



Instructions for Completing the Permit Application for Construction and Operation of a Solid Waste Facility

Use these instructions to complete the Permit Application for Construction and Operation of a Solid Waste Facility (DEP-SW-APP-100).

- *These instructions are organized to follow the Permit Application Form (with same numbering). Additional sources of information for completing the required documents are found at the end of these instructions.*
- *Each Permit Application Form must be accompanied by a Permit Application Transmittal Form (DEP-APP-001) and the specified supporting documents.*

NOTE: These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the Application Form. Remember, it is your responsibility to comply with all applicable laws.

Introduction

This permit program, administered by the Bureau of Materials Management and Compliance Assurance of the Department of Environmental Protection (DEP), regulates a variety of activities related to solid waste disposal or waste processing activities (storage, transfer, volume reduction, recycling, resources recovery, incineration, etc.).

The permitting of solid waste facilities, i.e., resources recovery facilities, transfer stations, volume reduction plants, solid waste disposal areas (landfills), etc., is governed by section 22a-208a of the Connecticut General Statutes (CGS) and sections 22a-209-1 through 17 of the Regulations of Connecticut State Agencies (RCSA). Issuance of a permit to construct and operate initially authorizes only the construction of a solid waste facility. DEP will verify that the facility has been constructed in accordance with the permit. Authorization to operate will then be granted through written approval by the commissioner. Only upon written approval by the commissioner may the actual operation of the facility commence. The permit application

(DEP-SW-APP-100) must be used to apply for a permit to construct and operate. The permit application and these instructions are available on the DEP website at:

www.ct.gov/dep/permits&licenses

Call the Solid Waste Permitting Program at 860-424-3366 for more information regarding the permit application.

Before applying for an individual permit be sure to check the *List of General Permits* fact sheet (DEP-FS-004) in order to determine whether your activity may be eligible for authorization under a general permit. The following is a list of solid waste general permits currently available on the DEP website:

www.ct.gov/dep/permits&licenses (*Air, Waste, Water, Land Use / User's Guide*). Municipal Transfer Station, Disassembling of Used Electronics, Storage and Processing of Scrap Tires for Beneficial Use, Storage and Processing of Asphalt Roofing Shingle Waste and/or for the Storage and Distribution of Ground Asphalt Aggregate for Beneficial Use, and Contaminated Soil and/or Sediment

Management (Staging and Transfer), Satellite Drop-site Facilities, Drop-site Recycling Facilities, Recyclables Transfer Facilities, Limited Processing Recycling Facilities, and Single Item Recycling Facilities are eligible for authorization under the *General Permit to Construct and Operate Certain Recycling Facilities*. Registration is required to be submitted and approved by DEP, in writing, in order for any of the facilities listed above to be authorized by this general permit. Note: for Satellite Drop-site Facilities only there is no registration requirement but you must comply with the conditions of the general permit to construct and operate such a facility.

If you own or operate a leaf composting facility, be sure to also check the Leaf Composting Facility Registration Packet. For copies of this packet, check the DEP website or call the Bureau of Materials Management and Compliance Assurance, Recycling Program at 860-424-3365.

Who Needs a Permit?

Any person proposing to carry out a regulated solid waste activity in the state including, but not limited to the following, must obtain a permit prior to conducting that activity:

- consolidating or transferring solid waste;
- consolidating or transferring waste suitable for recycling;
- incinerating waste for volume reduction and resources recovery purposes;
- processing waste for volume reduction purposes (>1 ton per hour);
- waste composting activities;
- storage or landfilling of solid waste including ash residue;
- processing, consolidating or transferring biomedical waste;
- consolidating or transferring household hazardous waste;
- intermediate processing of solid waste.

Any person proposing to continue operating a previously permitted facility must apply for renewal of the existing permit by submitting a sufficient permit application at least one hundred and twenty (120) days prior to the expiration date of the existing permit. If your renewal application is or may be untimely (i.e., submitted less than 120 days before the expiration date), you will be subject to late fees. Please refer to section 22a-6j CGS.

If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired. Once the permit has expired, facility operations must cease immediately. A new permit application with the appropriate fee must be submitted for review and permit issuance before operations can resume. Operation of a solid waste facility without a permit will subject you to enforcement actions and penalties.

If you are applying for a *modification* or a *minor permit amendment* of an active, valid permit, you may be required to submit certain parts of, or an entire, individual permit application. Contact the Solid Waste Permitting Program at 860-424-3366 for specific requirements on modifications or minor permit amendments.

Any person proposing to transfer a DEP permit must submit a completed *Permit Transfer Form* (DEP-APP-006) and transfer fee to DEP. The Permit Transfer Form may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. For further information concerning permit transfers or to obtain a Permit Transfer Form, please contact the Permit Assistance Office at 860-424-3003.

How To Apply

Your permit application must include the following:

- a *Permit Application Transmittal Form* (DEP-APP-001),
- a *Permit Application for Construction and Operation of a Solid Waste Facility* (DEP-SW-APP-100) and all supporting documents,
- one copy of the application package, and
- the applicable fee, paid by check or money order, made payable to the “Department of Environmental Protection”.

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

Refer to the Available Resources Section at the end of these instructions to obtain all required documents related to the subject permit application.

When submitting your permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the *Permit Application Transmittal Form*. Be sure to list these supporting documents in your table of contents in the Executive Summary. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the *Permit Application Transmittal Form*, along with the corresponding part number and question number indicated on the permit application form. You should retain a copy of all documents for your files.

Notice of Permit Application

Section 22a-6g CGS and section 22a-208a(b) CGS (for solid waste facilities), imposes public notification requirements on applicants for certain permits issued by DEP.

In order to comply with these requirements, you must:

1. Immediately after you submit your application to DEP, publish notice of the permit application in a newspaper of general circulation in the area potentially affected by the activity that is the subject of your permit application. Refer to the following list, (www.ct.gov/deep/lib/deep/permits_and_licenses/newspapers.pdf) for newspapers of general circulation in Connecticut. This notice must follow the format appearing at the end of these notice instructions. The format contains instructions in brackets. You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct.
2. Send a copy of the notice, *within 5 (five) business days of the date on which the subject application is filed with the DEP*, to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, 1st selectman, town manager or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which is available on the Secretary of the State's website (www.ct.gov/sots), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a list of mayors and first selectmen available. If you have questions, you can call the Secretary of the State's office at 860-509-6190 or the town clerk of the appropriate municipality.
3. Attach an *Affidavit of Publication* from the newspaper to a completed *Certification of Notice Form - Notice of Application* (DEP-

APP-005A). This form asks you to: a) specify the date and newspaper in which the notice was published; b) certify that a copy of the notice was provided to the chief elected municipal official; and c) identify the municipal official(s) to whom the notice was provided.

This form must be mailed to:

BUREAU OF MATERIALS MANAGEMENT AND COMPLIANCE ASSURANCE
WASTE ENGINEERING AND ENFORCEMENT DIVISION
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

The format, provided at the end of these notice instructions, must be used when publishing notice of your application. The format contains instructions in brackets.

You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct. If you have any questions about this notice contact the Solid Waste Permitting Program at 860-424-3366.

Your application will not be processed until DEP receives the Affidavit of Publication from the newspaper and the Certification of Notice Form - Notice of Application.

In addition, DEP may notify you that other forms of notice are required, including the posting of a sign in accordance with section 22a-61 CGS.

Certain solid waste facility types or activities (i.e., volume reduction plants, major modifications etc.) will require that a copy of the application be available for inspection at the local library. Contact the Solid Waste Permitting Program for further information at 860-424-3366.

(Continued on next page)

Notice of Permit Application

**Town(s): [LIST ALL TOWNS IN WHICH THE
REGULATED ACTIVITY IS LOCATED]**

Notice is hereby given that **[INSERT NAME OF APPLICANT HERE]** (the “applicant”) of **[INSERT ADDRESS OF APPLICANT HERE]** has submitted to the Department of Environmental Protection an application under section 22a-208a of the Connecticut General Statutes for a permit to conduct a regulated activity in the construction, alteration or operation of solid waste facilities.

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR IF NOT AT A STREET ADDRESS GIVE THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS E.G., ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity will potentially affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY (I.E., WETLANDS; WATERCOURSES, BY NAME; GROUND WATERS; AIR; LAND; TIDAL WETLANDS)]**.

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

[A COPY OF THE APPLICATION MAY NEED TO BE PROVIDED FOR INSPECTION AT THE LOCAL LIBRARY, CONTACT THE SOLID WASTE PROGRAM AT (860) 424-3366 FOR ASSISTANCE]

The application is available for inspection **[AT THE (TOWN)_LIBRARY, ADDRESS , (TOWN), CT]** and at the Department of Environmental Protection, Bureau of Materials Management and Compliance Assurance, Division of Engineering and Enforcement, 79 Elm Street, Hartford, CT 06106-5127, telephone 860-424-3366 from 8:30 to 4:30 Monday through Friday.

Permit Application Instructions (DEP-SW-APP-100)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Part I: Application and Permit Type

In the table provided, check the appropriate box in the left column to identify the solid waste facility you are proposing to construct and/or operate. Complete one permit application package for each solid waste facility requiring a permit. For example, if a transfer station and a wood chipping facility are proposed to be located on the same property, each facility will be permitted separately, and requires a separate application package. The applications can be submitted together with one *Permit Application Transmittal Form*

Solid Waste Facility Types

- **Solid Waste Disposal Area (Landfill)**

Municipal Solid Waste: a permit application is required for any new municipal solid waste landfill. This permit type also requires a discharge permit from the Water Permitting and Enforcement Division of the Bureau of Materials Management and Compliance Assurance.

Residue or Other Solid Waste: a permit application is required for any new proposed landfill other than a municipal solid waste landfill. This permit type may also require a

discharge permit from the Water Permitting and Enforcement Division of the Bureau of Materials Management and Compliance Assurance.

Closure Plan - Active Site: a permit application is required for the submittal of any solid waste disposal area as-built closure plan, where the site is active pursuant to a permit authorized under section 22a-208a CGS. For guidance materials see website at www.ct.gov/dep/permit&licenses (Waste and Materials Management Permits and General permits/Guidance Document for Disruption of a Solid Waste Disposal Area)

Closure Plan - Inactive Site: a permit application is required for the submittal of any solid waste disposal area closure plan where the site is inactive. For guidance materials see website at www.ct.gov/dep/permit&licenses (Waste and Materials Management Permits and General permits/Guidance Document for Disruption of a Solid Waste Disposal Area)

Closure Plan – Unpermitted Site: In accordance with section 22a-208a(c) CGS upon DEP notification any entity that owns an unpermitted landfill shall: (1) submit a closure plan for DEP review and written approval, provide public notice of the proposed closure plan in accordance with regulations adopted pursuant to section 22a-133k RCSA and close and maintain such area after closure in accordance with the approved closure plan or (2) remediate such disposal area in accordance with a remediation plan approved by the DEP or verified by a licensed environmental professional pursuant to section 22a-134a CGS. A fee of three thousand (\$3,000) dollars is required. The DEP may require the owner of the landfill to post sufficient performance bond or other security to ensure compliance with the approved closure plan. For guidance materials see website at www.ct.gov/dep/permit&licenses (Waste and Materials Management Permits and

General permits/Guidance Document for Disruption of a Solid Waste Disposal Area)

- **Volume Reduction Plant**

A permit application is required for any facility (location or structure), whether located on land or water, where more than 2,000 pounds per hour of solid waste (which is generated elsewhere) is reduced in volume.

Select from the following categories:

- Resources Recovery Facility
- Intermediate Processing Center
- Composting no more than 100 tons per day, Source Separated Organic Material
- Composting greater than 100 tons per day, Source Separated Organic Material
- Construction and Demolition Debris no more than 100 tons per day
- Construction and Demolition Debris greater than 100 tons per day
- Land Clearing and Clean Wood Processing
- Sludge Processing
- Other no more than 100 tons per day
- Other greater than 100 tons per day

Renewal - Resources Recovery Facility: required for the renewal of an active permit for a resources recovery facility.

Renewal - Composting: required for the renewal of an active permit for a source-separated organic material composting facility (with composting defined as a process of accelerated biological decomposition of organic material under controlled conditions).

Renewal - Other: required for the renewal of an active permit for a volume reduction plant with a capacity that does not fall into one of the above renewal categories.

- **Transfer Station**

A permit application is required for any new location, structure or activity, whether located on land or water, where more than ten cubic yards of solid waste (which is generated elsewhere) may be either: stored for transfer; or transferred from transportation units and placed in other transportation units for movement to another location, whether or not such waste is stored at the location prior to transfer. Choose from one of the following categories which describes the facility's capacity as designed:

- Less than or equal to 75 tons per day
- Greater than 75 but less than or equal to 150 tons per day
- Greater than 150 tons per day

Renewal: required for the renewal of an active permit for a transfer station.

- **Biomedical Waste Treatment Facility**

Biomedical Waste Treatment Facility Permit: a permit application is required for a new solid waste facility capable of storing, treating or disposing of any amount of biomedical waste, excluding any facility where the only biomedical waste treated, stored or disposed of is biomedical waste generated at the site.

Renewal: required for the renewal of an active permit for a biomedical waste treatment facility.

Minor Permit Amendments

A minor permit amendment is a minor change in the facility design, practices or equipment that would not significantly change the nature of the facility or its impact on the environment.

Solid Waste Disposal Area/Landfill: required for any minor amendment to an active permit for a solid waste disposal area or landfill.

All Others: required for any minor amendment to an active permit for all permit types (other

than a solid waste disposal area/landfill).
Specify type of facility in the space provided.

Permit Modifications

A permit modification is required to change to any substantive degree the design, capacity, volume process or operation of a solid waste facility, and includes, but is not limited to, changes in the approved capacity or of solid waste disposed of, processed, reduced, stored or recycled at the facility.

Regulatory Requirement Modification:

required for an amendment to authorize a change proposed solely to satisfy a new requirement in state or federal statute, regulation, permit or order. The fee for such modification is twenty-five (25) percent of the fee specified above in the appropriate category for a new application to construct or operate a solid waste facility, up to a maximum fee of \$11,500.00 Specify type of facility in the space provided.

Permittee Initiated Modification: required for an amendment to authorize a change to any substantive degree in the design, capacity, volume process or operation of a solid waste facility, and includes, but is not limited to, changes in the approved capacity or of solid waste disposed of, processed, reduced, stored or recycled at the facility. The fee for such modification is fifty (50) percent of the fee specified above in the appropriate category for a new application to construct or operate a solid waste facility, up to a maximum fee of \$30,250.00. Specify type of facility in the space provided.

Landfill Closure Plan Modification:

Modification of a closure plan for a permitted landfill shall be submitted in accordance with CGS 22a-208a(d)(1). A public notice may be required if the modification involves any activity that would disrupt the solid waste or change the use of the landfill. A fee of five hundred dollars is required for a landfill closure plan modification.

Existing Permit Information

If you are applying for a new individual permit for a facility formerly authorized by a general permit or an authorization, or if you are applying for a renewal, minor permit amendment or modification of an existing permit, provide the following:

- the permit or authorization number,
- the expiration date of the existing permit or authorization (if there is no expiration date, i.e., for landfill permits, write in the space provided, "issuance date" and provide the issuance date) and,
- the solid waste facility type.

Part II: Fee Information

For each permit that you are applying for, the fee, as stated in Part I of the permit application form, must be submitted with the application. If the applicant is a municipality, the fifty (50) percent fee discount applies. If you are applying for multiple permits, be sure to sum the fees required for each permit and submit the total amount with the *Permit Application Transmittal Form* and application packages.

DEP will not process an application unless the required fee has been paid.

Please note that annual fees are also assessed once your permit has been issued. The annual fees are based on the type of solid waste facility you are applying for. The annual fees may be found on the DEP website at:

www.ct.gov/dep/laws-regs (solid waste permit fees,
www.ct.gov/dep/lib/dep/regulations/22a/22a-208a-1.pdf)

Part III: Applicant Information

When completing this part, please use the following standards:

- **Name** -Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the

registration.) If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).

- **Phone** - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during daytime business hours.
 - **Contact Person** - Provide the name of the specific individual within the company whom DEP may contact.
1. **Name of Applicant** - Fill in the applicant's information exactly as it appears on the *Permit Application Transmittal Form (DEP-App-001)*. The applicant will become the permittee upon issuance of any permit and will be legally responsible for ensuring compliance with environmental laws and regulations once the permit is granted.
 - **Contact Person** - Provide the name and title of the Facility contact person who should receive correspondence and inquiries regarding this application. Provide the phone number(s) where the individual can be contacted during daytime business hours and email address.
 - **Property Interest** - Check the appropriate boxes that represent the Applicant's interest in the property at which the proposed activity is to be located.
 2. **Primary Contact** - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of the permit application, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.
 3. **Attorney** - It is not required that an applicant be represented by an attorney or

any other agent. If you do have an attorney, complete this section.

4. **Facility or Equipment Operator** - The Facility or Equipment operator may be different than the owner or the applicant. Identify the business that will operate the proposed Facility and/or equipment. Include the appropriate contact within the business and the name and title of the Foreman or lead at the Facility. Provide copies of any operational agreements for the proposed Facility.
5. **Site/Property Owner** – Provide the name of the legal owner(s) of the property on which the proposed Facility will be located.
6. **Professional Engineer** - Please identify the Connecticut licensed Professional Engineer retained by the applicant to certify all engineering submittals required in this application.
7. **Engineers/Consultants** - Please list other engineers or consultants employed or retained to assist in preparing the application or to design and construct the facility. Be sure to include what service is being provided by each.

Part IV: Site Information

1. Facility Name and Location

State the facility name; this is the name by which the facility is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address, municipality, the Tax Assessor's Map, and the Block and Lot Number of the site. These numbers may be found on the most recent tax bill for the property or obtained from the tax assessor's office in the town in which the property is located. If the property does not have a street number, describe the location

in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, “. . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road.”

Provide the latitude and longitude, in degrees, minutes and seconds, of the approximate center of the facility or site of the proposed work. In addition, please indicate the method used to determine the latitude and longitude coordinates. There are a variety of methods of deriving latitude and longitude coordinates, with the Global Positioning System (GPS) being the most accurate.

2. **Indian Lands**

Check the appropriate box to specify if the premise is or will be located on federally recognized Indian lands.

3. **Coastal Area: Coastal Management Act**

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (sections 22a-90 through 22a-113j CGS). You may be required to complete a *Coastal Consistency Review Form* (DEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The *coastal area*, as defined in section 22a-94 (a) CGS, includes the land and water within the following towns:

Branford	Guilford	Old Saybrook
Bridgeport	Hamden	Orange
Chester	Ledyard	Preston
Clinton	Lyme	Shelton
Darien	Madison	Stamford
Deep River	Milford	Stonington (Borough and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	

Greenwich	Norwalk	Westbrook
Groton (City and Town of)	Norwich	Westport
	Old Lyme	

The *coastal boundary*, as defined in section 22a-94(b) CGS, is a designated region within the coastal area. It is delineated on DEP-approved coastal boundary maps which are available for review at the DEP Office of Long Island Sound Programs (OLISP), the DEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEP Maps and Publications.

Activities within the coastal boundary:

If your activity is, or is proposed to be, located in the coastal boundary, and you are applying for either a new permit or a modification to an existing permit, you must complete a *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your application as Attachment D.

For renewals of existing permits for activities located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial application materials. However, DEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

Activities outside the coastal boundary but within the coastal area:

For permit applications (new permits, modifications, or renewals) for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a *Coastal Consistency Review Form* with your initial application materials. However, DEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

4. ***Endangered or Threatened Species***

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species.

Please refer to the “*Connecticut Natural Diversity Data Base- (NDDDB) Review of Endangered or Threatened Species*” located on the DEP website at:

www.ct.gov/dep/endangeredspecies (Review/Data Requests) to determine if your activity is located within an area identified as a habitat for endangered, threatened or special concern species. If applicable, include copies of any correspondence to and from the NDDDB, including a copy of the completed *CT NDDDB Review Request Form* with your application as Attachment E.

5. ***Aquifer Protection Areas***

Aquifer protection areas are defined in sections 22a-354a through bb CGS and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change when final mapping is completed. Level B maps provide an approximation of the Aquifer Protection Areas. Please review the list of towns, available on the DEP website, to determine if your site location is

within one of these towns and, if yes, check the appropriate map, also available on the DEP website, to see if the site is within the area identified on a Level A or Level B map. If your site location is within an area identified in a Level A or Level B map, you must determine if your activity may be regulated either by the local aquifer protection agency or the DEP aquifer protection program.

The following DEP website, www.ct.gov/dep/aquiferprotection, provides the list of towns and maps and information to determine if your activity may be regulated either by the local aquifer protection agency or the DEP Aquifer Protection Program. For further assistance, you may call the Aquifer Protection Program at 860-424-3020.

6. ***Conservation or Preservation Restriction***

If the subject site has a conservation or preservation restriction, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment F.

7. ***Environmental Justice Communities***

Applicants seeking a permit for a new or expanded applicable facility that is proposed to be located in an “environmental justice community,” must 1) file a meaningful public participation plan (Environmental Justice Public Participation Plan) with and receive approval from the Department prior to filing any application for such permit and 2) consult with the chief elected official(s) of the town(s) in which the applicable facility is proposed to be located or expanded to evaluate the need for a community environmental benefit agreement. The Department strongly encourages applicants to reach out to communities in advance of site selections.

To determine if the subject facility is 1) an applicable facility and 2) if it is located within an environmental justice community, refer to the Environmental Justice Public Participation Guidelines at www.ct.gov/dep/environmentaljustice. For further assistance, you may call the Environmental Justice Program at 860-424-3044.

Such applicants must prepare an Environmental Justice Public Participation Plan (DEP-EJ-PLAN-001) as described in the Guidelines and submit such Plan to:

Environmental Justice Program
Office of the Commissioner
Department of Environmental Protection
79 Elm Street, 3rd Floor
Hartford, CT 06106-5127

prior to submitting a permit application. Once the Plan has been approved in writing by the DEP, submit your completed permit application with a copy of the written approval as Attachment G. A final report, as described in the Guidelines, documenting the implementation of the Plan must be submitted to the Environmental Justice Program prior to issuance of the Permit Notice of Tentative Determination.

8. **Wetland Area**

Please refer to section 22a-38 CGS for the definition of a wetland and contact the local municipal inland wetlands agency for information pertaining to the site location.

9. **Water Classification**

a. The ground water classification of the site on which the facility is located may be identified on the "Water Quality Classification Map of Connecticut" produced in 1987 by DEP. The map may be purchased from DEP Maps and Publications 860-424-3555 and is also available for review at the DEP File Room located on the store level at 79 Elm Street, Hartford.

b. The names and surface water classifications of the surface waterbodies which may be impacted by storm water and other wastewater discharges from the facility may be identified on the "Water Quality Classification Map of Connecticut" produced in 1987 by DEP. The map may be purchased from DEP Maps and Publications 860-424-3555 and is also available for review at the DEP File Room located on the store level at 79 Elm Street, Hartford.

Part V: Facility Information

1. Disposal Area (landfill): *Question 1 is to be completed for permit applications to construct and operate a proposed new landfill or the renewal or modification of an existing landfill permit.*

Check the appropriate box to indicate the landfill type.

a. Provide the following information for new landfills:

- (i) the proposed site capacity in cubic yards;
- (ii) the estimated operating life of the landfill in years;
- (iii) the total acreage of the property on which the landfill will be located; and
- (iv) the proposed acreage for waste disposal.

b. Provide the following information for a modification to an existing permitted landfill:

- (i) the current permitted site capacity in cubic yards;
- (ii) the remaining permitted site capacity in cubic yards;
- (iii) the proposed increase in capacity, in cubic yards;

- (iv) the current operating life of the landfill as specified on the previous permit application;
- (v) the remaining operating life of the landfill without the modification;
- (vi) the estimated extended site life if a permit modification is approved;
- (vii) the total acreage of the property on which the landfill is located;
- (viii) the remaining acreage to be used for waste disposal that has been previously permitted; and
- (ix) the additional acreage to be used for waste disposal if a permit modification is approved.

2. Solid Waste Facility: *Question 2 is to be completed for permit applications to construct and operate a proposed new solid waste facility or the renewal or modification of an existing solid waste facility permit.*

- a. Check the appropriate box to indicate the facility type. If the facility is a volume reduction plant (VRP), then check the appropriate box indicating the type of VRP.

Note: A *Temporary Permit to Operate* (TPO) for the purpose of shakedown and testing is needed for any facility designed to have complicated waste handling procedures, processing flows and/or a substantial amount of fixed equipment (conveyors, shredders, balers, boilers/incinerators). An independent engineering consultant must certify to DEP the facility's processing capacity based on tests performed for the purpose of issuing the final Permit to Operate. Section 22a-209-4(c)(4) RCSA authorizes DEP to issue a temporary permit which allows a facility to accept solid waste prior to full operation for the purpose of testing major equipment and/or processing systems. Shakedown

and testing activities shall be conducted only to ensure that the facility will operate properly, and that the issuance of the final Permit to Operate is warranted.

After review and approval of the permit application submitted to DEP for construction and operation of a solid waste facility, DEP may issue a TPO for shakedown and testing of complex facilities. The Bureau of Materials Management and Compliance Assurance staff must be contacted at 860-424-3366 in advance in order to resolve any special requirements for such TPO issuance.

- b. Provide the following information for new facilities or renewal or modifications of an existing facility permit.
 - (i) processing capacity (in tons per day), which is the daily maximum amount of waste the facility can receive and process;
 - (ii) the maximum storage capacity (in cubic yards);
 - (iii) the total acreage of the property that the facility will be located on;
 - (iv) the acreage used by the facility for processing and storage of waste;
 - (v) The days and hours of facility operations;
 - (vi) List the processing equipment. List the types, sizes, number and design parameters of principal fixed equipment and rolling stock used. (i.e., chippers, loaders, etc.)
 - (vii) If applying for a permit modification, check the appropriate box(es) indicating the proposed permit modification type(s).

3. Solid Waste Storage Volumes: By each type of solid waste listed in the table provided, list the maximum on-site storage and storage method for each type of

unprocessed and processed material. Storage of most waste materials require use of covers (refer to the table in the application under this part for materials requiring cover), secondary containment, impervious surfaces, and other measures as needed to prevent pollution. Storage methods may include, inside a building, shed, containers, piles, etc.

Part VI: Supporting Documents

All permit applications must include Attachments A through N, unless otherwise noted in these instructions. Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the *Permit Application Transmittal Form*.

Attachment A: Executive Summary

Submit as Attachment A an executive summary which includes the following:

1. A Table of Contents of the application package, which includes:
 - the *Permit Application Transmittal Form*;
 - the *Permit Application for Construction and Operation of a Solid Waste Facility*;
 - all supporting documents, which include plans, drawings, reports, studies, appendices, or other documentation which are attached as part of the application.

The supporting documents should be listed as follows:

Title of the document, the corresponding attachment label as indicated on the permit application form and the number of pages included in the document (e.g., Executive Summary - Attachment A- 4 pgs.).

2. A brief project description which includes: a description of the proposed regulated activities; a synopsis of the environmental and engineering analyses; summaries of data analysis; a conclusion of any environmental impacts and the proposed project timeline.
3. For renewals, modifications, or minor amendments, provide a list of operational changes in circumstances or information on which the previous permit was based.

Attachment B: Applicant Compliance Information Form

Section 22a-6m CGS provides for DEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. All permit applications must include a completed *Applicant Compliance Information Form* (DEP-APP-002) as Attachment B.

Attachment C: United States Geological Survey (USGS) Map

Submit as Attachment C an 8 ½" x 11" copy of the relevant portion or an original of a USGS topographic quadrangle map, at a scale of 1:24,000, indicating the exact location of the project site and the proposed activities as described below.

The quadrangle name should be noted on the copy of the map submitted. The boundary of the site must be outlined and the location of the proposed activity must be labeled. For landfills or solid waste facilities without structures, the boundary of the activity must be outlined with the center of the activity labeled. See Figure A, at the end of these instructions, for examples of how a USGS Map must be labeled when submitted.

DEP will use this map to enter your project location into its Geographic Information System

(GIS). It is important that you accurately locate the project site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay processing of your application.

Attachment D: Coastal Consistency Review Form

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (Sections 22a-90 through 22a-112 CGS). You may be required to complete a *Coastal Consistency Review Form* (DEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. Please refer to the instructions in Part IV, item 3, to determine if this requirement pertains to you.

Attachment E: CT NDDB Information

Submit copies of any correspondence provided to or received from the CT NDDB program, including a copy of a completed *CT NDDB Request Form* (DEP-APP-007) as Attachment E, as explained in Part IV, item 4 of these instructions.

Attachment F: Conservation or Preservation Restriction

If the property is subject to a conservation or preservation restriction, submit, as Attachment F, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction.

Attachment G: Environmental Justice Public Participation Plan

Submit a copy of the written Plan approval as Attachment G. Please refer to the instructions in Part IV, item 7, to determine if this requirement pertains to you.

Attachment H: Background Information

Submit as Attachment H, on the form provided by DEP (DEP-SW-APP-101) background information requested on the applicant, owner and operator of the solid waste facility. If the applicant, owner and operator are different entities, copies of the form must be completed for each entity.

Attachment I: Statement of Consistency with the Solid Waste Management Plan

Submit as Attachment I, on the form provided by DEP (DEP-SW-APP-102), your statement of consistency with the Connecticut Solid Waste Management Plan. The goals and policies set forth in the Connecticut Solid Waste Management Plan (SWMP) promote source reduction, recycling, composting and energy recovery over land disposal as established in section 22a-228(b) CGS. For a copy of the SWMP or assistance in preparing the statement of consistency, contact the Waste Planning and Standards Division at 860-424-3022.

Attachment J: Business Information

Submit as Attachment J, a completed checklist of business information, on the form provided by DEP (DEP-SW-APP-103) and provide the following business information for the facility.

Financial Stability Information

Include a detailed statement from a Certified Public Accountant which demonstrates the financial capacity of the applicant to develop and operate the project in a manner consistent with Connecticut environmental laws and standards.

1. With respect to the costs of financing, design, construction and start-up of the proposed facility, provide the following information:
 - a. Estimated cost and identification of the source of funds for the facility.
 - b. Identification and discussion of the proposed method of financing costs

which will not be paid from the applicant's own resources.

- c. For costs to be paid from the applicant's own resources, demonstration that such resources are available (which may include third party assurances).
- d. Has the applicant, or its affiliates, ever implemented a project of comparable magnitude? If so, explain.

If the proposed facility involves one million dollars or more in total capital cost, include a statement from an independent third party, certifying as to the reasonableness of such information.

- 2. With respect to the on-going operation of the facility, provide the following information:
 - a. An estimate of the cost of operating and maintaining the facility, and a discussion of the source of revenues to pay such costs.
 - b. A discussion of the financial capacity of the applicant to properly operate the facility, and the proposed method of addressing potential, unexpected costs associated with environmental compliance, breakdowns, malfunctions and related events.
 - c. If other parties will be responsible for the operation of the facility, demonstrate the ability of such parties to meet the financial capacity to do so.

Land Ownership Documents

In accordance with section 22a-209-4(b)(1) RCSA, the applicant must provide signed copies of any lease, deed or other agreements regarding the ownership, control, or use of the facility by the applicant. Such documents include but are not limited to land deeds (e.g., warranty deed; certified deed; lease agreement; etc.).

Agreements Between Parties and Service Agreements and Contracts

Provide copies of all contracts and agreements (e.g., bridge agreements; agreements between the applicant and owner, operator, municipality(s), regional authority, markets, disposal facility(s), other processing facilities, etc.)

(Note: All contracts required by section 22a-213 CGS and section 22a-209-5 RCSA involving a municipality must be approved by DEP.)

Organization Chart

Include an organization chart, which illustrates the relationship between all parties involved in the ownership and management of the facility.

Planning and Zoning Approval

Required for landfills or resources recovery facilities pursuant to section 22a-208b CGS only: Provide a copy of Planning and Zoning approval, special permit, special exception or variance, or other documentation showing that the proposed facility complies with local zoning requirements.

Attachment K: Facility Plan

Applications for construction and operation of a solid waste disposal area (landfill) need not include Attachment K.

Submit as Attachment K, a facility plan for each facility which consists of engineering drawings and an operation and management plan, prepared in accordance with guidelines developed by DEP and by an engineer licensed to practice in the State of Connecticut. The guidelines which have been developed for selected types of solid waste facilities to assist in the preparation of the facility plan are listed in the "Available Resources" section at the end of these instructions. For copies of any of the guidelines, call the Solid Waste Permitting Program at 860-424-3366.

Attachment L: Determination of Need Information

Pursuant to section 22a-208d CGS, DEP cannot issue a permit to construct or expand a Resources Recovery Facility (RRF), or a mixed Municipal Solid Waste (MSW) Composting Facility (facilities where any mixed MSW will be processed), or a Disposal Area for Ash Residue, or a Disposal Area for mixed MSW unless DEP makes a written determination that such a facility is necessary to meet the solid waste disposal needs of Connecticut and will not result in substantial excess capacity of RRF's, disposal areas or mixed MSW composting facilities. In assessing the determination of need for such facilities, DEP will consider the information submitted by the applicant and any other information DEP deems pertinent.

Submit as Attachment L, on the form provided by DEP (DEP-SW-APP-104), the following information as instructed:

- Complete Part I of the form (DEP-SW-APP-104) if applying for a permit to construct or expand a RRF or a mixed MSW composting facility.
- In assessing the determination of need for a RRF or a mixed MSW composting facility, DEP will also consider: current and anticipated availability of guaranteed operating capacity in Connecticut for mixed MSW at RRF's and mixed MSW composting facilities; design capacity of land disposal areas; guaranteed operating capacity of other facilities which process or dispose of mixed MSW that have obtained all necessary permits to construct.
- Complete Part II of the form (DEP-SW-APP-104) if applying for a permit to construct a disposal area for ash residue generated by RRF's.
- Complete Part III of the form (DEP-SW-APP-104), if applying for a permit to construct a disposal area for mixed MSW.

Attachment M: Checklist for Solid Waste Disposal Areas (Landfills)

Submit as Attachment M a completed checklist on the form provided by DEP, *Checklist for Solid Waste Disposal Areas* (DEP-SW/PERD-APP-110), and the solid waste disposal area (landfill) engineering documents as specified in the checklist.

Please note that the form *Checklist for Solid Waste Disposal Areas* (DEP-SW/PERD-APP-110) is to be used to fulfill requirements under the *Permit Application For Wastewater Discharges* (DEP-PERD-APP-100) also.

Attachment N: Certification Regarding Activities Previously Licensed by DEP

If your application concerns an activity previously licensed by DEP, you may incorporate a document by reference into your application by completing the form provided by DEP (DEP-SW-APP-105) and submitting it with your application as Attachment N. To incorporate a document by reference, the document must have been submitted to DEP previously and you must certify that such documents accurately represent the permitted activity as of the date the application is submitted. The documents that are eligible for incorporation by reference include the following:

- **Background Information**

Applicant Background Information Form (DEP-SW-APP-001); *Statement of Consistency with Solid Waste Management Plan* (DEP-SW-APP-102); *Determination of Need Information* (DEP-SW-APP-104)

- **Business Information (DEP-SW-APP-103)**

Applicant's financial stability information; land ownership documents; agreements between all parties involved in the project for the ownership, control, and use of the facility; service agreements and/or contracts with markets, users, final disposal sites, or

other processing facilities; planning and zoning approval

- **Plans**

Engineering drawings such as area map, site plan, architectural and mechanical drawings, cross sections and specifications, mass balance diagrams; Operation and Management Plan; Checklist for Solid Waste Disposal Areas (landfills) (DEP-SW/WD/APP-110)

You are not required to resubmit such documents unless requested by DEP. Check the appropriate box(es) to indicate which documents you are proposing to incorporate by reference and provide the document's final revision date.

Part VII: Applicant Certification

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the application package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;

5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

Available Resources

Guidelines

For copies of the following guidelines call the Solid Waste Permitting Program at 860-424-3366.

- Guidelines for Engineering Evaluations of Solid Waste Disposal Areas
- Guidelines for Completing the Facility Plan for a Permit to Construct and Operate a Volume reduction plant Processing Clean Wood Waste
- Guidelines for Completing the Facility Plan for a Permit to Construct and Operate a Volume reduction plant Processing Construction/Demolition Wastes
- Guidelines for Completing the Facility Plan for a Permit to Construct and Operate a Resources Recovery Facility
- Guidelines for Completing the Facility Plan for a Permit to Construct and Operate a Recycling Facility
- Guidelines for Completing the Facility Plan for a Permit to Construct and Operate a Solid Waste Transfer Station
- Guidelines for Engineering Evaluation of an Application for Collection of Household Paints and Stains at an Existing Permitted Solid Waste Landfill, Transfer Stations, or Intermediate Processing Center.

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEP website, www.ct.gov/dep and your local town hall or library for maps and other reference materials.

Both the DEP Maps and Publications 860-424-3555 and the DEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding the subject permit application contact the Solid Waste Permitting Program at 860-424-3366.

For the subject permit application form, instructions and other required documents visit the DEP website at:

(www.ct.gov/dep/permits&licenses) (Air, Waste, Water, Land Use / Waste and Materials Management Permits and General Permits)

- Coastal Boundary Areas: Town Hall and/or DEP Maps and Publications; "Coastal Boundary Map". Additional information: Office of Long Island Sound Programs: 860-424-3034
 - Coastal Resource Maps: Town Hall and/or DEP Maps and Publications 860-424-3555
 - USGS Topographic Quadrangle Map: (www.ct.gov/dep/gis) DEP Maps and Publications, 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) www.usgs.gov
 - Endangered or Threatened Species Areas: DEP File Room; "State and Federal Listed Species and Natural Communities"; www.ct.gov/dep/endangeredspecies
 - Aquifer Protection Area Maps: www.ct.gov/dep/aquiferprotection, DEP Maps and Publications
 - Pollution Prevention: A variety of pollution prevention publications are available from DEP's Office of Pollution Prevention 860-424-3297
- DEP's Environmental Equity Policy, Environmental Justice Program and Environmental Justice Public Participation Guidelines: 860-424-3044 www.ct.gov/dep/environmentaljustice
 - State and federal statutes and regulations are available for review at various locations:
 - On the web:
 - State Statutes www.cga.ct.gov/asp/menu/Statutes.asp
 - DEP website for Statutes and Regulations: www.ct.gov/dep/laws-regs
 - US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation www.epa.gov/lawsregs

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

Figure A- Waste Example

USGS Quadrangle Map: Clinton
Map Scale: 1:24,000 (1"=2,000')

* Please include Latitude and Longitude for these locations in your application.

RCRA Hazardous Waste,
Section 22a-454 CGS Waste Facility,
and Solid Waste Facility with structures

Solid Waste Facility with no structures,
and all Landfills

Location of activity *

Center of activity *

Boundary of site

Boundary of activity

