

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**Solid Waste Program, Attn: Geraldine Travers**  
**17 State House Station**  
**Augusta, Maine 04333-0017**  
**Telephone: (207) 287-2651**

**FOR DEP USE ONLY**

ATS ID: _____ Seq: _____ DEP ID: _____	Received by DEP: _____
Bureau: <u>S</u> Type of Application: ____ Activity: <u>A</u>	Fees Paid: _____
Project Analyst: _____	Check No.: _____

**APPLICATION FOR A SOLID WASTE PROJECT AMENDMENT**

This form shall be used to request approval, pursuant to 38 MRSA, Section 1301 et seq., and Maine's Solid Waste Management Regulations, of any proposal to significantly increase the capacity of a solid waste facility; to significantly alter the siting, design, construction or operation of the facility; or significantly alter the nature of an activity to an extent that would require the Department to modify any findings with respect to any of the licensing criteria.

PLEASE TYPE OR PRINT

**Company Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
 Applicant's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Address Information**

**Applicant Name:** \_\_\_\_\_ **Agent/Consultant Name:** \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**Address: Billing**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**Site/Activity Information**

Project Description: \_\_\_\_\_ - Amendment  
 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 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 AN AMENDMENT TO YOUR FACILITY LICENSE.**

# INSTRUCTIONS

1. Please contact DEP Solid Waste staff to determine if your project is a minor revision or amendment and to answer any questions that arise at any point during the application or review process.
2. Pre-Application meeting. Applicants proposing to amend a license 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.**
4. Publish the **PUBLIC NOTICE OF INTENT TO FILE FORM** once in a newspaper circulated in the area where the project is located. (A form for this 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 **PUBLIC NOTICE OF INTENT TO FILE FORM** 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 **PUBLIC NOTICE OF INTENT TO FILE FORM** to the chief municipal officer and chairperson of the planning board in the municipality where the project is to be located. Send one complete copy of the application to the Municipal Office of the town within which the project is located. If the project is located in an unorganized area, send the **PUBLIC NOTICE** and application to the appropriate Office of the County Commissioners and the Maine Land Use Regulation Commission, State House Station 22, Augusta, Maine 04333. The notice must be filed in the municipal office within 30 days prior to filing with the DEP. The application must be filed in the municipal office at the time of filing with the DEP.
7. 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 the DEP's 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 the application along with all attachments and a check for the fee made payable to "Treasurer, State of Maine" to: Maine Department of Environmental Protection, Bureau of Remediation and Waste Management, 17 State House Station, Augusta, Maine 04333-0017.
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.

**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

\_\_\_\_\_ pursuant to the provisions of 38 MRSA, Section 1301 et seq. and Maine's Solid

(estimated submittal date)

Waste Management Regulations.

The application is for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(summary of project)

at \_\_\_\_\_

(project location)

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 for the Board of Environmental Protection to assume jurisdiction over this 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 (or county office if project is to be located in an unorganized township) 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 (207 287-2651 or 1-800-452-1942).

