



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF MARINE RESOURCES
21 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0021

PATRICK C. KELIHER
COMMISSIONER

SCOPING SESSION SCHEDULING

Effective April 1, 2019

I. GENERAL INSTRUCTIONS:

Consistent with the provisions of Chapter 2.08(2), standard lease applicants are responsible for scheduling and publishing notice of their scoping sessions. This document is intended to provide applicants with guidance concerning scheduling.

Before scheduling a scoping session, you must submit a draft application and the nonrefundable \$500 draft application fee. DMR will review your draft application and will notify you when you can start scheduling your scoping session.

- Pursuant to DMR regulations, the scoping session must be held in the municipality in which the proposed standard lease is located.
- Please note that DMR's attendance at the scoping session is now discretionary and staff may not attend the scoping session. Therefore, scheduling can be completed and scoping sessions can be held without accounting for the availability of DMR staff.
- You are responsible for publishing notice in a newspaper of general circulation in the area of the proposed lease at least ten days prior to the scoping session. Publication means the print edition of a newspaper distributed in the municipality where the proposed lease is located. Generally, notices should be placed in the "Notices/Legals" section of the newspaper.
- A newspaper may require that you submit your advertisement several days in advance of when you intend to have the notice published. Therefore, you should contact the applicable newspaper to determine submission deadlines before you start scheduling the scoping session.
- DMR must receive a draft copy of your scoping advertisement at least 20 days prior to the initial date the scoping session is scheduled to be held. For example, if the scoping session is initially scheduled for October 31, DMR must receive a draft of the advertisement by October 11. Please use the enclosed template as your scoping advertisement.
- DMR must receive a draft copy of the scoping advertisement in order to notify riparian landowners and the municipality in accordance with applicable regulations. Even if you do not have riparian landowners within 1,000 feet of the proposal, DMR still needs to notify the municipality. Failure to provide this information in the manner specified above could result in processing delays, including cancellation of the scoping session.

OFFICES AT 32 BLOSSOM LANE, MARQUARDT BUILDING, AUGUSTA, MAINE
<http://www.Maine.gov/dmr>

PHONE: (207) 624-6550

FAX: (207) 624-6024

Written notice of the scoping session can be sent to DMR via mail, email, or fax:

Mail: Maine Department of Marine Resources
Attn: Aquaculture Division
21 State House Station
Augusta, ME 04333-0021

Email: DMRaquaculture@maine.gov

Fax: 207-624-6024. This is a shared fax machine, so please address your correspondence to the Aquaculture Division

II. STEPS FOR SCHEDULING:

STEP 1: Select two dates to hold the scoping session. The first date will be the day you intend to hold your scoping session, and the second will serve as an alternate date. The dates you select should be far enough in advance to accommodate booking a space, publishing the required advertisement, and notifying DMR of the scheduled scoping session.

When selecting a date, please remember:

- A scoping session should be scheduled in a manner that is conducive for public participation. For example, scoping sessions that are held Monday-Friday should start between 6pm-7:30pm. Scoping sessions may be scheduled on weekends, but should start at a reasonable time. Please note that some public spaces may not be open during the weekends.

STEP 2: Reserve a public space for the dates/times you selected in the municipality where the proposed site is located. Examples of public spaces include community centers, libraries, municipal buildings, schools, etc.

When reserving a space, please remember:

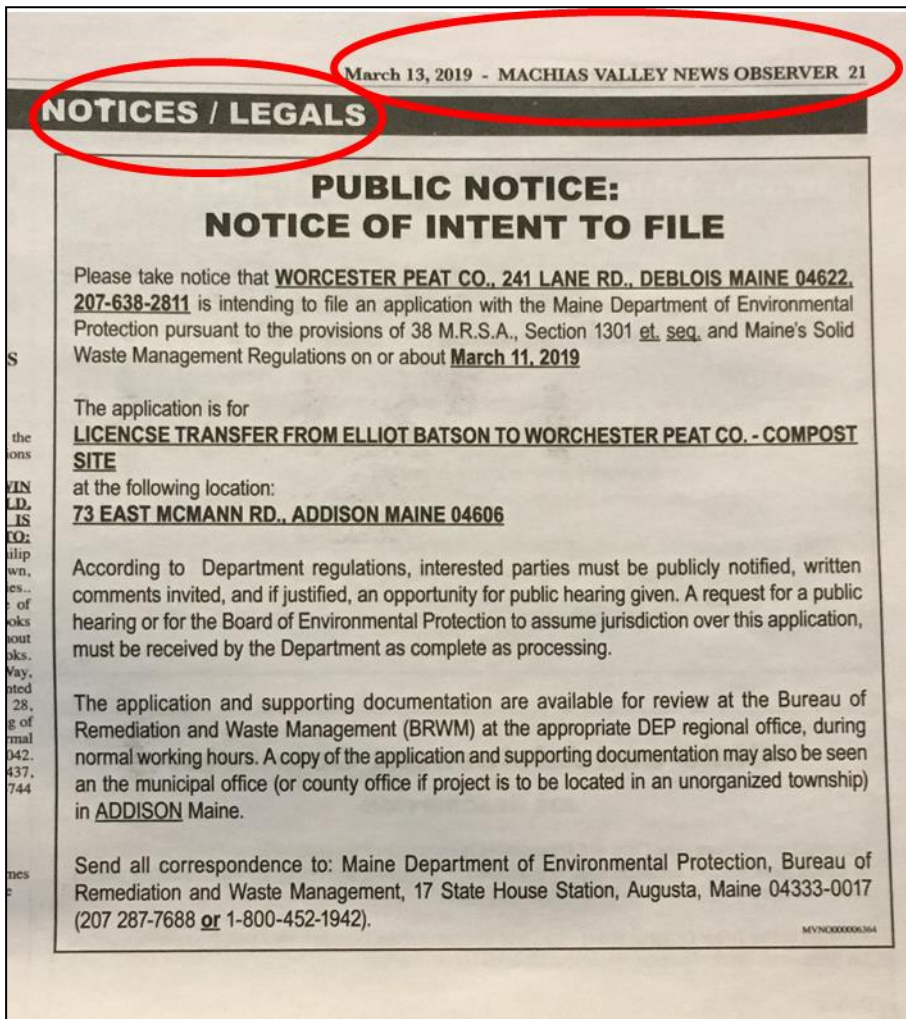
- The facility where the scoping session will be held should have adequate parking and be handicapped accessible.
- Try to anticipate the number of people who might attend the scoping session. If you are unsure, try to reserve a space that can accommodate at least 50 people.

STEP 3: After you have reserved a space, use the enclosed template to complete your advertisement. The template must be sent to the newspaper in accordance with their publication schedule.

When communicating with the local newspaper, please remember:

- Pursuant to regulation, the advertisement must be published at least ten days prior to the scoping session. No exceptions! For example, if your scoping session is scheduled for October 31, the advertisement must be published on October 21.

- Generally, notices are placed in the “Notices/Legals” section of the newspaper.
- Please provide DMR with a copy of the tear sheet (i.e. page from the publication proving that the notice was published). The tear sheet can be a hard copy or electronic “screen shot.” However, the tear sheet or proof of publication must clearly display the notice, name of the newspaper, and date the notice was published. The tear sheet is required as proof that notice of the scoping session was published in accordance with applicable regulations. **DMR will not process your final application until we receive a copy of the tear sheet.** A copy of the tear sheet can be sent to DMR via mail, email, or fax at the respective addresses listed above.



This is an example of an acceptable tear sheet. It includes the date the notice was published, the name of the newspaper, and indicates that the notice was published in the “Notices/Legals” section.

- Failure to publish notice within the specified timeframe will result in processing delays.

DMR will answer general questions about scheduling scoping sessions. However, DMR will not file your advertisement, or otherwise manage the scheduling process associated with scoping sessions. It is your responsibility to complete this process in compliance with applicable regulations.

For questions or concerns related to scheduling please contact DMR at:

DMRaquaulture@maine.gov, or 207-624-6567.

Please utilize the template below to create your public scoping session advertisement. The fields in **[BOLD]** pertain to your application and are the only elements that you should modify. Most of the information needed to complete the relevant sections of the advertisement are included in your draft application.

AQUACULTURE PUBLIC SCOPING SESSION

**[DATE and TIME
LOCATION
STREET ADDRESS
CITY, STATE, ZIP]**

A public scoping session will be conducted by **[NAME ON APPLICATION]** on a proposed standard aquaculture lease application for the **[BOTTOM/SUSPENDED/BOTTOM AND SUSPENDED]** culture of **[LIST COMMON NAME OF EACH SPECIES]** located on a [#]-acre site in **[NAME OF WATERBODY, MUNICIPALITY]**. If the scoping session listed above is postponed, it will be held on **[ALTERNATE DATE]** 2019 at the same time and location, and a notice will be posted on the Department of Marine Resource's website under "Meetings."

The session provides an opportunity for the public to learn about the proposed lease and to have an informal discussion with the applicant about this proposal. A copy of the draft lease application is available on DMR's website at: <https://www.maine.gov/dmr/aquaculture/forms/index.html>.

For disability accommodations, contact Meredith Mendelson at (207) 624-6553 or amy.sinclair@maine.gov; or 877-243-2823, TTY 711

Below is an example of what a completed advertisement (sent to the newspaper and DMR) would look like:

AQUACULTURE PUBLIC SCOPING SESSION

March 20, 2019 at 7:00 p.m.
Smith Community Center
123 Main Street
Anytown, ME, 00000

A public scoping session will be conducted by Johanna Smith on a proposed standard aquaculture lease application for the suspended culture of American oysters located on a 5-acre site in the Royal River, Anytown. If the scoping session listed above is postponed, it will be held on March 22, 2019 at the same time and location, and a notice will be posted on the Department of Marine Resource's (DMR) website under "Meetings."

The session provides an opportunity for the public to learn about the proposed lease and to have an informal discussion with the applicant about this proposal. A copy of the draft lease application is available on DMR's website at: <https://www.maine.gov/dmr/aquaculture/forms/index.html>.

For disability accommodations, contact Meredith Mendelson at (207) 624-6553 or amy.sinclair@maine.gov; or 877-243-2823, TTY 711