

**DEPARTMENT OF MINES, MINERALS AND ENERGY
DIVISION OF MINED LAND RECLAMATION**

GUIDANCE MEMORANDUM¹ No. 7-03

Issue Date: September 3, 2003, Revised April 21, 2008

Subject: Bond Reduction/Release Applications and Completion Reports

In order to expedite the review processes and to incorporate these activities into the electronic permitting process, this memorandum sets out the portions of the electronic permit application (DMLR-PT-034E) that must be addressed (where applicable) in conjunction with an application for reduction/release of a permit's performance bond and the submittal of completion reports.

Applications for Performance Bond Reduction/Release

Section(s)	Item/Narrative/Attachment
1.14, 7.5, 20.8	Remining documentation.
1.6	Enter the code of "BR" to designate bond reduction/release.
1.16	Section(s) to be modified by the application.
2.6	Public notice required by 4 VAC 25-130-800.40 (a)(2) VCSMRR ² .
3.12	Amount of any acreage being deleted.
7.6	Land use information.
7.7	Ground cover/Tree transects (DMLR-PT-224) and hayland/pasture productivity form (DMLR-PT-012, revised 8/03).
8.6	Documentation of whether any required mitigation achieved.
9.4	Seeding reports (DMLR-PT-011).
19.1	Narrative – (Note: If the application involves incremental bonding, the narrative shall identify the specific bond reduction amount for each increment.) Application for Performance Bond Release (DMLR-PT-212)
21.1	Landowner letters, affidavits, notarization of reclamation, Certification-application for permit (DMLR-PT-034D)
21.2	Maps (<i>pdf</i> or <i>dwg</i> version)
21.4	Map legend (DMLR-PT-017)
21.5	Include an AutoCAD <i>dwg</i> version of the map(s) in Section 21.2.

¹ This Memorandum is to be considered a guideline issued under the authority of § 45.1-230.A1 of the Code of Virginia which reads:

"In addition to the adoption of regulations under this chapter, the Director may at his discretion issue or distribute to the public interpretative, advisory or procedural bulletins or guidelines pertaining to permit applications or to matters reasonably related thereto without following any of the procedures set forth in the Administrative Process Act (§ 2.2-4000 et seq.). The materials shall be clearly designated as to their nature, shall be solely for purposes of public information and education, and shall not have the force of regulations under this chapter or under any other provision of this Code."

² Virginia Coal Surface Mining Reclamation Regulations, as amended.

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Completion Reports

Section(s)	Item/Narrative/Attachment
1.6	Enter the code of “ CR ” to designate completion report
1.16	Section(s) to be modified by the application.
3.12	Amount of any acreage being deleted.
9.4	Seeding reports (DMLR-PT-011).
19.1	Narrative – (Note: If the application involves incremental bonding, the narrative shall identify the specific bond reduction amount for each increment.)
21.1	Certification-application for permit (DMLR-PT-034D)
21.2	Maps (<i>pdf</i> or <i>dwg</i> version)
21.4	Map legend (DMLR-PT-017)
21.5	Include an AutoCAD <i>dwg</i> version of the map(s) in Section 21.2.

If there are any pending revisions to the permit under review by DMLR (or revision(s) which may be needed to facilitate the bond reduction/release or completion), the applicable revision(s) should have final approval/action prior to a request for a data dump for the bond reduction/release application or completion report.

Should you have any questions regarding bond reduction/release, completion reports, or the electronic permitting requirements, please contact the Division of Mined Land Reclamation’s Reclamation Program Manager at (276) 523-8160 or 523-8202.