

VIRGINIA GAS AND OIL BOARD REGULATIONS

Department of Mines, Minerals, and Energy

4VAC25-160-30. Administrative provisions.

A. The Virginia Gas and Oil Board shall meet on the third Tuesday of each calendar month unless no action is required by the board or unless otherwise scheduled by the board. All hearings shall be scheduled in accordance with the requirements for notice by publication in §45.1-361.19 of the Code of Virginia. Except where otherwise established by the Act, the board may establish deadlines for filing materials for meetings or hearings scheduled on other than the third Tuesday of each month.

B. Applications to the board must be filed by the following deadlines:

1. All applications, petitions, appeals or other requests for board action must be received by the division at least 30 calendar days prior to the regularly scheduled meeting of the board. If the 30th day falls on a weekend or a legal holiday, the deadline shall be the prior business day.

2. When required, two copies of the following material must be filed with the division at least seven calendar days prior to the regularly scheduled meeting of the board in order for the application to be considered a complete application:

- a. The affidavit demonstrating that due diligence was used to locate and serve persons in accordance with §45.1-361.19 of the Code of Virginia and 4VAC25-160-40 of this chapter; and

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b. Proof of notice by publication in accordance with 4VAC25-160-40 D of this chapter.

C. A complete application that is not filed by the deadlines of this subsection shall be carried over to the next scheduled meeting of the board. A submission that does not contain a complete application shall not be considered by the board until the application is complete.

D. The division shall assign a docket number to each application or petition at the time of filing, and shall notify the applicant of the docket number. The docket number shall be referenced when submitting material regarding the application or petition.

E. In addition to the other requirements of this chapter, applications to the board shall meet the following standards:

1. Each application for a hearing before the board shall be headed by a caption which shall contain a heading including:

a. "Before the Virginia Gas and Oil board";

b. The name of the applicant;

c. The relief sought; and

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- d. The docket number assigned by the division.
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2. Each application shall be signed by the applicant, an authorized agent of the applicant, or an attorney for the applicant, certifying that, "The foregoing application to the best of my knowledge, information, and belief is true and correct."
 3. Exhibits shall be identified by the docket number and an exhibit number and may be introduced as part of a person's presentation.
 4. Persons shall submit 10 sets of each application and exhibit. Each person offering exhibits into evidence shall also have available a reasonably sufficient number of exhibits for other persons who are subject to the provisions of §§45.1-361.19 and 45.1-361.23 of the Code of Virginia and are expected to be in attendance at the hearing.
- F. Applications for the establishment of units, spacing or pooling shall be accompanied by a ~~\$100~~ \$130 nonrefundable fee, payable to the Treasurer of Virginia.
- G. All parties in any proceeding before the board are entitled to appear in person or be represented by counsel or other qualified representative, as provided for in the Administrative Process Act, §9-6.14:1 et seq. of the Code of Virginia.