

<b>DIVISION OF MINED LAND RECLAMATION</b>		<b>PROCEDURE NO.</b>	2.3.03
<b>PROCEDURES MANUAL</b>		<b>ISSUE DATE</b>	May 1, 2013
<b>SUBJECT</b>	Anniversary Materials	<b>Section</b>	Enforcement/Permitting
		<b>Last Revised</b>	10-11-05

**OBJECTIVE AND INTENT:**

To ensure anniversary fees (Va. Code 45.1-235E), reports, and maps are properly submitted by the permittee.

**PROCEDURES:**

**Anniversary Maps**

Anniversary materials, including an updated map, are required to be submitted via e-forms annually at least 45 days, but not more than 60 days prior to the anniversary date of the permit

The map should be colored<sup>1</sup> to reflect actual field conditions at the time the report is prepared. The acreage listed on the anniversary map’s legend (DMLR-PT-017) “Since Permit Issuance” section must correspond with the acreage listed on the anniversary report form (DMLR-PT-028 E-form).

**Certifications**

The following must be submitted:

- Annual impoundment/pond certifications utilizing the DMLR-PT-092A E-form.
- Haulroad certifications, if any changes/upgrades of the road(s) occurred since the last anniversary, mid-term, or renewal permitting action. The Inspector will determine whether there have been any changes to the permit road(s), which may result in a road being classified as a “primary road” (See Guidance Memorandum #10-05). If an update is required, the Inspector will instruct the permittee to submit a revision application identifying the changes, including appropriate as-built certification(s), map(s), and plan(s) for the road(s). Once submitted to the DMLR office, the revision application will be routed to an Environmental Engineer for review (per DMLR Procedure 2.2.01).

**Submittal to DMLR**

The anniversary materials including maps (both pdf and dwg) must be submitted utilizing the DMLR-PT-028 E-form. - and annual impoundment certifications must be submitted utilizing DMLR-PT-092A E-form.

The anniversary report submittal guidelines are as follows:

- If the submitting Professional Engineer (PE) is not the “submitter,” an original PE certified hard copy of the map must be submitted
- If the PE signs the maps utilizing the IdenTrust digital signature software an original hard copy map is not required to be submitted. A pdf version of the map must be attached with the signature, seal and date.
- If the PE is the “submitter” of the E-form an original hard copy map is not required to be submitted. A pdf version of the map must be attached with the signature, seal and date.

The anniversary materials shall be reviewed by the field Inspector. The Inspector will verify that the information is correct, especially concerning changes in the permit and/or roads since the last anniversary, renewal, or other permitting action. If all the information contained in the anniversary materials is correct the field inspector will approve the E-form, which will allow the E-form to be submitted to the DMLR Mapping Section for review.

---

<sup>1</sup> Per the color coding listed on the map legend form – DMLR-PT-017

<b>DIVISION OF MINED LAND RECLAMATION</b>		<b>PROCEDURE NO.</b>	2.3.03
<b>PROCEDURES MANUAL</b>		<b>ISSUE DATE</b>	May 1, 2013
<b>SUBJECT</b>	Anniversary Materials	<b>Section</b>	Enforcement/Permitting
		<b>Last Revised</b>	10-11-05

If the field inspector finds errors in the anniversary materials, the field inspector must provide comments and reject the E-form, which will return the anniversary materials to the submitter for corrections. This process will be repeated until the inspector approves the E-form

Note: If roads are required to be updated, this must be accomplished under a separate revision application.

**Mapping Section Review**

- Review the anniversary map and acreage calculations, and compare such with the last approved map on file in the DMLR mapping database system.
- If errors are found in the acreage (e.g. permitted, disturbed, regraded, vegetated, or undisturbed acreage) provide detailed comments and reject the E-form Anniversary Materials, (which will return the E-form to the submitter for corrections as “Mapping Rejected).
- Once the Anniversary Materials are found accurate and complete by the Engineering Technician, the Anniversary Materials will be “Mapping Approved” and an e-mail will be automatically generated notifying the submitter, permittee and the field inspector of the amount of fees owed and the due date.
- If the fees owed are not submitted by the due date, an e-mail will be automatically generated one day after the due date notifying the inspector that the fees are now overdue.

The E-form Program will, upon final approval and payment of anniversary fees, update the appropriate data into the DMLR permitting system database. The “Final pdf” of the Anniversary Materials is placed in the electronic Permit Supplements file.