



Montana Department of Environmental Quality  
Waste Management and Remediation Division  
Waste Management Bureau  
Solid Waste Program  
PO Box 200901  
Helena, MT 59620-0901

**TO: PROSPECTIVE APPLICANTS FOR MOTOR VEHICLE WRECKING FACILITY LICENSES**

Attached you will find an application for a Montana Motor Vehicle Wrecking Facility License. Under section 75-10-511, MCA, the completed application and all supporting documents must be submitted in order to obtain a license. Processing time after the Department of Environmental Quality (DEQ) receives a **complete** license application is typically 90 to 150 days.

As required by law, all junk vehicles must be shielded from public view. Public view is defined as “any point six feet above the surface of the center of any public road from which the wrecking facility and junk vehicles can be seen.” You will be required to document the type and design of your shielding in the application. The shielding must be approved by DEQ before it is installed and will be inspected before licensure.

It is important to allow time for the entire licensing process to proceed. The DEQ is required to provide two separate 30-day comment periods to the public. Upon receipt of a complete application for license, the Program must provide a 30-day comment period to the County Commissioners, adjoining property owners, and other interested parties. A Program representative will visit the proposed site as soon as possible after the end of the first comment period. DEQ will then prepare an Environmental Assessment (EA) concerning the proposed facility. The EA will be circulated for public comments for a period of at least 30 days. After the end of the second public comment period you will be contacted concerning any changes or additional information that may be needed. DEQ will then make its final decision on licensing.

If DEQ’s decision is to approve a license, the license will not be issued until all necessary shielding and construction is completed, and the annual license fee has been received. The annual license fee is \$100.00 and it expires on December 31 of each year. The license fee for new facilities will be pro-rated on a quarterly basis and is non-refundable and non-transferable.

If you have any questions, please contact our office at 406-444-5300.



**MOTOR VEHICLE WRECKING FACILITY**  
**LICENSE APPLICATION**

**SECTION I – APPLICANT INFORMATION**

Applicant Name:

Applicant Mailing Address:

Applicant Phone:

Applicant Fax:

Applicant E-mail Address:

This application is for:

New Application

Modification of existing License # \_\_\_\_\_

Are you the owner of the property where the facility is located?  Yes  No

If yes, attach a copy of the deed or other document that verifies you are the site owner.

If no, provide the name and address of lessor who holds title to the property, attach a copy of the lease or rental agreement.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**SECTION II – FACILITY INFORMATION**

Facility Name:

Facility Mailing Address:

Facility Phone:

Facility Fax:

Facility Legal Location

(i.e., Section, Township, Range; describe to nearest quarter-quarter section):

Facility Location Geocode:

General description of facility location:

Total acreage of property: \_\_\_\_\_ Wrecking yard acreage: \_\_\_\_\_

### **SECTION III – FACILITY OPERATIONS**

Summarize the aesthetic character of the proposed project site and the surrounding community or neighborhood.

Include a description of recreational opportunities and any unique cultural landmarks or artifacts in the area that may be impacted by the proposed motor vehicle wrecking facility.

Indicate the approximate distance to the nearest home and/or structure not associated with the proposed project site.

Automotive fluids including crank case oil, transmission fluids, anti-freeze, gasoline, windshield washer fluids, and brake fluids must be properly managed. Please explain how these fluids will be managed.

Describe the noise levels created by the proposed project.

Summarize other industrial activities at or near the site.

### **SECTION IV – ATTACHMENTS (PLEASE NUMBER OR LABEL THE ATTACHMENTS)**

Attach a map that shows the location of the proposed facility, adjacent residences, and access roadways.

Attach a list of names and mailing addresses of all persons owning land adjacent to the proposed facility.

Attach a map that shows the location of wetlands, springs, and natural drainages on and within one mile of the facility boundary.

Attach a map that shows the locations of public and private water supplies within one mile of the facility boundary. Attach copies of well logs for these public and private water supplies. You can reference the Montana Tech Groundwater Information Center site at <http://mbmaggwic.mtech.edu/>.

**SECTION IV (CONTINUED)**

If the site is located within the 100-year floodplain, attach a copy of the floodplain map.

Attach a map of the proposed facility showing:

- |                            |   |
|----------------------------|---|
| a) Fencing                 | c) Location of building(s), scales, tanks, etc... |
| b) Access control features | d) Surface water run-on/run-off controls          |

Attach soils information for this proposed location. Typical sources of soil data are the local USDA Natural Resource Conservation Service Office (NRCS), County Planning Office, and County Health Department. You can reference the NRCS site at: <http://websoilsurvey.nrcs.usda.gov/app/> for soils information.

Your facility may be subject to a Storm Water Permit. Please contact the Water Protection Bureau to see if this is required at your facility. They can be contacted at: Montana Department of Environmental Quality, Water Quality Division, Water Protection Bureau, PO Box 200901, Helena, MT 59620-0901, 406-444-3080. You can reference the Water Protection site at: <http://deq.mt.gov/WATER/WPB/WPBFORMS> for more information.

Attach a copy of the Montana Natural Heritage Program's (NHP) database information on sensitive, threatened, or endangered species or habitats on and within one mile of the facility boundary. The NHP database may be accessed at: <http://mtnhp.org/>.

Attach a copy of the cultural resource file search completed for the site. The search is conducted by the State Historic Preservation Office (SHPO). SHPO charges a fee for this search. A copy of the "File Search Request Form" may be accessed at <https://mhs.mt.gov/Portals/11/shpo/docs/FileSearchRequest.xlsx>.

Is the proposed site located in a Sage Grouse core, habitat, or connectivity area?  Yes  No  
<https://sagegrouse.mt.gov/>

If yes, attach a copy of the recommendation letter from DNRC's Sage Grouse Habitat Conservation Program. (To begin the evaluation process with the Sage Grouse Habitat Conservation Program, visit <https://sagegrouse.mt.gov/projects/>.)

**SECTION V - CERTIFICATIONS**

**ZONING CERTIFICATION**

*I hereby certify that the site of the planned motor vehicle wrecking facility is in accordance with local government zoning and ordinances (to be signed by appropriate local government official having knowledge of local zoning ordinances).*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Representing: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY JUNK VEHICLE COORDINATOR CERTIFICATION**

*I, \_\_\_\_\_, am the County Junk Vehicle Coordinator or Designated Representative of \_\_\_\_\_ County. I certify that I have received a copy of this application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**APPLICANT CERTIFICATION**

*I am the party responsible for operation of this proposed facility. I certify that the above described motor vehicle wrecking facility will be constructed and operated in accordance with Sections 75-10-501 through 75-10-542, Montana Code Annotated (MCA), the rules adopted pursuant thereto, and in accordance with conditions which have or may be imposed in the license.*

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_