

Instructions for email submission of Permit by Rule Applications

How to File a PBR Application by Email

- **Email address.** Submit application to DEP.LandApplication@maine.gov
 - There is a 20MB size limit for attachments. If your complete application package exceeds this size, submit just the application forms. Once your application is assigned to a project manager that individual will reach out to coordinate submission of the remaining application materials.
 - Please do not submit more than one email per application to this address. For a single project requiring multiple permits, submit a single email for the project that includes all the applications.
- **Email subject line.** Use the following format in the subject line of the email:
 - [Municipality where the project is located] – [Applicant Name] – [Type of Application]
 - For example: Acton– Your Name – PBR

Submission of \$250 Application Fee

- **Credit Card.** Application fees of \$5,000 or less may be paid by credit card through the Department's [payment portal](#). Pay the fee prior to filing and include confirmation of credit card payment when submitting your application
- **Check.** To pay the application fee by check, complete the [Check Processing Form](#) and:
 - Include the completed form with the email submission of the application, and
 - Mail a check for the application fee and a copy of the completed form to: Department of Environmental Protection, 17 State House Station, Augusta, ME 04333-0017. Checks should be payable to "Treasurer, State of Maine."

Completeness Review

- **15 Days.** The Department has 15 working days to review an application and determine whether the application is complete for processing. This completeness review period begins upon receipt of the application and application fee