



Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
www.dnr.illinois.gov

JB Pritzker, Governor
Colleen Callahan, Director

Land Reclamation Division Memorandum No. 2021-01 Revised

To: All Coal Operators/Consultants

From: Ronnie Huff, Director
Office of Mines and Minerals

Date: September 6, 2022

Re: Application and Document Submission Requirements/Procedures
This memorandum replaces Operator Memorandum 2021-01

The Department has updated its requirements on “**how to**” submit electronic applications and large file documents for review and acceptance. These requirements can also be found in the document instructions on the Department’s web page:

<https://www2.illinois.gov/dnr/mines/LRD/Applications/1Instructions.doc>

With the State of Illinois File Transfer Protocol (FTP) site being decommissioned, the Land Reclamation Department is now utilizing Microsoft OneDrive as a temporary tool for submitting large file documents. OneDrive is a free cloud storage system that is integrated into Windows 10 and the Microsoft 365 suite for all its users.

Once applications and documents have been prepared as outlined in the original Operator Memorandum 2021-01 (attached) the applicant shall:

- Send an email to James.schafer@illinois.gov requesting a link to upload a file.
- The authorized mine representative will receive an email notification with a link granting access to upload the file.
- Once upload to the OneDrive is complete, forward /reply email to James.schafer@illinois.gov notifying of the file/document uploaded.

These instructions are for all application types: new permits, renewals, significant and insignificant revisions, incidental boundary revisions, as well as for other large file submittals including but not limited to annual underground maps, affected acres, etc.

Any question on the submittal of applications can be addressed to the Department’s Permit Coordinator, Jim Schafer.



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Land Reclamation Division Memorandum No. 2021-01

To: All Coal Operators/Consultants

From: Nick San Diego, Supervisor
Land Reclamation Division

A handwritten signature in black ink, appearing to read "NSD", written over the printed name of Nick San Diego.

Date: January 25, 2021

Re: Application and Document Submission Requirements/Procedures

The Department has updated its requirements on “**how to**” submit applications and documents for review and acceptance. These requirements are further described in the document instructions found on the Department’s web page:

<https://www2.illinois.gov/dnr/mines/LRD/Pages/FormsApplicationsMemoranda.aspx>.

Since March 30, 2020, the Department had, through a temporary policy, been accepting electronic applications via the State’s File Transfer Protocol (FTP) site. This temporary policy is now being made a permanent part of the application and document submission process.

In addition to the changes in the application process, the Department has changed its requirements for the submittal of Affected Acreage forms/maps and Annual Underground Workings maps. As indicated above, these submittal requirements can be found in the document instructions on the Department’s web page.

The Department reminds all applicants to use the most current application and documents provided by the Land Reclamation Division, as found on the Department’s web site, and to submit those in accordance with the specific document instructions. Any applications and documents not submitted according to the instructions may be returned by the Department.

Included in this memo is a summary of the format and submission requirements for applications, affected acreage submittals, and annual underground workings maps. The complete document instructions may be downloaded from the link above. Future revisions and updates to the requirements for submittals will be found there.