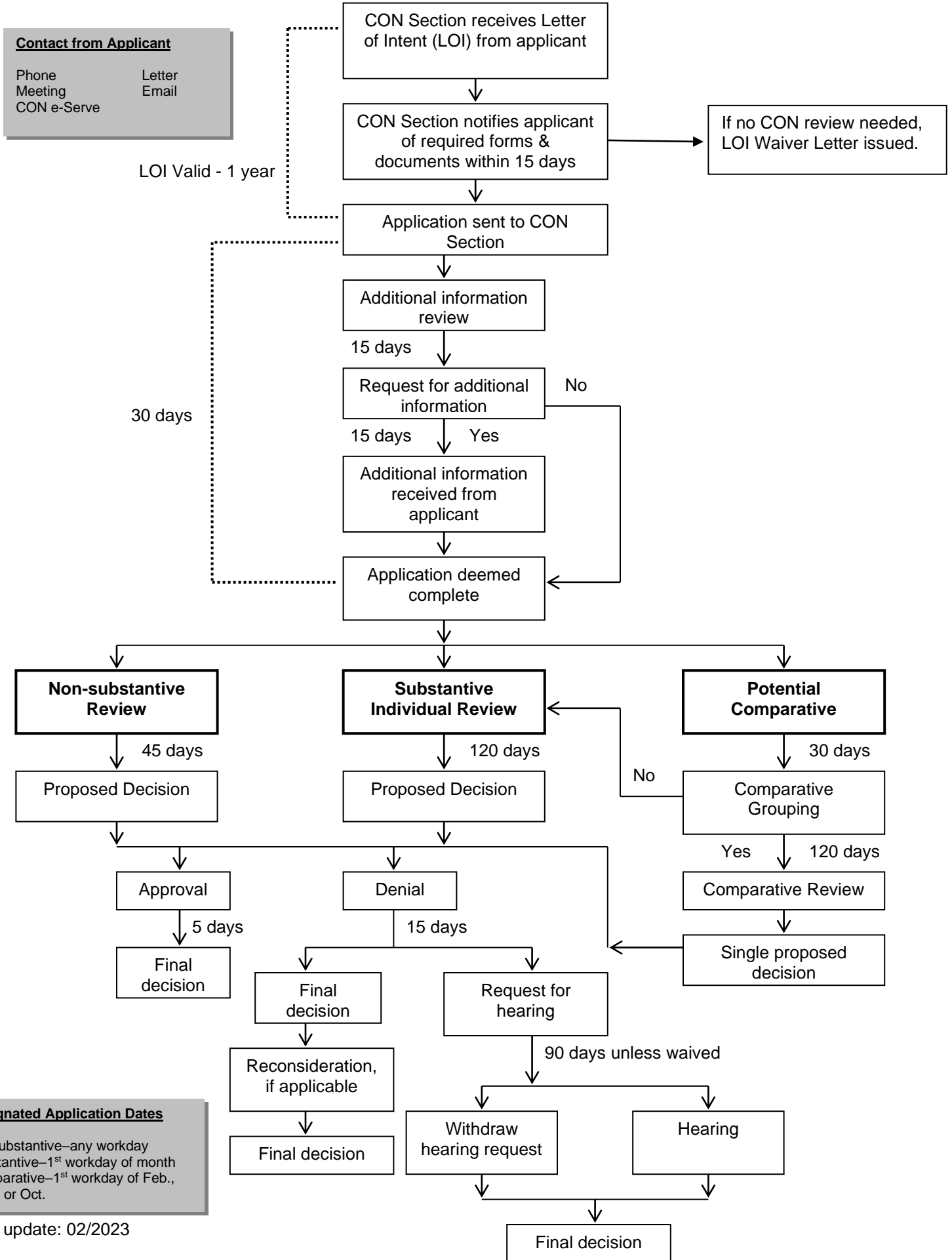
Contact from Applicant

Phone   Letter
Meeting   Email
CON e-Serve

CON Section receives Letter of Intent (LOI) from applicant

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CON Section notifies applicant of required forms & documents within 15 days

→ If no CON review needed, LOI Waiver Letter issued.

LOI Valid - 1 year

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Application sent to CON Section

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Additional information review

15 days

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Request for additional information — No

15 days   Yes

↓

Additional information received from applicant

↓

Application deemed complete

30 days

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Non-substantive Review | **Substantive Individual Review** | **Potential Comparative**

45 days | 120 days | 30 days

Proposed Decision | Proposed Decision | Comparative Grouping

No

Yes   120 days

Comparative Review

Approval | Denial

5 days | 15 days

Final decision | Final decision | Request for hearing | Single proposed decision

Reconsideration, if applicable

90 days unless waived

Final decision | Withdraw hearing request | Hearing

Final decision

Designated Application Dates

Nonsubstantive–any workday
Substantive–1st workday of month
Comparative–1st workday of Feb., June, or Oct.

Last update: 02/2023