**Section 1130.550 Agency Processing of an Application for Exemption**

a) Application for Exemption Form

Applicants for an exemption are required to submit a completed exemption application form, which is available from the HFSRB website (www.hfsrb.illinois.gov). Once completed, the form shall be submitted to the HFSRB principal office, located at 525 W. Jefferson Street, 2nd Floor, Springfield IL 62761.

b) Completeness

HFSRB staff shall review an application for exemption to determine whether all required information and application-processing fees have been submitted. Applications that do not contain the required information, documentation, or fee shall be deemed incomplete. If HFSRB staff deems the application incomplete, they shall notify the applicant of the reasons within 30 days after receipt. The applicant shall submit the information or fee within 30 days after receiving the notice. Failure to submit the requested information or fee shall result in the application for exemption being voided with the loss of all fees paid.

HFSRB NOTE: Persons who have initiated or completed projects eligible for exemption without obtaining an exemption are in violation of the Act and are subject to the penalties and sanctions provided in the Act and Section 1130.790.

c) Submission to Chairman of HFSRB

Following HFSRB staff review, applications (including related documentation) that comply with all HFSRB requirements and are unopposed shall be forwarded to the Chairman for review and action.

(Source: Amended at 40 Ill. Reg. 14647, effective October 14, 2016)