



<b><u>FOR DEP USE ONLY</u></b>	
ATS ID: _____ Seq: _____ DEP ID: _____	Received by DEP: _____
Bureau: <u>S</u> Type of Application: <u>WO</u> Activity: <u>N</u>	Fees Paid: _____
Project Analyst: _____	Check No.: _____

**APPLICATION FOR LESS THAN 6-ACRE CONSTRUCTION/DEMOLITION DEBRIS, LAND CLEARING DEBRIS, AND WOOD WASTE LANDFILL CLOSURE**

This form shall be used to request approval for the closure of a less than 6-acre construction/demolition debris, land clearing debris, and wood waste landfill, pursuant to 38 M.R.S., sections 1301 to 1319-Y, Chapter 400, Chapter 401, sections 7.H and I and Chapter 401, sections 5 and 6, as applicable, of Maine's Solid Waste Management Rules.

**Address Information:**

<b>Owner Name:</b> _____	<b>Telephone:</b> _____
Applicant's Last Name: _____	First Name: _____
Contact Person: _____	Telephone: _____
<b>Applicant Name:</b> _____	<b>Agent/Consultant Name:</b> _____
Telephone: _____	Telephone: _____
Mailing Address: _____	Mailing Address: _____
Street Address: _____	Street Address: _____
Town: _____ State: _____ Zip: _____	Town: _____ State: _____ Zip: _____

**Billing Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Site/Activity Information:**

Project Description: Landfill Closure

911 Address: \_\_\_\_\_ GPS Location: \_\_\_\_\_

Directions: \_\_\_\_\_

**PLEASE SEE PAGE 2 - SIGNATURE REQUIRED**

**SIGNATURE OF APPLICANT**

By signing this application, the applicant certifies that he or she has: (1) published the public notice form once in a newspaper circulated in the area where the project is located, (2) sent a copy of the public notice form to the owners of property abutting the land upon which the project is located, (3) sent a copy of the public notice form to the chief municipal officer and chair of the municipal planning board of the municipality in which the project is located (4) filed a complete copy of this application in the municipal office of the municipality in which the project is located, (5) reviewed the instructions contained in this application form, and (6) reviewed the appropriate state laws that relate to the proposed project.

I certify under penalty of law that I have personally examined the information submitted in this document and all attachments thereto and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate, and complete. I, the property owner or lessee, authorize the Department of Environmental Protection (DEP) to enter the property that is the subject of this application, at reasonable hours, including buildings, structures or conveyances on the property, to determine the accuracy of any information provided herein. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Applicant)

TITLE: \_\_\_\_\_  
(If other than Applicant, attach letter of agent authorization.)

**PLEASE CALL GERALDINE TRAVERS AT (207) 287-7865 TO DETERMINE THE FEE FOR A LANDFILL CLOSURE APPLICATION.**

# INSTRUCTIONS

1. **Please refer to Chapter 400 and Chapter 401, section 7 and Chapter 401, sections 5 and 6, as applicable, of the Maine Solid Waste Management Rules to understand the standards and requirements for the design and closure of a small construction/demolition debris, land clearing debris, and wood waste landfill.** If you have any questions that arise at any point during the application or review process, please contact DEP Solid Waste Landfill Program staff.
2. **Pre-application meeting.** Applicants for closure of a small construction/demolition debris, land clearing debris, and wood waste landfill are strongly encouraged to meet with DEP staff to discuss development of a complete application for conformance with the standards and requirements of Chapter 401, section 7 and Chapter 401, sections 5 and 6, as applicable.
3. **Fill out the application completely.** INCOMPLETE APPLICATIONS WILL BE RETURNED, CAUSING UNNECESSARY DELAYS IN THE REVIEW PROCESS. All work to support the investigation, design, and construction of a solid waste facility closure must be undertaken by individuals whose training, experience and professional certification is appropriate to accomplish the specific tasks with accuracy and technical proficiency. Reports, plans or other materials submitted in support of the application must bear the signature and, if appropriate, the seal of the individual who drafted or supervised the drafting of each document.
4. **Pre-submission meeting.** You may request a pre-submission meeting with the DEP after you have completed assembling the complete application. The pre-submission meeting is an opportunity for you and DEP staff to review the completed application to ensure that the necessary information has been included prior to filing the application with the DEP. You may request a pre-submission meeting by contacting the project manager.
5. Publish a “Notice of Intent to File” this application once in a newspaper circulated in the area where the project is located. A form for this notice is attached to this application. The notice should appear in the newspaper within 30 days prior to filing the application with the DEP.
6. Send by certified mail, a copy of the “Notice of Intent to File” to all the owners of property abutting the project. Their names and addresses can be obtained from town tax maps or local public officials. Abutters must receive notice within 30 days prior to filing the application with the DEP. If your project abuts a road or other public or private right-of-way, the person on the opposite side of the right-of-way must be notified.
7. Send by certified mail, a copy of the “Notice of Intent to File” to the chief municipal officer and to the chairperson of the planning board in the municipality where the project is to be located. If the project is located in an unorganized area, send the notice and application to the appropriate Office of the County Commissioners and the Maine Land Use Planning Commission, 22 State House Station, Augusta, Maine 04333-0022. The notice must be filed in the appropriate office within 30 days prior to filing with the DEP.
8. Submit the application to the DEP along with all attachments, a copy of the “Notice of Intent to File,” and a check for the appropriate application fee made payable to “Treasurer, State of Maine”. **Please consult with DEP staff to determine how many copies** of the completed application form and supporting reports must be submitted to the DEP. In general, three copies of site plans, drawings, maps, or other data on sheets larger than 8½" x 14" copies must be submitted. All plans should be folded to size 8½" x 11" unless otherwise indicated by DEP staff. If possible, an electronic copy should be submitted, in addition to the paper copies required. Any part of the application which has been prepared by a P.E., C.G. or C.S.S. must be stamped and signed by that person. If the applicant is a corporation, a certificate of good-standing from the Secretary of State must be included.

9. Send one complete copy of the application and any amendments that are subsequently submitted to the Municipal Office of the town within which the project is located. If the project is located in an unorganized area, send the application to the appropriate Office of the County Commissioners and the Maine Land Use Planning Commission (LUPC), 22 State House Station, Augusta, Maine 04333-0022. The application must be filed in the municipal office or at the County Commissioners Office and LUPC at the time of filing with the DEP.
10. Keep a copy of the completed application for your files. This copy will be helpful in speeding up communications with DEP staff if any questions arise during the review of the project.
11. Upon the approval by the DEP, a permit will be issued and sent to the applicant. The applicant should read the permit carefully in order to become familiar with any conditions. Failure to comply with the approved plan or conditions of approval may lead to enforcement action or the revocation of a permit.

1. To be advertised once by the applicant in a newspaper of general circulation in the area of the project locations, within 30 days prior to the filing of the application.
2. To be mailed by certified mail to all abutting landowners, and municipal office of the municipality where the project is located, within 30 days prior to the filing of the application.
3. A copy of the published notice is to be submitted with the application.

**NOTICE OF INTENT TO FILE**

Please take notice that \_\_\_\_\_  
*Type name, address and phone number of applicant*

is intending on filing an application with the Maine Department of Environmental Protection (Department or DEP) on or about

\_\_\_\_\_ pursuant to the provisions of **Title 38 M.R.S., sections 1301 to 1319-Y** and  
*Type estimated submittal date here*

Maine’s Solid Waste Management Rules.

The application is for \_\_\_\_\_  
*Type summary of project here*

at \_\_\_\_\_ owned by \_\_\_\_\_  
*Type project location here* *Type landowner here*

and operated by \_\_\_\_\_  
*Type site operator here if different*

According to Department rules, interested parties must be publicly notified, written comments invited, and if justified, an opportunity for public hearing given. A request for a public hearing, or that the Board of Environmental Protection assume jurisdiction of the application, must be received by the Department, in writing, no later than 20 days after the application is accepted by the Department as complete for processing.

The application and supporting documentation are available for review at the Bureau of Remediation and Waste Management at the appropriate DEP regional office, during normal working hours. A copy of the application and supporting documentation may also be seen at the municipal office in \_\_\_\_\_ Maine.

Send all correspondence to: Maine Department of Environmental Protection, Bureau of Remediation and Waste Management, 17 State House Station, Augusta, Maine 04333-0017 (207-287-7688 or 1-800-452-1942), or to the appropriate regional office, if known.

## REQUIRED INFORMATION FOR APPLICATION FOR CLOSURE OF A LANDFILL

Landfill closure applications must include all information necessary to address the requirements of Chapter 400, Chapter 401, section 7 and Chapter 401, sections 5 and 6, as applicable. The application must include all pertinent data and calculations.

1. **Description.** Provide a brief description of the landfill and proposed closure, including the types of wastes landfilled and the conceptual closure design.
2. **Schedule.** Provide a draft schedule for implementing an approved closure plan.
3. **Topographic Map.** Submit the most recent full size U.S.G.S. topographic map (7.5 minute series, if available) showing the location of the facility site, the waste handling area, the solid waste boundary and the property boundary. The map must include all surrounding areas within one mile of the waste handling area.
4. **Title, Right, or Interest.** State the number of acres included in the facility site (see Chapter 400 for the definition of "facility site"). Attach copies of deeds, leases, contracts or agreements that establish the applicant's title, right or interest for the facility site.
5. **Abutters.** Attach a copy of the municipal tax map with the facility site and names of abutting property owners clearly marked. Also, include a list of the names and addresses of all the owners of property abutting the facility site.
6. **Notice of Intent to File.** Provide a copy of the completed "Notice of Intent to File" and evidence of compliance with the public notice requirements delineated in items 5, 6, and 7 of the instructions.
7. **Financial Ability.** Submit evidence that affirmatively demonstrates the financial ability of the applicant to complete the closure and perform post-closure care in a manner consistent with the State environmental standards and laws. Refer to Chapter 400, section 4.B for standards and submission requirements.
8. **Technical Ability.** Include evidence that affirmatively demonstrates that the applicant has the technical ability to design and construct the closure and perform post-closure care of the facility. If the proposed closure will be managed by other than the applicant, state the persons or businesses that will be responsible for management and maintenance of the facility. This information should include the applicant's or operator's prior experience and/or appropriate training related to the nature of the proposed facility, and a description of the personnel who will be employed to design, construct, and maintain closure of the facility.
9. **Other Authorizations.** Identify all environmental or land use licenses, permits, or authorizations which are or may be required by any governmental agency. Indicate those now held with an asterisk (\*); indicate when the remaining licenses and permits will be obtained.

NRPA License:

Waste Discharge License:

Highway Entrance License:

Other (describe):

10. **Site Review.** Selection of cover materials should be based upon a review of current site conditions including water quality monitoring, if performed. Identify any site-specific conditions (e.g., leachate seeps, waste instability or ground water contamination) and landfill infrastructure (e.g., monitoring wells, gas management system or stormwater management ponds) that need to be addressed in the Closure Plan. Test pitting to determine the solid waste boundary and/or a landfill topographical survey to delineate current grades may be necessary.
11. **Closure Plan.** Submit a closure plan including engineering design plans and report sufficient to meet the standards and requirements of Chapter 401, sections 7.H and I. The closure plan must address potential contamination issues and any site and slope stability issues that may result from site specific conditions, in accordance with the requirements of Chapter 401, section 7.H. The report must include an erosion and

sedimentation control plan as required by Chapter 400, section 4.J and runoff/infiltration information as required by Chapter 400, section 4.M.

- 12. Application Drawings.** Include drawings prepared to meet the requirements of Chapter 401, section 5.D(4) as applicable.
- 13. Earthworks Testing and Placement Plan.** Submit an earthworks testing and placement plan to demonstrate that the proposed earthworks materials and construction methods will meet the standards of Chapter 401, section 7.H.
- 14. Construction Certification.** Submit documentation that construction was completed and the facility closed in accordance with a DEP-approved plan, in accordance with the requirements of Chapter 401, section 7.H(1).
- 15. Post-Closure Monitoring and Maintenance Plan.** Submit a post-closure monitoring and maintenance plan in accordance with the requirements of Chapter 401, section 7.I. For landfills that conduct water quality monitoring, submit a proposed monitoring program prepared in accordance with the requirements of Chapter 405 and a plan for the inspection and maintenance of water quality wells. The post-closure monitoring and maintenance plan must also address the site-specific conditions outlined in section 10, Site Review.
- 16. Permanent Record.** Within 60 days of final closure construction, submit a copy of the Registry of Deeds record information and deed restrictions in accordance with the requirements of Chapter 401, section 7.H(2).
- 17. If a variance or variances are being requested as part of this application, specify the nature of the variance and the justification for why it should be granted.** Refer to Chapter 400, section 13 of the Solid Waste Management Rules for the standards and submissions required in this variance application.

**END**