

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Solid Waste Program, Attn: Geraldine Travers
17 State House Station
Augusta, Maine 04333-0017
Telephone: (207) 287-7688

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

**APPLICATION FOR A SOLID WASTE TRANSFER STATION OR STORAGE SITE
 REDUCED PROCEDURES**

This form shall be used to request approval for the establishment of a new solid waste transfer station or storage site, pursuant to 38 M.R.S., Section 1301 *et seq.*, and Maine's *Solid Waste Management Rules*.

PLEASE TYPE OR PRINT

Company and Address Information

Company Name: _____ **Telephone:** _____

Applicant's Last Name: _____ First Name: _____

Contact Person: _____ Telephone: _____

Applicant Name: _____ **Agent/Consultant Name:** _____

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: Transfer station or Storage site (check one) Reduced Procedures

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 authorize the Department 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 SEE ATTACHED FEE SCHEDULE TO DETERMINE THE APPLICATION FEE
FOR FOR A REDUCED PROCEDURE TRANSFER STATION OR STORAGE SITE

INSTRUCTIONS

1. **Please refer to Chapters 400 and 402 of the Maine *Solid Waste Management Rules* to understand the standards and requirements for the design and operation of a reduced procedure solid waste transfer station or storage site.** If you have any questions that arise at any point during the application or review process, please contact the DEP Solid Waste Program staff.
2. **Pre-Application meeting.** Applicants proposing to establish a new transfer station or storage site are encouraged to meet with DEP staff to discuss the proposed project. The meetings can help avoid unnecessary expense and processing delays.
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 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. 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.
5. 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.
6. 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.
7. Submit to the Department the application 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 Department. In general, three copies of site plans, drawings, soil maps, or other data on sheets larger than 8½" x 14" copies must be submitted unless the staff determines that fewer copies are needed. ALL PLANS SHOULD BE FOLDED TO SIZE 8½" x 11" unless otherwise indicated by DEP staff. 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.
8. 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, 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.
9. **Keep a copy** of the completed application for your files. This copy will be helpful in speeding up communications with the DEP staff if any questions arise during the review of the project.
10. Upon the approval by the Department of Environmental Protection, 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 conditions of approval may lead to enforcement action or the revocation of a permit.

THIS FORM IS FOR USE IN NOTIFYING ABUTTING PROPERTY OWNERS, THE MUNICIPALITY,
AND PUBLISHING THE NOTICE IN THE NEWSPAPER.

PUBLIC NOTICE OF INTENT TO FILE

Please take notice that _____

(name, address and telephone number of applicant)

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

_____ (*estimated submittal date*) pursuant to the provisions of 38 M.R.S., Section 1301

et seq. and 06-096 C.M.R. Chapter 400 *et seq.*

The application is for _____

(summary of project)

at _____

(project location)

owned by _____ and operated by _____

(landowner)

(site operator if different)

According to Department regulations, 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 (BRWM) 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.

(town)

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 A SOLID WASTE TRANSFER STATION OR STORAGE SITE
REDUCED PROCEDURES**

You may submit a reduced procedures application for a solid waste transfer station or storage site if the facility meets all of the following conditions:

- The waste handling area is less than 2 acres;
- Only household and commercial waste is handled; and
- The transfer station or storage site is sited and designed in accordance with the requirements of Chapter 402, section 3 of the *Solid Waste Management Rules*.

If the facility will not meet any one of these conditions, you may make application for a license to develop and operate the transfer station or storage site under the provisions of Chapter 402, section 2.

1. Description. Provide a brief description of the nature and purpose of the project. Include information on any other types of solid waste handling to be incorporated, such as recycling and/or collection of household hazardous wastes.

2. Schedule.

- a. Proposed date of start of construction: _____
- b. Proposed date of start of operation: _____
- c. Anticipated lifetime of facility use: _____

3. Topographic Map. Submit the most recent full size U.S.G.S. topographic map (7.5 minute series if available) showing the waste facility boundary and the property boundary.

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 proposed site.

5. Abutters. Attach a copy of the municipal tax map with the proposed 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 proposed 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 4, 5, and 6 of the instructions.

7. Financial ability. Submit evidence that affirmatively demonstrates the financial ability of the applicant to develop the project 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, construct, operate, maintain, close, and (if applicable) accomplish post-closure care of the facility. If the proposed project will be managed by other than the applicant, state the persons or businesses that will be responsible for management and operation 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, operate, maintain, close, and (if applicable) accomplish post-closure care of the facility.
- 9. Disclosure statement.** This should include information on the criminal or civil record of the owner, operator, or anyone having a legal interest in the applicant or the facility, as described in Chapter 400, Section 12(A) of the Maine Solid Waste Management Regulations.
- 10. 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.

Building permit: _____ Waste discharge license: _____ NRPA license: _____
 Plumbing permit: _____ Highway entrance license: _____
 Air emissions license: _____ Other (describe): _____

11. Waste handling area setbacks. Submit the following information:

- (a) The land uses of all abutting properties located within 250 feet of the proposed waste handling area;
- (b) The location and distances to the proposed waste handling area from all permanent structures on these properties, and
- (c) If municipal solid waste will be handled and, if necessary to obtain approval for proposed setbacks, written statements, using the template provided as Appendix 402.A, from all property owners having any boundary that is within 250 feet of the proposed waste handling area granting permission to locate the waste handling area within that distance. If a statement from a property owner having a boundary within 250 feet is not available, an applicant shall provide documentation of its efforts to obtain written statements.

12. Siting and Design Information. Please submit the following:

- (a) Site Drawing. An accurate, drawn to scale, site drawing of the transfer station or storage site clearly showing property boundaries, existing utilities and structures to 500 feet beyond the property boundary, proposed structures, proposed storage pads, interior roadways with traffic circulation patterns marked, fire breaks, and any other features connected to the construction and operation of the transfer station or storage site.
- (b) Subsurface Investigation Information. Whenever the proposed transfer station or storage site includes the use of in-situ soils as any part of a soil base pad for stored solid wastes, structures requiring foundations, or subsurface wastewater holding or disposal systems, the application must include information from a subsurface investigation. The subsurface investigation must provide soil test data in the proposed handling areas from a certified professional describing the surficial geology and/or the subsurface soils. This information must demonstrate that the facility design is compatible with the site's soil characteristics, as determined by applicable engineering standards of practice.

(c) Storage Pad Design.

- (i) if non-containerized uncovered storage areas for solid wastes that are not putrescible wastes is proposed, information to demonstrate that this storage is designed to meet the appropriate criteria in Chapter 400, section 3()(7) or 3(C)(8).
- (ii) if wood waste and/or wood from construction or demolition debris is to be burned, information that demonstrates that the burn area is designed to meet the criteria of Chapter 400, section 3(C)(6).

13. Traffic Movement. Submit the following information to demonstrate that the facility will meet the standards of Chapter 400, section 4(D)(1):

- (a) the size, number, and types of vehicles that will be using or serving the proposed solid waste facility after full operation begins.
- (b) a copy of the Maine Department of Transportation entrance permit, if applicable, or if the solid waste facility entrance is not located on a state supported highway, certification by the municipality's Code Enforcement Officer or other appropriate official that safe sight distances will exist in all directions.

14. Existing Uses and Scenic Character. Describe the existing use of the site. Also, provide information sufficient to meet the standards and submission requirements of Chapter 400, section 4(F), except that transfer stations and storage sites which do not grind or chip wood waste more than 4 times per year are assumed to meet the noise standards of Chapter 400, section 4(F).

15. Air Quality. Provide information sufficient to meet the standards and submission requirements of Chapter 400, section 4(G).

16. Other Natural Resources. Provide information sufficient to demonstrate the facility meets the siting requirements of Chapter 402, section 3(B)(3).

17. Adequate Provisions for Utilities. Provide the following information to demonstrate compliance with the standards of Chapter 400, section 4(L).

- (a) Information sufficient to demonstrate the transfer station or storage site meets the design requirements of Chapter 402, section 3(C)(10). A schedule for pumping and signed contracts for disposal of any stored washdown water and leachate must also be submitted.
- (b) In cases where a water supply is or will be established for the transfer station or storage site, a description of the source and its location must be provided.

18. Flooding. The following information must be provided to demonstrate compliance with the standards of Chapter 400, section 4(M).

- (a) Floodplain map. Provide the most recent Federal Emergency Management Agency's flood insurance rate map of the area, if applicable, to demonstrate that the proposed transfer station or storage site will not be located in a 100-year floodplain, restrict the flow of a 100-year flood, or reduce the storage capacity of a floodplain.

(b) Storm Water Control Plan. Provide either a stormwater management plan that meets the submission requirements of Chapter 400, section 4(M), or a certification by a qualified professional that the siting and/or design of the proposed facility will not result in post-construction runoff that is greater than pre-construction runoff.

19. Operations manual. Submit an operations manual, suitable for use by the facility, which includes at a minimum all information that would enable supervisory and operating personnel and persons evaluating the operation of the facility to determine what sequence of operation, plans, diagrams, policies, procedures, and legal requirements are to be followed for orderly and successful operation on a daily and yearly basis. The operations manual must address all the applicable requirements specified in Chapter 402, section 4. Variances from operational requirements may be requested pursuant to Chapter 400, section 13 of the *Solid Waste Management Rules*.

20. Provisions for Solid Waste Removal. Submit a signed contract for the removal and/or disposal of all putrescible wastes handled at the transfer station or storage site. Also submit volume estimates and schedules for removal of all waste streams to be handled at the facility.

21. 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