



CHECKLIST FOR PERSONS APPLYING FOR A PERMIT (OR RENEWAL) TO CONSTRUCT AND/OR OPERATE A SANITARY OR INDUSTRIAL WASTE LANDFILL

The attached application will not be processed unless all of the following information is provided by the applicant. The following checklist is based upon the specific requirements contained in the *Delaware Regulations Governing Solid Waste (DRGSW)*. Please complete this checklist by placing a check mark before each included item and submit along with the completed application to:

Department of Natural Resources and Environmental Control
Solid & Hazardous Waste Management Branch
89 Kings Highway
Dover, DE 19901

- ___ 1. Any person desiring to obtain a permit to construct a sanitary or industrial landfill must submit a letter of intent to the Department. The letter should indicate the projected design and usage of the proposed facility. The letter of intent shall be followed by the submission, by the applicant, of the following additional information which constitutes an application package. **The applicant must submit 3 copies of the completed application package as well as an electronic version suitable for distribution and posting on the DNREC website.**
- ___ 2. Once the application has been deemed complete, the Department will invoice the applicant for remittance of the public notice fee in accordance with 7 Del. C., Section 6004.
- ___ 3. Solid Waste Management Facility Application, provided by the Department. (Attached)
- ___ 4. Proof of ownership of the property (reference DRGSW, Section 4.B.1.). If the applicant does not own the property, a copy of the lease agreement and the owner's irrevocable permission to conduct the proposed activity on the property must also be submitted.
- ___ 5. A dated plan of operation (reference DRGSW, Section 4.B.1.). This shall include the following:
 - ___ a. A narrative description of the type of facility and of the solid waste handling and disposal procedures to be used.
 - ___ b. A narrative explaining the methods and schedule for operation, modification, use, and maintenance of the various components of the facility.
 - ___ c. A description of the proposed monitoring methods.
 - ___ d. A description of the proposed methods for controlling noise, litter, odors, insects, and rodents.
 - ___ e. A contingency plan to be implemented in case of emergency (e.g., a fire, explosion, or spill that threatens public health and safety or the environment).

- ___ 6. An engineering report (reference DRGSW, Section 4.B.1). This shall include the following:
 - ___ a. Descriptions and specifications of all proposed design features.
 - ___ b. A description of the proposed installation methods and procedures.
 - ___ c. A schedule of events for construction of the facility.
 - ___ d. Proposed design capacity in both tons and cubic yards per day, and projected life expectancy of the facility.
 - ___ e. The engineering report shall be prepared and signed by a Professional Engineer registered in Delaware and shall include a description of the manner in which quality assurance will be carried out during the construction and installation of all design features.
- ___ 7. A hydrogeological assessment (reference DRGSW, Section 4.B.1.). This investigation and report shall be signed by a Professional Geologist registered in Delaware.
- ___ 8. An environmental assessment (reference DRGSW, Section 4.B.1).
- ___ 9. Topographical and site location maps (reference DRGSW, Section 4.B.1.). This shall include a topographical map or series of maps on a scale satisfactory to the Department but in no case less than one inch equal to 400 feet, showing topographic elevations surveyed with reference to mean sea level, and any necessary narrative descriptions, including but not limited to the following:
 - ___ a. The legal boundaries of the property as determined by a survey performed by a registered surveyor; the names of the present owners of the proposed site and of all adjacent lands; and a description of all title, deed, or usage restrictions affecting the proposed permit area.
 - ___ b. The boundaries of the facility over the estimated total life of the proposed operation, including the boundaries of land that will be affected in each sequence of disposal activity.
 - ___ c. The boundaries of land where solid waste will be stored at any time over the estimated total life of the proposed operation.
 - ___ d. The locations and names of all water supply wells or surface water intakes within 1/4 mile of the disposal site boundaries.
- ___ 10. Proof that all applicable zoning approvals and all appropriate federal, state, and local environmental permits have been obtained.
- ___ 11. Closure plan as described in Section 5.J.3 or 6.J.3, as appropriate.

_____ 12. Proof of financial responsibility for closure and post-closure care, as described in Section 4.A.11 of the DRGSW.

_____ 13. Any other related reports, data, maps, or information that the Department requires.

Siting Requirements (DRGSW, Section 5.A. or 6.A.)

_____ 14. Has the applicant addressed siting requirements to include:

_____ a. The 100 year flood plain.

_____ b. State or federal wetlands.

_____ c. Streams.

_____ d. State or federal wildlife refuges, wildlife areas, and parks.

_____ e. Locally adopted land use plans and zoning requirements.

_____ f. Wellhead protection areas of a public water supply well or well field.

_____ g. Proximity to airports.

_____ h. Fault setback requirements (sanitary landfills).

_____ i. Seismic impact zone (sanitary landfills).

_____ j. Unstable areas (sanitary landfills, reference DRGSW, Section 5.A.4.j.).

_____ k. Threatened valuable aquifers (sanitary landfills, reference DRGSW, Section 5.A.4.k.).

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