

Coal Section, Montana Department of Environmental Quality

Coal Renewal Instructions

(Updated March 2026)

Include **all** of the following in the application:

1. Cover Letter
2. SMP Renewal Form (attached)
 - a. Fill in all blanks and provide a detailed answer for each question. Write “None” or “N/A” or “See Attachment” if that is the correct answer.
3. Public Notice (example attached)
 - a. Public Notice must contain all required information pursuant to ARM 17.24.401(3)(a) through (g). Use attached example to ensure all required information is included.
4. Relevant maps:
 - a. Copies in **both** PDF and CAD

Enter renewal application materials into the ePermit system (use the form for guidance).

Public Notice instructions:

Upon Completeness Determination, applicant will need to initiate the public notice as follows:

1. Pursuant to ARM 17.24.401(3) the applicant shall advertise the approved public notice of the application in a newspaper of general circulation in the locality of the permit area at least once a week for **four** consecutive weeks with a **30-day** comment period after last date of publication.
2. Per ARM 17.24.303(1)(x) the applicant shall submit proof of publication of the advertisement, please email the affidavit to DEQCoal@mt.gov once received.

Bond instructions:

Upon Acceptability Determination, applicant will need to submit bond according to the amount determined in the acceptability determination letter if applicable. For bond documents sent to DEQ:

1. Once signed by company representative and notarized, send a scanned copy to Ashley Eichhorn (aeichhorn@mt.gov) for an initial review.
2. Send original bond document, preferably via FedEx or UPS for tracking, to DEQ Coal Section, 2401 Colonial Drive, Helena MT 59601.
3. Be sure to provide an updated Proof of Agency if information has changed with updates to Ownership and Control.