



DIVISION OF MINERAL MINING
 900 NATURAL RESOURCES DRIVE, SUITE 400
 CHARLOTTESVILLE, VA 22903
 (434) 996-5910

MINERAL MINING APPLICATION CHECKLIST

APPLICATION NO. _____ E-TRACK NO. _____

APPLICANT'S NAME: _____ DATE: _____

INSPECTOR: _____

COUNTY: _____

LOCATION: _____

REVIEWER	DATE	RETURN TO OPERATOR	MAIL TO OFFICE	ENTER TO EFORMS	COMMENT



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GENERAL INSTRUCTIONS FOR PERMIT APPLICATIONS:

1. ALL SHEETS AND MAPS 8 ½ X 11 INCHES OR FOLDED TO 8 ½ X 11. **NO ROLLED MAPS ARE ACCEPTED.** TWO PAPER MAPS ARE REQUIRED.
2. TWO COMPLETED SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED TO THE DIVISION.
3. ALL BLANKS ON ALL FORMS MUST BE COMPLETED. IF NOT APPLICABLE ENTER N/A OR NONE. IF ADDRESSED IN NARRATIVES, PROVIDE REFERENCE. INCOMPLETE FORMS WILL BE RETURNED FOR CORRECTION.
4. APPROPRIATE SIGNATURE AND NOTARIZATION ON ALL FORMS.
5. PRE-APPLICATION CONFERENCE WITH MINE INSPECTOR (REG.3.3)

ITEM	YES	NO	N/A	REGULATION	COMMENT
<u>ADMINISTRATIVE INFORMATION</u>					
1. PERMIT/LICENSE APPLICATION				45.2-1126	
A. ALL OWNERS, CORPORATE OFFICERS AND DIRECTORS LISTED IN ITEM 4.					
B. RIGHT OF ENTRY CLEARLY SPECIFIED IN ITEM 17 BY LISTING PARTIES TO THE AGREEMENT, DATE OF EXECUTION AND RECORDING INFORMATION OR BY PROVIDING A COPY OF THE DEED OR LEASE.					
C. BUILDINGS/STRUCTURES UNDER ITEM 22 ADDRESSED DISPOSITION OF BUILDINGS ON COMPLETION OF MINING.					
D. NARRATIVE ATTACHED TO PROVIDE DETAILED OPERATION RECLAMATION/DRAINAGE PLANS FOR ITEM 23.					
E. SIGNED BY PERSON LISTED IN ITEM 5.					
F. ORIGINAL SIGNATURE ON AT LEAST 1 COPY.					
G. TWO COPIES OF ALL PERMIT DOCUMENTS.					
H. ALL BLANKS COMPLETED.					
I. ALL MAPS 8 ½" X 11" OR FOLDED 8 ½" X 11" OR SMALLER.					
2. PERMIT NOTIFICATIONS				45.2-1210	
A. FORM MM-103A ENCLOSED TO LIST ALL OWNERS WITHIN 1000 FEET OF PERMIT BOUNDARY.					
B. COPIES OF MM-103 NOTICE OF APPLICATION TO MINE ENCLOSED FOR EACH ADJACENT PROPERTY OWNER.					



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C. CERTIFIED MAIL RETURN RECEIPTS OR CERTIFIED MAIL RECEIPTS STAMPED BY THE POST OFFICE ARE ENCLOSED.					
D. PROOF OF NOTIFICATION TO THE LOCAL CHIEF ADMINISTRATIVE OFFICIAL (COUNTY ADMINISTRATOR, CITY MANAGER, ETC.).					
E. PROOF OF NOTIFICATION OF ALL UTILITIES WITH FACILITIES WITHIN 500 FEET OF THE PERMIT BOUNDARY.					
3. PERMIT SIGN					
A. DESCRIPTION.					
B. INFORMATION CONTAINED ON SIGN.					
C. LOCATION..					
4. RELINQUISHMENT				45.2-1211	
A. ALL BLANKS COMPLETED.					
B. SIGNED BY APPROPRIATE COMPANY OFFICIAL.					
C. NOTARIZED.					
D. RELINQUISHED ACREAGE IS EQUAL TO OR DOES NOT EXCEED PERMIT ACREAGE OF PERMIT RELINQUISHED FROM.					
5. BOND AND PERMIT FEES					
A. RESTRICTED PERMIT					
B. ESTIMATED BOND AND FEES LICENSE FEE: (\$400 <i>except</i> Sand & Gravel < 5 acres \$100) * \$330 and \$80 for eforms users _____ PERMIT FEES: (ACREAGE X \$50) _____ BOND FEES: (ACRES DIST + TO BE DIST) X \$3000 _____ MRF: (ACRES DIST + TO BE DIST) X \$50.00 _____					
C. OPERATOR ADVISED OF ESTIMATED FEES. NO FEES TO BE SUBMITTED WITH APPLICATION. OPERATOR WILL BE BILLED UPON APPROVAL.					
6. HAS THE POSSIBLE NEED FOR OTHER PERMITS BEEN					



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DISCUSSED WITH THE OPERATORS?					
A. VA. DEPT. OF TRANSPORTATION .					
B. VA. MARINE RESOURCES COMMISSION.					
C. DEPARTMENT OF ENVIRONMENTAL QUALITY - WATER DIV.					
D. ARMY CORPS OF ENGINEERS.					
E. DEPARTMENT OF ENVIRONMENTAL QUALITY - AIR DIV.					
F. DEPARTMENT OF HISTORIC RESOURCES.					
G. DEPARTMENT OF ENVIRONMENTAL QUALITY – WASTE MANAGEMENT DIV.					
H. LOCAL ZONING/LAND USE AGENCY.					
<u>OPERATIONS PLAN</u>				45.2-1209	
1. MINING METHOD					
A. EXTRACTION METHOD AND EQUIPMENT.					
B. PROPOSED DEPTH OF EXCAVATION.					
C. WILL MINING EXTEND BELOW THE WATER TABLE?.					
D. IF MINING EXTENDS INTO THE WATER TABLE, IS A GROUNDWATER PROTECTION PLAN INCLUDED?.					
E. DESCRIPTION OF HOW SIMULTANEOUS RECLAMATION WILL BE ACCOMPLISHED.					
F. DESCRIPTION OF SCREENING AND LOCATION SHOWN ON PERMIT MAP.					
G. NARRATIVE DESCRIPTION TO SPECIFY SLOPES OF PROPOSED CUTS AND FILLS OR CROSS SECTION PROVIDED.					
H. NECESSARY STRUCTURES AND MAINTENANCE FACILITIES SHOWN ON PERMIT MAP OR SEPARATE SITE PLAN.					
2. PROCESSING METHOD					
A. PROCESSES AND EQUIPMENT DESCRIBED.					
B. PROCESSING FACILITIES AND STOCKPILES SHOWN ON PERMIT MAP OR SITE PLAN.					



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C. DESCRIPTION OF PRODUCTS AND WASTES, USE AND DISPOSAL.					
D. DESCRIPTION OF WATER SYSTEM INTAKE, TREATMENT, DISCHARGE.					
3. SPOIL, OVERBURDEN AND WASTE DISPOSAL AND HANDLING					
A. DESCRIPTION OF WASTES PROVIDED.					
B. PLANS FOR DISPOSAL PROVIDED (CONSTRUCTION METHOD, LOCATION, SITE PREPARATION, SLOPES, DRAWINGS).					
C. DESCRIPTION OF DISPOSAL AREA DRAINAGE SYSTEM (DIVERSIONS, UNDERDRAINS, ETC.).					
D. LOCATED ON PERMIT MAPS.					
4. TOPSOIL HANDLING					
A. GENERAL DESCRIPTION, DEPTH AND AVAILABILITY.					
B. DESCRIPTION OF STORAGE METHOD AND PROTECTION.					
C. REAPPLICATION METHOD, DEPTH, AND PREPARATION.					
D. STORAGE AREA, SHOWN ON PERMIT MAPS.					
5. PRINCIPAL ACCESS ROADS					
A. HIGHWAY ENTRANCE PLAN PROVIDED.					
B. NARRATIVE DESCRIPTION OF CONSTRUCTION, SURFACING AND MAINTENANCE.					
C. DUST CONTROL, MEASURES DESCRIBED.					
D. HAULROAD ABANDONMENT DISCUSSED.					
E. DRAINAGE CONTROL PLAN PROVIDED DETAILING CULVERTS, SIZES, BERMS, STREAM CROSSINGS, DITCHES, FILTER STRIPS.					
F. ROAD LOCATION SHOWN ON PERMIT MAP.					
G. CROSS SECTIONS OF ROAD & CULVERT INSTALLATION PROVIDED.					
H. DRAINAGE STRUCTURES AND SIZES SHOWN ON PERMIT MAP.					



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<u>DRAINAGE PLAN</u>					
1. NARRATIVE DESCRIPTION OF DRAINAGE CONTROLS TO BE IMPLEMENTED, AREA TREATED, LOCATION OF STRUCTURE AND DESIGN CONSIDERATIONS.					
2. CONSTRUCTION, MAINTENANCE AND ABANDONMENT.					
A. CONSTRUCTION METHODS INCLUDING SITE PREPARATION, COMPACTION AND EROSION PROTECTION.					
B. MAINTENANCE PLAN INCLUDING INSPECTION, REPAIR & CLEANING.					
C. SEDIMENT HANDLING PLAN TO COVER DISPOSAL OR USE OF SEDIMENTS REMOVED DURING MAINTENANCE.					
D. ABANDONMENT PLANS FOR EACH STRUCTURE OUTLINING PROCEDURE FOR RECLAMATION OF EACH STRUCTURE.					
E. DESIGNS PROVIDED FOR EACH SEDIMENT CONTROL STRUCTURE TO BE USED.					
F. ALL DRAINAGE AND SEDIMENT CONTROL STRUCTURES SHOWN ON PERMIT MAPS.					
<u>RECLAMATION PLAN</u>				45.2-1206	
1. POST MINING LAND USE					
A. POST MINING USE SPECIFIED.					
B. COMPATIBILITY WITH SURROUNDING LAND USES DISCUSSED.					
C. RECLAMATION PROCEDURES TO BE IMPLEMENTED TO FACILITATE THE POST MINING USE.					
2. BACKFILLING AND REGRADING					
A. BACKFILL AND REGRADE SLOPES SPECIFIED.					
B. DESCRIBE HANDLING AND DISPOSAL OF METAL, LUMBER & DEBRIS.					
C. DISPOSITION OF BUILDINGS.					
D. HANDLING AND DISPOSITION OF STOCKPILES.					
E. RECLAMATION OF WASTE DISPOSAL AREAS.					



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3. REVEGETATION					
A. SEEDBED PREPARATION & TOPSOIL REAPPLICATION DISCUSSED.					
B. SEED MIXTURE SPECIES & APPLICATION REATES SPECIFIED.					
C. TREE SPECIES & STOCKING RATE SPECIFIED.					
D. SOIL SAMPLING & TESTING DESCRIBED.					
E. DISCUSSION OF FERTILIZER & LIME APPLICATION PROVIDED.					
MAPS				45.2-1205	
1. PERMIT MAP					
A. MAP LEGEND - ALL BLANKS COMPLETED & PROPERLY SIGNED.					
B. SHOWS ENTIRE PERMIT AREA.					
C. SHOWS BOUNDARIES & NAMES OF SURFACE OWNERS WITHIN 100 FEET OF PERMIT BOUNDARY.					
D. MAP DRAWN TO SCALE.					
E. MAP IDENTIFIES ALL STREAMS, CREEKS, WATER BODIES, ROADS, CEMETERIES, BUILDINGS, UTILITIES, OIL & GAS WELLS ON OR WITHIN 500 FEET OF THE PERMIT BOUNDARY.					
F. SHOWS PROPERTY BOUNDARY OF TRACT BEING MINED.					
G. SHOWS NORTH ARROW.					
H. COLOR CODED AS INDICATED ON THE MAP LEGEND.					
I. SHOWS DIRECTION OF DRAINAGE FLOW.					
2. UNDERGROUND MINE MAP					
A. PROJECTED MINING PLAN FOR UNDERGROUND WORKINGS.					
B. DRAWN TO SCALE.					
C. NORTH ARROW.					
TECHNICAL STUDIES					
1. PREBLAST SURVEY					



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2. HYDROLOGICAL (GROUNDWATER) STUDIES					
3. WETLAND INVESTIGATIONS					