

# Compliance Bulletin

## Article 3 & 4 Application Paper Reduction – Application Fees, Application Certification, Map Certification, Proof of Publication and Final Decision



west virginia department of environmental protection

In an effort to reduce paper usage and costs, The West Virginia Department of Environmental Protection (WVDEP) Division of Mining and Reclamation (DMR) no longer requires the submittal of paper certified maps and paper applicant certifications for eSS applications. These procedures as well as the additional following items will reduce efforts and expense for WVDEP as well as the regulated community.

- Application fee payment may be made via credit card by contacting WVDEP Accounts Receivable at 304-926-0499 ext. 4888. Indicate the DMR regional office where application will be submitted, applicant name and application type so WVDEP Accounts Receivable can notify the DMR regional office of payment received.
- All documents, if scanned, must be as a PDF at the original size.
- All applicant and professional certification pages must be scanned in color and uploaded to the eSS application. Applicant certifications must be notarized.
- Maps requiring certification must be uploaded to the eSS application. The uploaded map must bear the seal and signature of a registered professional engineer or professional surveyor. Certified maps must be notarized. Electronic professional seals and e-Notarization are acceptable.
- For applications requiring public notice, the advertisement and proof of publication are to be scanned and uploaded to the eSS application no later than four weeks after the last date of publication.
- Applicants and parties with assigned association to an application will be notified of the final application decision via **FINAL ACTION EMAIL NOTIFIER**.
- WVDEP will no longer be mailing out paper copies of permit faces or application decision letters. Permit faces and application decision letters can be viewed in the eSS application as an attachment in the application Blue Book or Facts & Findings.