

## NORTH CAROLINA SEDIMENTATION CONTROL COMMISSION

**REMISSION GUIDELINES FOR THE DIVISION OF ENERGY, MINERAL, AND  
LAND RESOURCES (“DEMLR”)**

Step 1: Petitioner submits remission request to SCC via DEMLR, within thirty (30) days of receipt of the Notice of Assessment, in accordance with N.C. Gen. Stat. § 113A-64.2(a).

Step 2: The DEMLR staff sends Petitioner a letter acknowledging receipt of the remission request, and includes the following:

1. A request for additional financial information, if Petitioner checked box (e) on the Justification for Remission Request Form;
2. Request for any other supporting documentation; and
3. Deadline for Petitioner to submit additional requested information.

Step 3: The DEMLR Director considers the remission request, including any information submitted by petitioner in support of the remission request.

The DEMLR Director shall consider the factors listed in N.C. Gen. Stat. § 113A-64.2(b) in determining its recommendation.

The DEMLR Director shall make its recommendation consistent with the limitations in N.C. Gen. Stat. § 113A-64.2(b), (c), (d), and (e).

Step 4: The DEMLR Director sends Petitioner a letter with the Director’s initial recommendation. It is recommended that the letter be sent by certified mail or any other method providing delivery confirmation.

The letter shall include a “*Request for Oral Presentation*” form, and the letter shall notify Petitioner of the following:

1. Petitioner may pay the penalty, or the modified penalty if applicable.
2. If Petitioner chooses to pay the penalty, send payment within thirty (30) days of receipt of the letter.
3. How to submit payment (how check should be made payable and where to send)
4. Petitioner may request a payment plan, and who to contact with a request.
5. If Payment is not received or a payment plan is not set up within thirty (30) days of receipt of the letter, the request for remission and supporting documents and the DEMLR Director’s recommendation and supporting documents will be forwarded to the SCC Civil Penalty Remissions Committee for a Final Agency Decision.

- a. Where the penalty has been modified, the letter shall include notice that if the remission request proceeds to the SCC Civil Penalty Remissions Committee, the Committee may affirm the full original amount of the penalty.
6. If Petitioner desires to make an oral presentation to the SCC Civil Penalty Remissions Committee, Petitioner must complete and return the enclosed "Request for Oral Presentation" form within thirty (30) days of receipt of the letter.
7. Provide the address for where to mail the "Request for Oral Presentation" form.
8. The SCC Chairperson will review the request for oral presentation and the documents in the matter, and if the Chairperson determines there is a compelling reason to require an oral presentation, DEMLR staff will notify Petitioner of the date, time, and place that Petitioner's oral presentation can be made.
9. If Petitioner does not request an oral presentation, the final decision on Petitioner's request for remission will be made by the SCC Civil Penalty Remissions Committee based on the written record.

Step 5: If Petitioner requests to make an oral presentation:

1. DEMLR staff sends a copy of the request for oral presentation and the documents in the matter to the SCC Chairperson, and the SCC counsel.
2. SCC Chairperson will notify DEMLR staff whether the request for oral presentation will be allowed.
3. SCC Chairperson determines when the SCC Civil Penalty Remissions Committee will hear the Petitioner's oral presentation.
  - a. To be considered for the next scheduled meeting of the Civil Penalty Remissions Committee, the SCC Chairperson must receive the request at least thirty (30) days before the next scheduled meeting of the Committee.
  - b. Requests will be heard in the order received, up to a number determined by the SCC Chairperson in consultation with the chairperson of the Civil Penalty Remissions Committee.
4. DEMLR staff sends Petitioner a letter notifying Petitioner of the date, time, and place the Petitioner's oral presentation can be made. It is recommended that the letter be sent by certified mail or any other method providing delivery confirmation.

Step 6: If Petitioner does not request to make an oral presentation:

1. If Petitioner does not pay or enter into a payment plan within the time allowed, and the Director of DEMLR and the Petitioner are unable to resolve the matter and the Director determines the matter is at an impasse, DEMLR staff notifies the

SCC Chairperson that the matter is at an impasse and that the Director is forwarding the remission request to the SCC Civil Penalty Remissions Committee for a final agency decision.

2. SCC Chairperson determines when the SCC Civil Penalty Remissions Committee will consider the remission request.
    - a. To be considered for the next scheduled meeting of the Civil Penalty Remissions Committee, the SCC Chairperson must receive the request at least thirty (30) days before the next scheduled meeting of the Committee.
    - b. Requests will be heard in the order received, up to a number determined by the SCC Chairperson in consultation with the chairperson of the Civil Penalty Remissions Committee.
- Step 7: DEMLR staff delivers the written record, including the remission request and the DEMLR Director's recommendation, to the SCC Civil Penalty Remissions Committee at least two (2) weeks before the scheduled meeting of the Committee.

Confidential materials, including but not limited to those containing personally identifying information ("PII") or financial records, shall only be provided to the Civil Penalty Remissions Committee members, and only in accordance with procedures that protect the confidentiality of the information, by providing confidential materials to the Civil Penalty Remissions Committee members in a hard copy format.

DEMLR staff shall make all non-confidential materials available to the public on the SCC's website prior to the Civil Penalty Remissions Committee meeting.

The written record should include, but is not limited to, the following:

1. Summary sheet and timeline listing the following:
  - a. Case background and assessment
    - i. Date submitted plan approved;
    - ii. Inspection date(s);
    - iii. Violation(s) found;
    - iv. NOV date(s), and when NOV(s) delivered per proof of service;
    - v. Violator response to NOV, if any;
    - vi. CPA date, and when CPA delivered per proof of service; and
    - vii. CPA details: Penalty amounts and corresponding violations.
  - b. Remission request timeline details
  - c. Whether violator requested an oral presentation.
  - d. Whether violator has been assessed CPAs for previous violations.
2. Inspection report(s)
3. Pictures taken and considered in assessment of the penalty
4. NOV(s) and proof of service

5. CPA and proof of service
6. Other relevant information
7. The remission request includes:
  - a. Signed remission request waiver of right to an administrative hearing and stipulation of facts;
  - b. Completed justification for remission request; and
  - c. All supporting documentation submitted by Petitioner at any time during the remissions process.
8. The DEMLR Director's recommendation for enforcement includes:
  - a. Recommendation letter and delivery confirmation if available; and
  - b. All supporting documentation.
9. The request for oral presentation, if applicable

Step 8: SCC Civil Penalty Remissions Committee considers the remission request and hears oral presentations (if applicable).

1. Oral presentation on the issuance of the penalty and the DEMLR Director's recommendation shall be made by DEMLR.

Step 9: SCC Civil Penalty Remissions Committee issues a Final Agency Decision based upon the written record and any oral presentations (if applicable). The SCC Civil Penalty Remissions Committee shall consider the factors in N.C. Gen. Stat. § 113A-64.2(b).

1. Counsel to the SCC drafts the Final Agency Decision for signature.

Step 10: Final Agency Decision served on Petitioner.

1. Counsel to the SCC sends the Final Agency Decision to the Petitioner by certified mail or other service in accordance with Rule 4 of the Rules of Civil Procedure, with a cover letter notifying Petitioner that:
  - a. Petitioner may seek judicial review in Superior Court by filing a petition within thirty (30) days of receipt of the written copy of the Final Agency Decision.
    - i. A written copy must be served upon DEQ General Counsel
    - ii. Request to also serve a copy upon counsel to the SCC
  - b. If Petitioner does not seek judicial review, payment must be submitted to the Department within thirty (30) days of receipt of the written copy of the Final Agency Decision.
    - i. How to make payment
    - ii. How check made payable
    - iii. Where to send payment

- c. If Petitioner fails to pay the penalty within thirty (30) days of receipt of the Final Agency Decision, the Department will seek to collect the amount due through a civil action in Superior Court.

Effective: February 20, 2020 and Amended November 4, 2021

A handwritten signature in black ink, appearing to read "LeToya Ogallo". The signature is written in a cursive, flowing style.

LeToya Ogallo, Vice-Chair  
North Carolina Sedimentation Control Commission