



## INSTRUCTIONS FOR COMPLETING THE SOLID WASTE FACILITY LICENSE APPLICATION

Please read this document carefully before completing the attached application.

The following guidance is provided to assist in the proper completion of this application. The application must be completed in its entirety in order to be reviewed by either the Board of Health or the Director of the Ohio EPA. Pursuant to Ohio Administrative Code (OAC) Rule 3745-37-02(A), an incomplete application shall not be considered, and shall be promptly returned to the applicant with a notice of deficiency. The form must then be resubmitted.

If you have any questions regarding the completion of this form, please contact the appropriate County or City Board of Health or, for facilities in Ohio EPA-administered counties, the appropriate Ohio EPA District Office. Instructions on how to complete the application are provided as follows:

### PART I - APPLICANT INFORMATION (*please circle the appropriate Ohio EPA District Office*)

- A. Applicant: The owner or operator of the facility must be the applicant. Please indicate whether the applicant is the facility owner, operator, or both.
- B. Facility Name and Location: Indicate the name of the facility as it appears at the entrance to the facility, and provide the information regarding the location of the facility.
- C. Facility Mailing Address: Indicate the mailing address of the facility. If the mailing address is the same as the facility location indicated in B. above, identify as such.
- D. Longitude and Latitude: Enter the longitude and latitude of the facility location. The longitude and latitude can be found on a United States Geological Survey (USGS) 7 1/2-minute (1:24,000 scale) series map. These maps are available for review at several map depository libraries around the state or the maps can be purchased from Ohio Division of Geological Survey or U.S. Geological Survey (see Attachment A). You can locate retail stores where topographic maps are sold in the state of Ohio through the USGS internet location: [http://mapping.usgs.gov/esic/map\\_dealers/oh.html](http://mapping.usgs.gov/esic/map_dealers/oh.html). The price of the maps may vary between dealers. Either determine your longitude and latitude in terms of degrees, minutes, and seconds or mark your business location on the map and submit the map with your application.
- E. Facility Owner(s): Identify all person(s) that own the facility itself. Attach the same information on additional facility owners if there is more than one owner.
- F. Facility Operator:
  - 1. If the owner acts as the operator, indicate as such;
  - 2. If the facility is governmentally owned and operated, identify the person appointed as on-site manager; or,

3. If the facility is operated by a person or corporation other than the owner, identify that person or corporation. If the operator is a corporation, identify the person directly responsible for the daily operations of the facility, i.e., the on-site manager.
- G. On-site Facility Manager: Identify the person responsible for the on-site supervision of technical operations and maintenance of the facility.
- H. Emergency Contact: Indicate the individual(s) who should be contacted in the event of an emergency at the facility.
- I. Property Owners: Identify all person(s) holding legal title to the property on which the facility is located. Attach the same information on additional property owners if there is more than one owner.

Note: If the property owner is a corporation, list on a separate sheet all individuals or organizations that own more than 10% of the shares of the corporation, and list the percentage of shares held. For each organization so listed, list each person or organization that owns more than 10% of its shares and the percentage held. Continue this process for as many steps as needed until every organization that holds a least 10% of the shares has been listed. Provide the name, mailing address and phone number for each individual or organization listed.

## PART II - FACILITY INFORMATION

- A. Application Information: Indicate the facility's current license status by checking the appropriate response.
- B. Indicate if the facility is privately or governmentally owned.
- C. Facility Type: Indicate the facility type. If more than one type of solid waste facility is operated at a single business location, a separate application must be filed for each type of facility.
- D. Authorized Maximum Daily Waste Receipt (AMDWR): If applying for a license as a municipal solid waste landfill, industrial solid waste landfill, residual solid waste landfill, composting facility, scrap tire monocell, scrap tire monofill, or scrap tire submergence facility, indicate the facility's AMDWR, the document establishing the AMDWR, and the appropriate date.
- E. Daily Designed Input Capacity (DDIC): If applying for a license as a class I, class II or mobile scrap tire recovery facility, indicate the facility's DDIC, the document establishing the DDIC, the appropriate date, and the manufacturers rating of the processing capacity of the facility's machinery.
- F. Hours of Operation: Indicate the hours the facility will be open to accept solid waste.

- G. 1. Provide information on the number of employees at the facility and a brief description of their responsibilities.
- 2. Indicate the types and numbers of major equipment available for use at the facility.
- H. Fees: This section is for reference only, and is provided to assist you in estimating the cost of your annual license.

### PART III

Please read the conditions set forth in Part III carefully. The application must be certified in order to be complete. A \$100.00 nonrefundable application fee must accompany the application. If the license is issued, the application fee will be deducted from the license fee.

Applications for solid waste facilities shall be signed by the owner or operator of the facility.

In the following situations, the owner or operator may be:

- A. In the case of political subdivisions, the chief administrative officer or contractual officer of said subdivision; or,
- B. In the case of corporations, the corporate officer having direct responsibility for the facility; or,
- C. In the case of organizations other than corporations, the chief executive officer.