

<b>DIVISION OF MINERAL MINING PROCEDURES MANUAL</b>		<b>PROCEDURE NO.</b>	4.13.00
		<b>ISSUE DATE</b>	09/10/91
<b>SUBJECT</b>	Permit Application Review	<b>Section</b>	Permitting
		<b>Last Revised</b>	

**OBJECTIVE AND INTENT:**

To ensure consistent and timely review and processing of permit applications.

**PROCEDURES:**

1. The permit application is received and date stamped by the Executive Secretary and then forwarded to the Program Support Technician.
2. The permit application is logged onto the Permit Tracking area of the Mineral Mining System in accordance with *Procedure 4.16.00* unless the Mine Inspector has already begun the tracking on the system.
3. Within 2 days after receipt, the Program Support Technician will conduct a review to assure completeness and that the package has been reviewed by the Mine Inspector. The complete application or a field approved application is then given to the Environmental Engineer Consultant for review. Applications which are incomplete or have not been initially reviewed by the Mine Inspector are mailed to the Mine Inspector for his review.
4. The Environmental Engineer Consultant will log the application into the tracking system in accordance with *Procedure 4.16.00* and review the application to determine compliance with regulations and acceptable environmental and engineering practice. If additional information or technical studies are required, the Environmental Engineer Consultant will draft a letter to the applicant specifying the requirements, corrections, technical studies or additional information needed. The Environmental Engineer Consultant will complete the review and approve, deny or return the permit application to the operator within 21 days after receipt.
5. The Program Support Technician or the Environmental Engineer Consultant will distribute the comment letters to the operator. Copies will be provided to the Environmental Engineer Consultant, Mine Inspector, and Mine Inspector Supervisor. A copy of the letter will also be placed in the pending permit file. The original letter will be sent to the operator; the permit application may also be returned to the operator with the comment letter upon the discretion of the Engineer.
6. After response to the Environmental Engineer Consultant's comments is received from the applicant and date stamped, the Environmental Engineer Consultant will review the response to determine compliance within 21 days of receipt. If the applicant's response is insufficient or the new information generates additional comments, the Environmental Engineer Consultant will notify the applicant in writing as indicated in No. 4 and 5 above. If the applicant's response is adequate, the Environmental Engineer Consultant will approve the permit application and indicate such on the permit tracking system.
7. The approved permit application will be given to the Program Support Technician who will compose a letter; billing the applicant for required fees and bond. The letter will state that the fees and bond are to be submitted to the division within 30 days of the date of the letter.
8. Upon receipt of the bond and fees from the applicant, the Executive Secretary will post the monies and bond on the daily mail log in accordance with established administrative procedures. The bond and fees will then be given to the Program Support Technician.

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9. The Program Support Technician will collect the bond and fees, permit application and all associated materials in the pending permit file. The Program Support Technician will create a permit file in the Mineral Mining System Permitting area and enter permit, ownership and license information. Once the data entry is completed the permit document and a receipt will be generated only if requested by the applicant.
  
10. The Program Support Technician will establish two permanent files for all approved permits. The original file will remain in the DMM office and a copy file will be sent to the Mine Inspector overseeing the operation. File sections will include:
  - 1) bond and fee ledger sheet
  - 2) Progress Reports
  - 3) accident reports (in separate manila folder) and miscellaneous correspondence
  - 4) Application/Operation Plan package and amendments
  - 5) maps with legends
  - 6) Inspection Reports
  - 7) Tonnage Reports.

The DMM office file will be kept in the file room and filed by permit number numerically.