

DIVISION OF MINERAL MINING PROCEDURES MANUAL		PROCEDURE NO.	4.20.00
		ISSUE DATE	1/8/96
SUBJECT	Permit Transfers	Section	Permitting
		Last Revised	

OBJECTIVE AND INTENT:

To define the process to be used to transfer a mineral mining permit from a permittee to another qualified permittee.

PROCEDURES:

1. The transferring permittee must prepare a **Relinquishment of Mining Permit (DMM-112)** and a **Mineral Mining Annual Tonnage Report (DMM-146)** covering the period from January 1 in the year of the transfer to the date the transfer agreement was finalized. These completed forms must be submitted with the permit transfer application.

The succeeding permittee must prepare a transfer application package which contains a completed **Permit Transfer Acceptance (DMM-161)**, a completed **License Renewal Application (DMM-157)**, a description or copy of the document that grants the right to enter and mine the property, and the Relinquishment form and Tonnage Report form that were completed by the transferring permittee.

2. Upon receipt of the permit transfer package by the Mine Inspector or the Program Support Technician the transfer will be logged into the Permit Application Tracking System in accordance with *DMM Policy 4.16.00*.
3. The Program Support Technician will review the transfer for completeness and ensure that it has been reviewed by the Mine Inspector. If the transfer has been reviewed by the Mine Inspector it will be given to the Environmental Engineer Consultant for final review and processing. If the transfer has not been reviewed by the Mine Inspector the Program Support Technician will mail it to the site Mine Inspector.
4. The Mine Inspector will review the transfer documents within 15 days of receipt. If the transfer documents are incomplete the Mine Inspector will notify the operator in writing of any deficiencies using the **Inspection Report (DMM-104)**. The transfer documents may be returned to the operator to allow additions or corrections to be made.
5. The Mine Inspector upon completion of his review, will signify his field approval by completing a permit tracking sheet or the first page of the **DMM Application Checklist (DMM-148)**.
6. Upon receipt of a field approved permit transfer, the Program Support Technician will give the transfer documents to the Environmental Engineer Consultant for final review. The Environmental Engineer Consultant will complete the final review within 10 days of receipt.
7. Once final approval is granted, the Program Support Technician will bill the succeeding permittee for bond, permit transfer fees and license fees. Upon receipt of these fees, the permit transfer will be completed. The permittees will be notified of the approval and any bond refunds to the transferring permittee will be processed. Final processing will be conducted by the Program Support Technician in accordance with *DMM Permit Application Review Policy 4.13.00* and within 5 days of receipt of the fees and information.