



Kentucky
Department for Surface Mining
Reclamation and Enforcement

Reclamation Advisory Memorandum

From: William J. Grable, Commissioner

Date: May 4, 1990

Subject: Address Changes for Permittees and Applicants

RAM # 100

It is important that the Department for Surface Mining Reclamation and Enforcement maintain the correct and current address for permittees and applicants in order to ensure that all information is distributed to appropriate addresses. This RAM establishes the procedure a permittee or applicant must use to inform the Department of a change of address. THIS PROCEDURE ONLY APPLIES TO CHANGES OF THE PERMITTEE OR APPLICANT'S ADDRESS.

KRS 350.060(3) specifies information which must be submitted in a permit application. It is the permittee or applicant's obligation to provide this information pursuant to this statute. Specifically, KRS 350.060(3)(e) requires that the permanent and temporary post-office addresses of the applicant "...shall be updated immediately if changed at any point prior to final bond release." (Emphasis added.)

A letter (see suggested letter below) notifying the Department must be submitted immediately upon a change of address, and must contain both the old address and the new address. Submit the letter to:

Manager, Management Support Branch
DSMRE, Division of Permits
#2 Hudson Hollow
Frankfort, Kentucky 40601

The letter must be signed by an officer of the permittee or applicant, or by an individual with signature authority for the permittee or applicant. If signature authority has been granted, a copy of the document granting signature authority must be attached to the letter. In the case of a single proprietorship, the owner must sign the letter. In the case of a partnership, a partner must sign the letter.

If a permit application is pending at the time of an address change, the applicant is responsible for correcting and updating the appropriate sections in the pending application through normal submittal procedures. In addition, an address change letter must be submitted. The letter must be addressed to the Management Support Branch as shown above, and may either be included in the submittal containing the revised sections of the application or may be mailed separately.

PLEASE NOTE: If a permit application is submitted and the mailing address therein is different from the address contained in other permits which have previously been issued to the applicant, the new permit application alone is not sufficient notice with regard to the previously-issued permits. An address change letter regarding the previously-issued permits must either be submitted with the new permit application or be submitted separately to the Department address shown above.

When a letter is submitted notifying the Department of an address change, the Department will acknowledge receipt of this letter in writing, informing the permittee or applicant that the Department's records have been changed. Copies of the letter and the Department's response will be sent to the appropriate regional office, the Department of Law, and the Division of Field Services, and copies will be placed in all permit files.

If you have any questions concerning the procedures outlined in this RAM, please contact Mary Belle Fisher at (502) 564-2320.

SUGGESTED LETTER

(date)

Manager, Management Support Branch
DSMRE, Division of Permits
#2 Hudson Hollow
Frankfort, Kentucky 40601

Dear Sir or Madam:

This is to advise the Department for Surface Mining Reclamation and Enforcement of a change in the mailing address of *(name of permittee or applicant)*.

From: *(old address)*

To: *(new address)*

This address change applies to all permits or applications held in the name of *(name of permittee or applicant)*.

Sincerely,

(signature)
(name and title of officer)

Note: If the person signing the letter is not an officer of the permittee or applicant, he must hold signature authority. Attach a copy of the document which grants signature authority.