Division's Process Guide - Utah Coal Regulatory Program

- An application is submitted to the Utah Coal Regulatory Program using a cover letter, C1 and C2 forms, accompanied by 3 redline copies (4 if FS involved) for review.

- The SLC Secretary assigns a tracking (project) number, creates a working file and forwards it to a permit supervisor.

- The permit supervisor then assigns a project team and team lead.

- The application and working folder are then filed in the Coal Secretary's office.

- The team lead will work together with the supervisor and technical staff on scheduling.

- All staff is responsible for making sure the project working file and application are checked out properly.

- The Division will notify the applicant when the application meets technical requirements; however the application will NOT be approved until clean copies (without redline strikeout and paginated correctly) are received.

- **The application will be immediately returned for no cover letter and/or C1 and C2 forms. If the application is an amendment and deficient, the application package may be returned or a letter will be sent identifying the deficiencies. If it is a significant revision or new permit, a letter will be sent identifying the deficiencies.**

- **A deficiency letter will include notification stating that the application will be denied if a response is not received within 90 days from the date of the deficiency letter.**

- **For subsequent submittals the applicant will be responsible for updating the application package.**

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