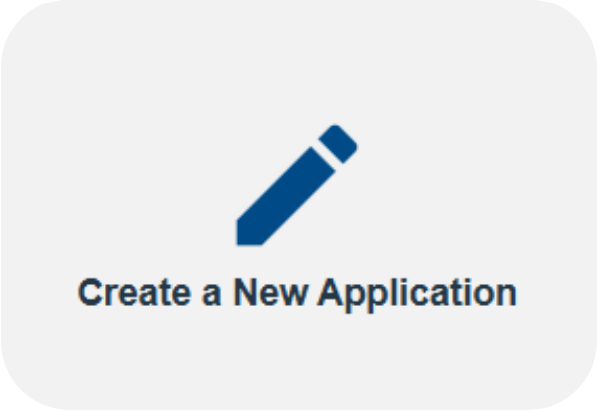
Department of Energy and Mines
Mineral Lands Division

Guide to the
Quarry Management and Administration Portal (QMAP)

Creating a Quarry Application



This guide covers how to submit a new quarry application through the Quarry Management and Administration Portal (QMAP).

Before you begin

Have the following information ready where applicable:

- The size of the proposed quarry area (in hectares) and a description of its location, referenced to the nearest Highway Route Number, Forestry Access Road, or other applicable geographical landmarks
- A quarry boundary polygon file in .kmz format (created using Google Earth Pro).
- An access-route file in .kmz format.
- A Site Plan that meets the Site Plan Requirements. Please use the 'Site Plan Requirements' link to view the features and requirements of the Site Plan submission.
- If the application is required for an awarded government contract, the contract number and award letter (PDF).
- Details on the materials to be extracted, planned quarry activities, and how the material will be used.
- Information about any quarry permits or leases you hold near the proposed site.
- A payment card with sufficient funds to pay the $100 application fee.

ℹ️ **Important**: If you are applying on behalf of a company or organization, select the **company account** that will hold the quarry permit or lease. If you are applying, on behalf of a company as a consultant, select your client's company account, not your own.

ℹ️ **Estimated Time to Submit:** Most applications take approximately 10 – 20 minutes to complete, provided you have all required files and information ready.

ℹ️ **What is a KMZ file?** A KMZ file is a digital mapping file created in Google Earth Pro that illustrates the location and boundary of the proposed quarry and access route. Screenshots, PDFs, and image files cannot be used in place of KMZ files. Refer to the **Guide to Using Google Earth Pro for Quarry Applications for additional detail pertaining to the preparation of KMZ files for your proposed quarry boundary and access route.**

⚠️ **Common Reasons the Processing of an Application is Delayed**

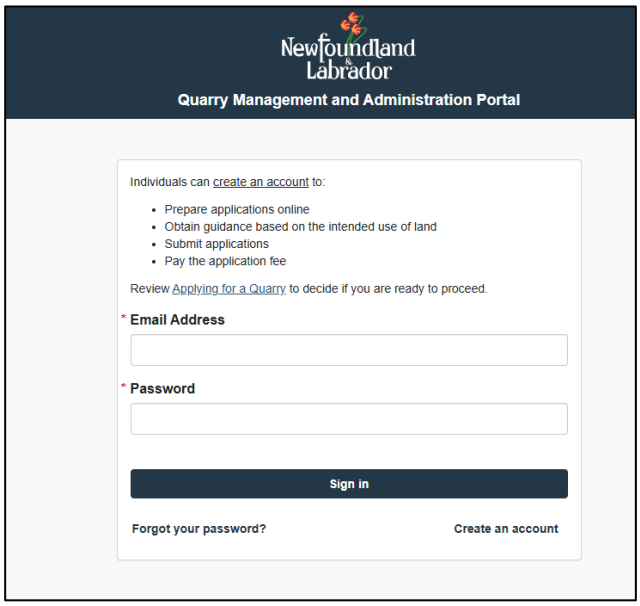
- Missing or incorrect KMZ files.
- Providing screenshots of the boundary and access route in Google Earth instead of the KMZ files.
- Proposed boundaries that do not meet the required set-backs to ponds, wetlands, roads, transmission lines, etc.
- Site plans that do not meet requirements.
- Missing contract award letters.
- Incomplete property ownership information.

- Quarry boundary size that does not match uploaded mapping files.
- Supporting documents submitted after the application is filed.

Step-by-step Instructions

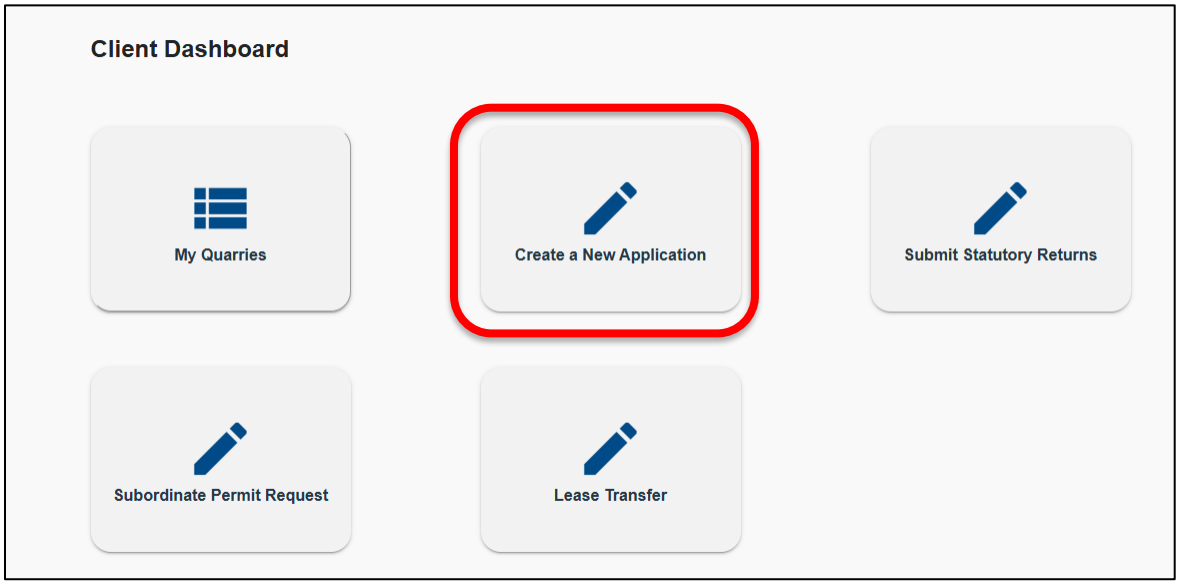
1. Log into the Portal with Your Login Credentials

If you do not have an activated account, select 'Create an Account'

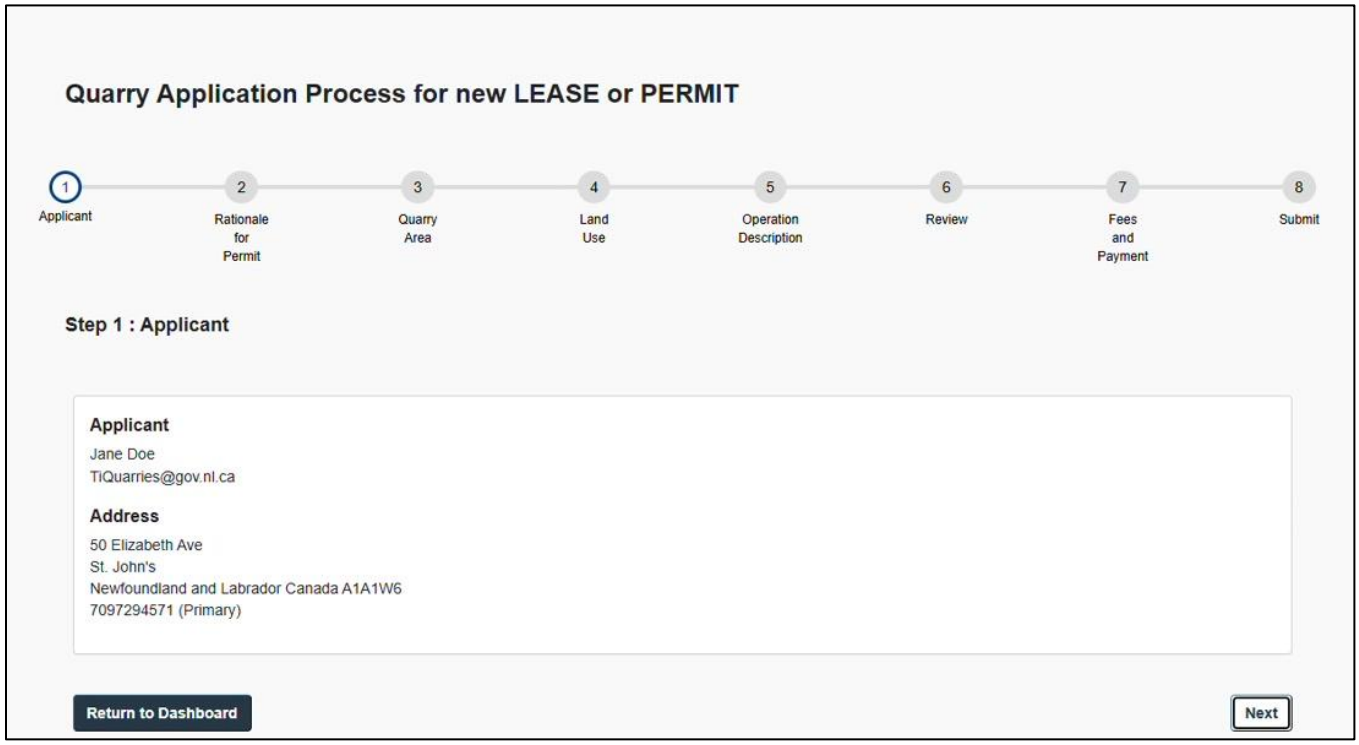


2. Select the "Create a New Application" tile from the Client Dashboard

The application will open with **Step 1 – Applicant**.



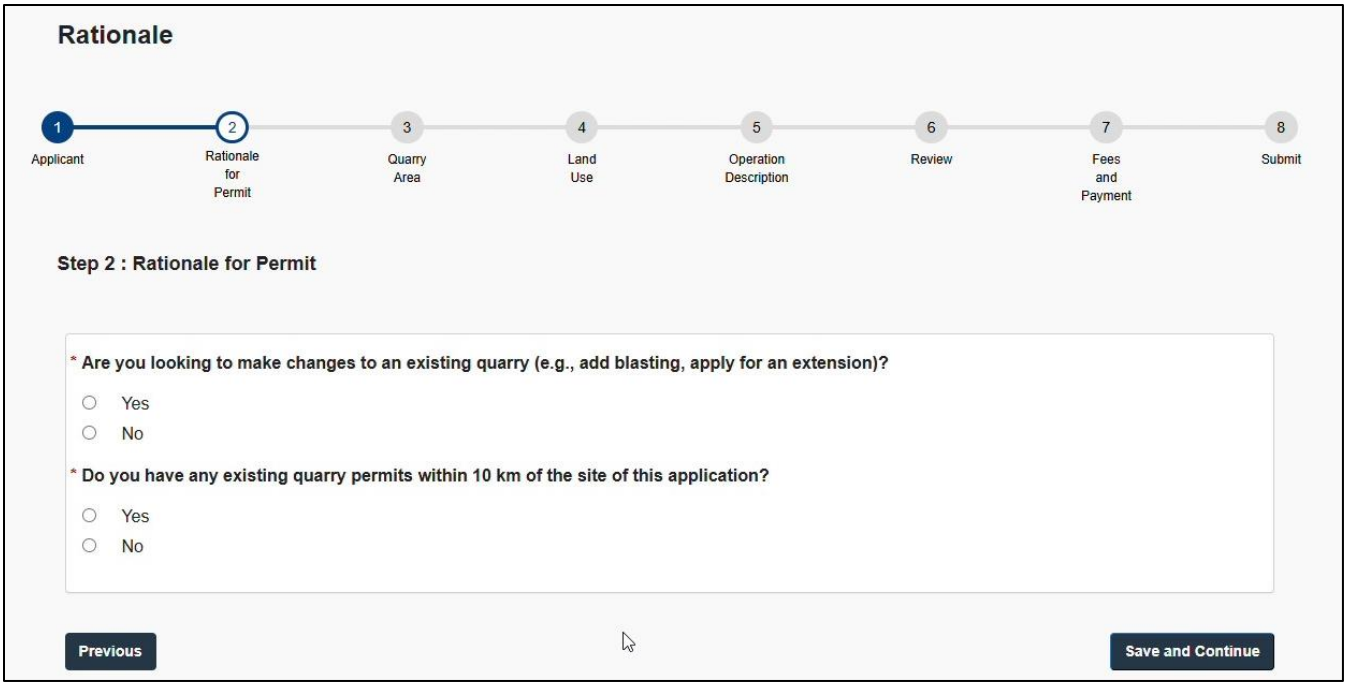
3. Applicant Details



1. Review the applicant's name and email address shown.
2. Check the mailing address and contact telephone number.
3. If any details are incorrect, use the portal's available profile or return/navigation options to correct them before proceeding.
4. Continue to the next step by clicking 'Next'.

4. Rationale For a Quarry

The Rationale page asks if this request is to make changes to an existing quarry permit (example; add drilling and blasting as approved operations, apply for an extension) and if you have an existing permit or lease within 10 kilometers of the proposed site.



Making changes to an existing quarry permit or lease?

If you already have an existing quarry permit in the area and are looking to make changes to it, click yes here. Examples of changes to an existing permit include:

- The addition of drilling and blasting to a site that was not previously approved for those activities.
- Applying for an extension to an existing permit/lease area.

Already have quarries in the same general area?

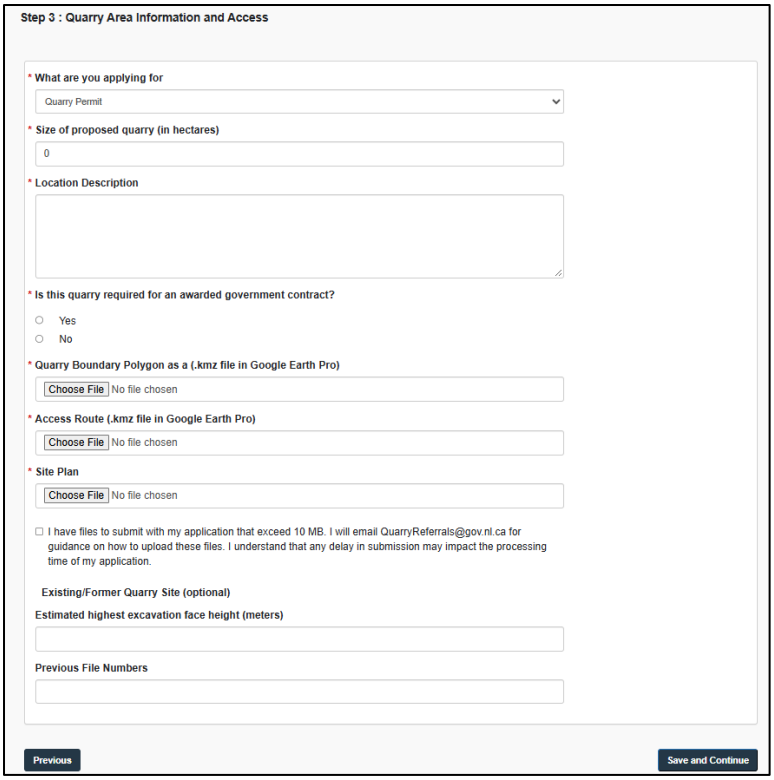
If you already have a quarry permit or lease within 10 kilometres of the proposed site, explain why another quarry is required.

> ℹ️ **Why is this information needed?** Government departments and other agencies that review quarry applications may ask why multiple quarries are needed in the same area. Your response will be shared with these reviewers to help them assess the application and also to help them understand why another quarry in close proximity to an existing quarry is warranted.

Select 'Save and Continue' to proceed to the next step

5. Quarry Area Information and Access

This section records the type and size of the proposed quarry, the location, contract status (if applicable), and other applicable files that help reviewers understand the proposed site.



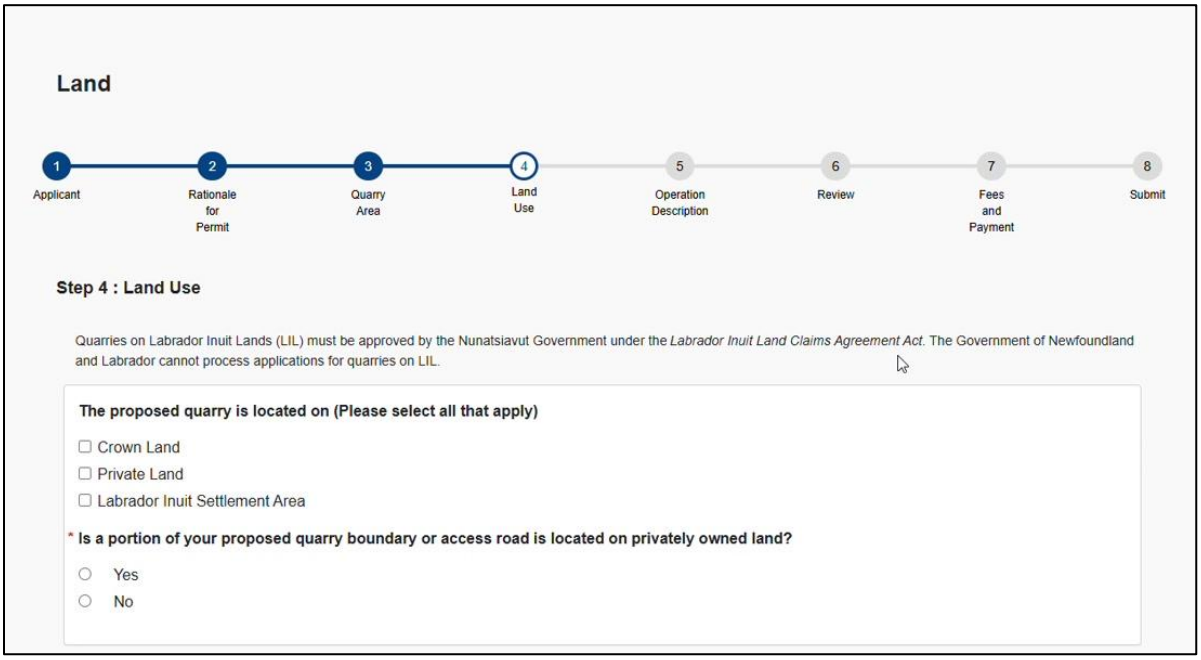
1. Choose the application type from the dropdown. Select the correct option for your application.
    - Quarry Permit (short term operations, issued for up to 12 months at a time, not transferable)
    - Quarry Lease (longer term operations, issued for up to 20 years; can be transferred)
        - Quarry Leases also require the submission of:
            - legal surveys,
            - development and rehabilitation and closure plans prepared by a qualified person,
            - financial assurance.
2. Enter the proposed quarry size in hectares.
    - This size must match the area of your proposed quarry permit boundary (KMZ file)
3. Enter a clear location description that helps someone find the site. Reference the quarry location, by distance, from the nearest Highway Route Number, Forestry Access Road or other applicable geographical landmarks.
4. Indicate whether the quarry is required for an awarded government contract.
    - If you select 'Yes' enter the contract number and attach the award letter as a PDF.
    - ℹ️ **Why is this information needed?** Our referral geologists will consider whether a quarry is needed for a contract and will assess whether the application qualifies for priority processing.

5. Upload the Quarry Boundary Polygon as a .kmz file prepared in Google Earth Pro.
    - Digital mapping (kmz)files are required.
    - Pictures or screenshots of the boundary from Google Earth are not acceptable.
6. Upload the Access Route as a .kmz file prepared in Google Earth Pro.
    - Digital mapping (kmz) files are required.
    - Pictures or screenshots of the boundary from Google Earth are not acceptable.
7. Attach the site plan prepared as a .kmz file, PDF, or word document.
    - The site plan must show the proposed quarry boundary, access route, stockpile areas, processing areas, and any other required information. Refer to the Guide to Preparing a Quarry Site Plan for complete requirements.
8. If the site was previously used as a quarry, complete any additional fields relating to the former operation, including the estimated highest excavation-face height in metres.

⚠️ **Important:** If your supporting files exceed the limit of 10 MB, follow the portal's instructions and email files to QuarryApp@gov.nl.ca. You must continue to complete the following steps. Delays in submitting these files may affect application processing time.

6. Property Ownership

Complete the Land Use stage using the questions displayed in the portal.



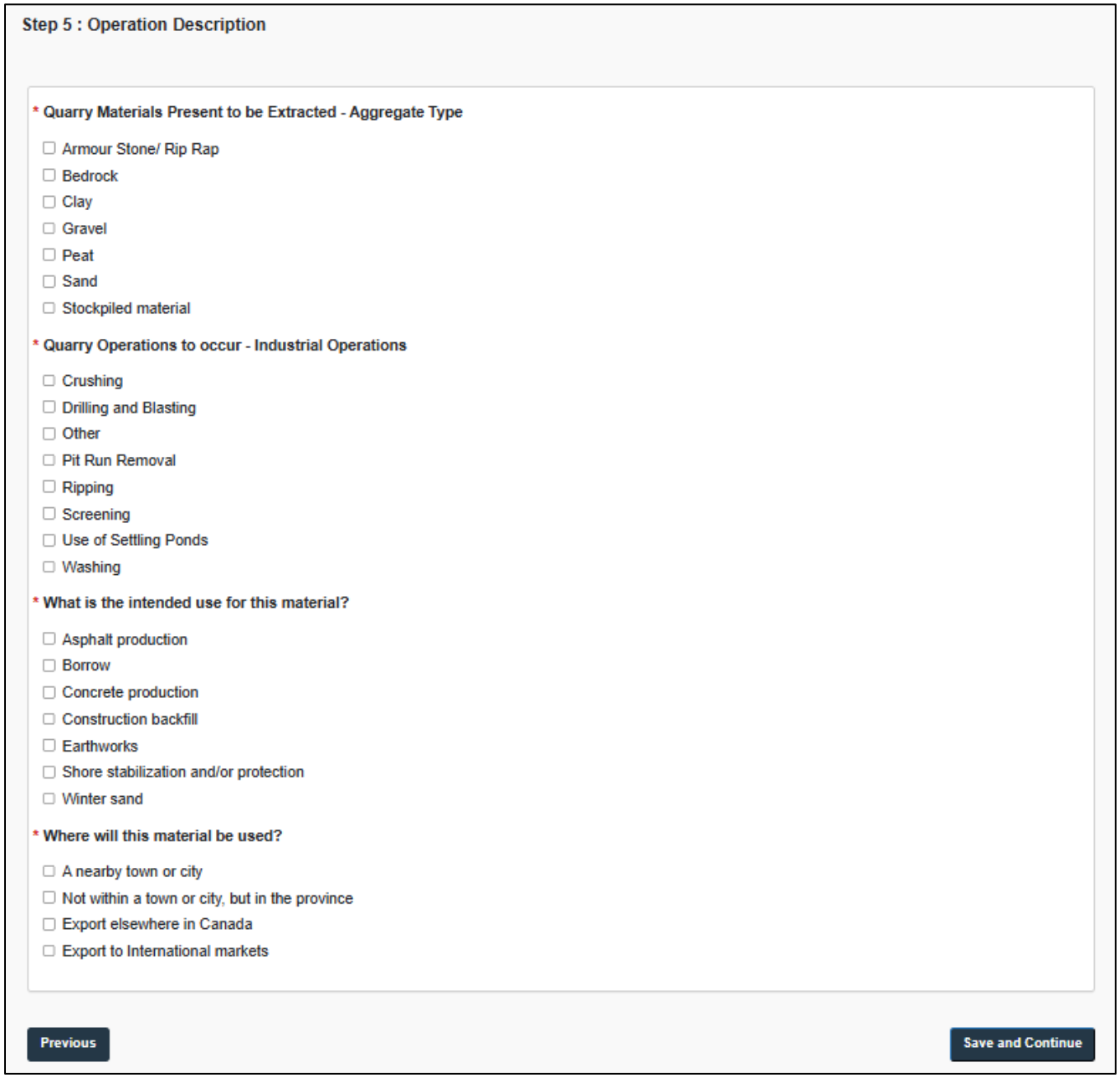
1. Read each question carefully and select the response that matches the proposed site.
2. If the quarry or proposed access is located on **Private Land**, proof of ownership in the form of a deed or title document is required. A legal survey alone will not be accepted as proof of

landownership. If the quarry or proposed access is located on private land that is owned by others, written permission from the landowner for use and access must also be provided.

3. Check that your responses are consistent with the location description and the uploaded site files.

7. Operations Description

This section describes the materials present for extraction, the industrial operations planned, and the intended use and destination of the material.



1. Under “Quarry Materials Present to be Extracted – Aggregate Type,” select the material that applies.

2. Under “Quarry Operations to occur – Industrial Operations,” select each proposed activity to occur.
   ⚠️ **Important:** Blasting is only permitted if it has been approved as an authorized activity for the site. If you intend to conduct blasting in the future, you must re-apply to amend your authorization before beginning any drilling or blasting activities.

3. Answer “What is the intended use for this material?” Select all applicable uses.

4. Where will the material be used? Select all that apply.
5. Review the selections to ensure they reflect the actual proposed operation and material use.

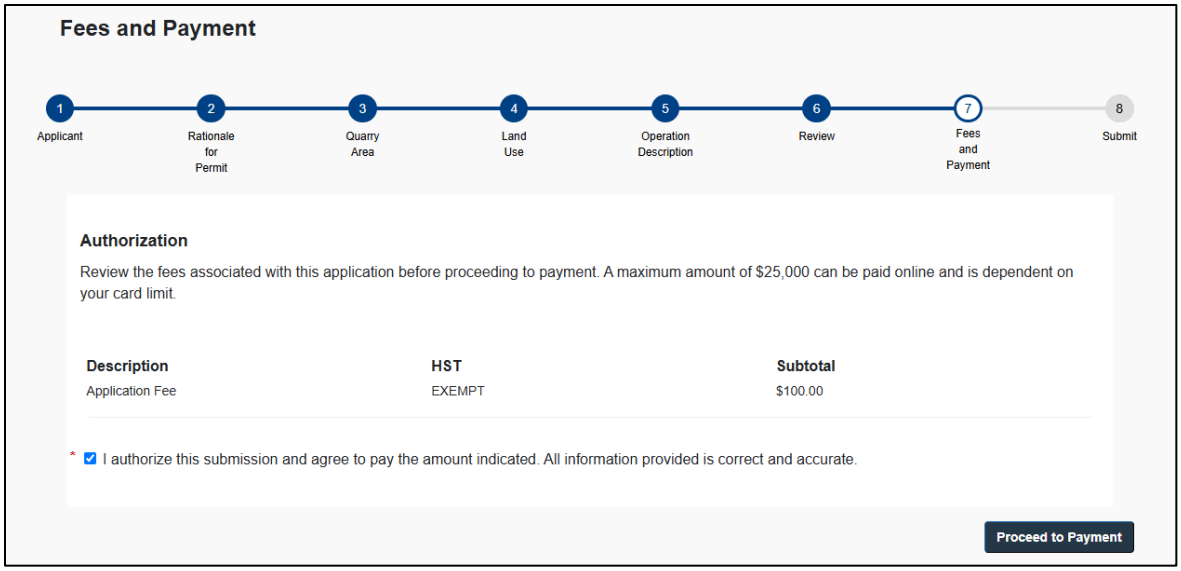
⚠️ **Important** Select only the materials, activities, and uses that are actually proposed for the site. Note that the location of operations such screening and crushing, if proposed, must also be illustrated on the Site Plan.

Before proceeding to pay the Application Fee, review the application. Once the Application Fee is paid in the following step, you will not have the opportunity to make any changes to the application or submitted files.

- Read through the summary of the applicant details, rationale for the quarry application, the proposed quarry boundary and access route, land uses, and operation descriptions.
- Confirm the quarry size and location in the form are consistent with the supporting attachments.
- Confirm the required .kmz files, site plan, and any applicable contract documents are attached.
- Check that all required questions have been answered and that the information is accurate.
- Use the portal's back or edit controls to correct errors before proceeding.

9. Review Fees and Authorize Submission

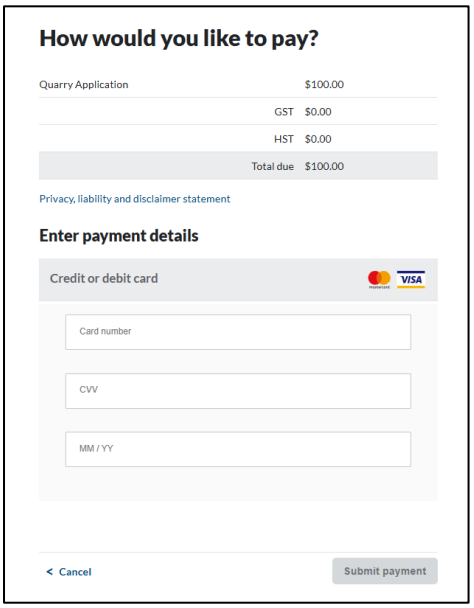
The Fees and Payment stage displays the application fee breakdown and will ask you to authorize the submission of the application and that all information provided is correct and accurate to the best of your ability and that you agree to pay the amount indicated.



1. Read the authorization statement carefully.
2. Select the checkbox confirming that you authorize the submission, agree to pay the displayed amount, and certify that the information is correct and accurate.
3. Select “Proceed to Payment” only after reviewing the information and authorization.

10. Payment

The payment page displays the application amount and asks you to enter payment information.



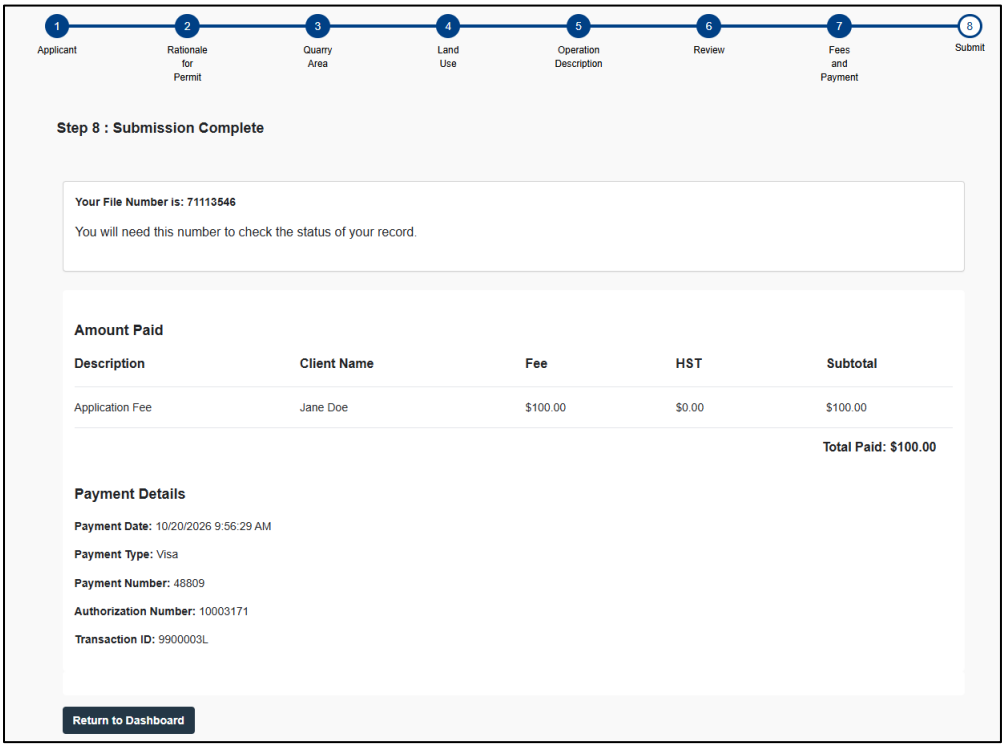
1. Enter the card number, security code (CVV), and expiry date in the secure payment form for a valid credit card or Visa/Mastercard debit card.
2. Review the payment details for accuracy, then select ‘Submit Payment’.

3. Wait for the portal to finish processing. Do not close the page while the payment is being processed.

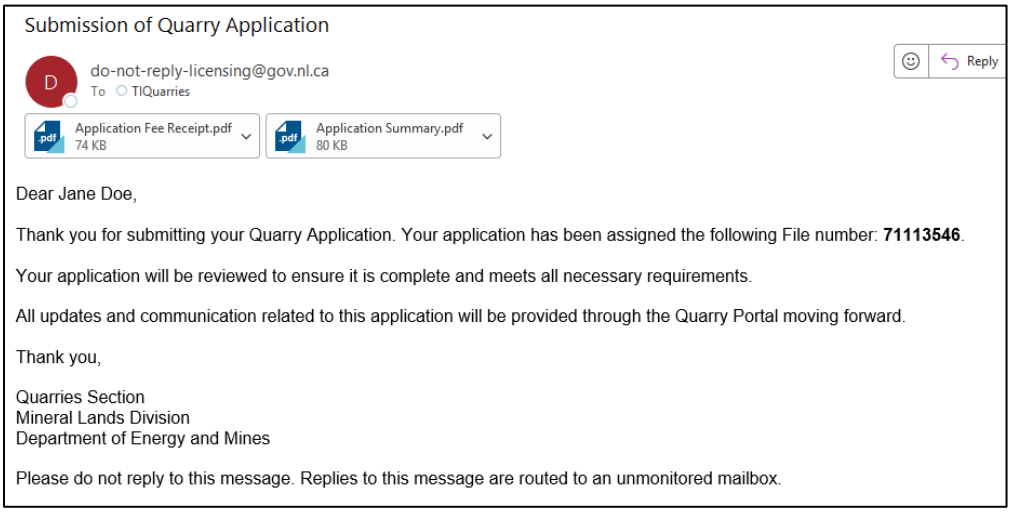
⚠️ **Important:** Do not assume the application is submitted or paid until the portal confirms the outcome.

11. Submission Complete

Once the application fee has been successfully paid, the application will be automatically submitted for processing. Note your application will be automatically assigned a file number. Reference this number when inquiring about your application.



When you have successfully submitted your application, you will receive an email with a copy of the Application Fee Receipt and a Summary of your Application.

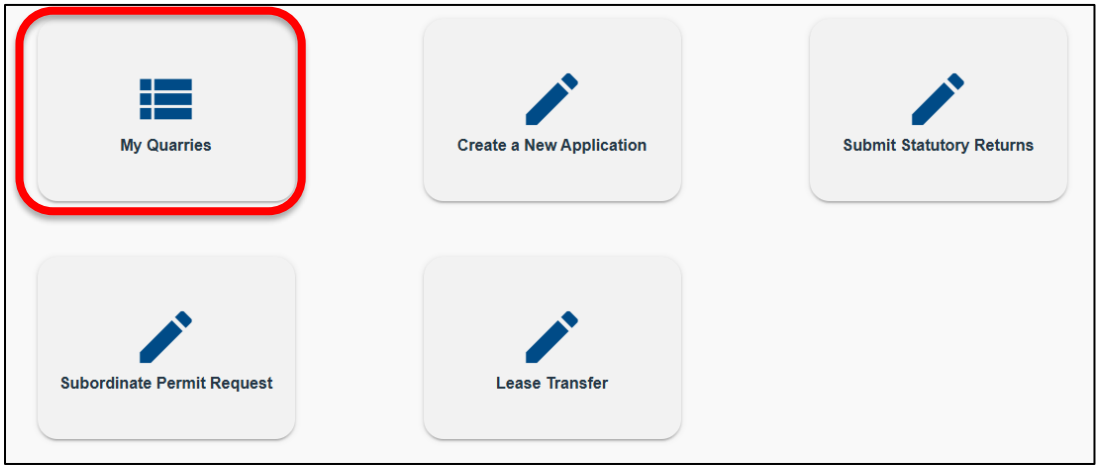


Troubleshooting:

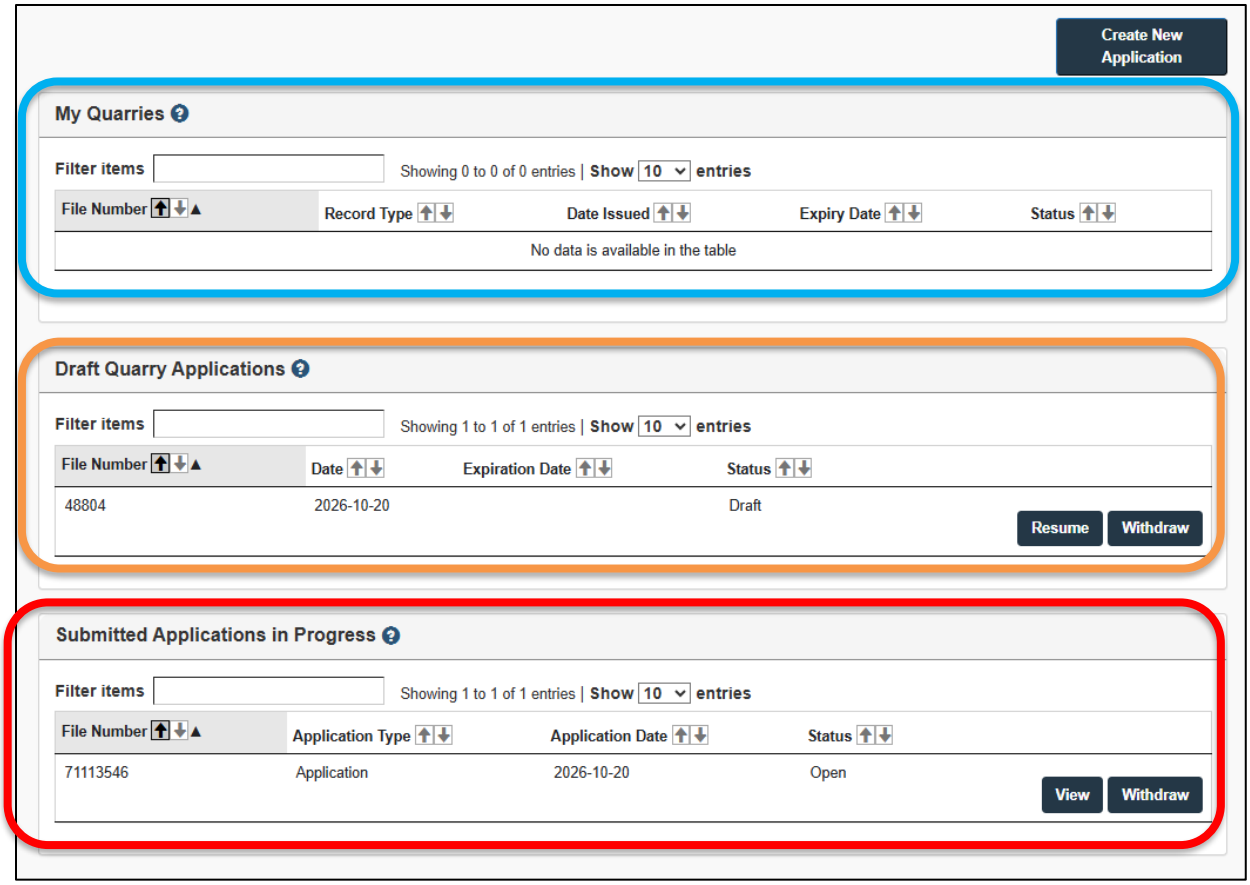
- **A required field is missing:** Return to the relevant stage and complete all fields marked as required before continuing.
- **A file will not upload:** Check that you selected the correct file and format (.kmz for the boundary and access route, PDF for the award letter where applicable). If files exceed 10 MB, contact QuarryApp@gov.nl.ca for guidance.
- **The application details do not match the map files:** Recheck the site boundary, access route, area, and location description before submitting.
- **The payment page does not confirm payment:** Do not repeatedly submit payment without checking the result. Look for a receipt or status message. Contact Quarries@gov.nl.ca if the outcome is unclear.

What's Next?

You can also review your application through the QMAP portal by returning to the Client Dashboard and selecting 'My Quarries'



Under '**My Quarries**' you will also be able to view and track the progress of your application under the "**Submitted Application in Progress**" section.



My Quarries: Active quarry permits, leases, and subordinate permits.

Draft Quarry Applications: If you pause while working on the application or if the system times out from inactivity you can resume draft applications here. Or, if you no longer wish to continue with the application, you can withdraw it.

Submitted Applications in Progress: Track progress of your application, as the application advances the status will automatically update. If at any time you wish to withdraw the application you can do so here.

Questions?

If you have questions about registration or the Quarry Management and Administration Portal, please contact us at:

QuarryApp@gov.nl.ca