

DIVISION OF MINERAL MINING PROCEDURES MANUAL		PROCEDURE NO.	4.11.00
		ISSUE DATE	09/10/91
SUBJECT	Initial Site Investigation	Section	Permitting
		Last Revised	

OBJECTIVE AND INTENT:

To establish procedures to be used in reviewing prospective operators' permit applications (the term "permit" will mean permit/license).

PROCEDURE:

1. The Mine Inspector will initiate a site investigation and review all permit applications prior to submittal to the DMM office. A report of the investigation will be made on the ***Initial Site Investigation (DMM-102)***.
2. The Mine Inspector will initial each page of the permit application to verify its review, and will complete and submit the ***DMM Application Checklist (DMM-148)*** to the DMM office.
3. The Mine Inspector will not mark on any part of the application without the approval of the operator or engineer, except to initial pages as required.
4. The Mine Inspector will review the permit application in accordance with the *Permit Application Review Procedure 4.13.00*.
5. The Mine Inspector will detail necessary changes, additions, or corrections and list these items on the ***Inspection Report (DMM-104)***. A copy of the report will be given to the applicant or to their representative upon completion of the review. The permit application may be returned to the operator so that necessary corrections can be made or maintained in the DMM office.
6. The Mine Inspector will keep a copy of the Initial Site Investigation for reference, and the original report will be sent to the DMM office for their use. Reference will be made to the report when reviewing the recommended changes.
7. The maps and permit forms are the property of the operator until they are submitted to the Division of Mineral Mining.
8. Upon receipt of the Initial Site Investigation, the Program Support Technician will set up a temporary file including the operator's name and county where the site is to be located.
9. When inspections are made on areas which do not require a surface mining permit, the Mine Inspector must notify the Permitting Section by Inspection Report that the area does not require a permit. Additional information should be given to the appropriate agency responsible for regulation of the site.