



Instructions for Completing a “Recycling Collection Facility License Application”

All applicants are required to complete the following sections:

1. Proposed facility’s name, address, telephone and fax.
2. Applicant’s name, title, address, telephone, fax, and email.
3. Information about location of the proposed facility. Include size and latitude/longitude. The latitude/longitude can be found at this site <http://www.findlatitudeandlongitude.com/>
4. Ownership section. If the proposed facility’s site is leased/rented, the “Landowner Certification” section on the last page must be signed and a copy of the lease/rental agreement attached.
5. A map of the general vicinity, and the actual site of the proposed facility. The site map must include items a.-h. as listed on the application.
6. If a portion of the operation, including storage, will take place outdoors a plan to control water run-on and run-off must be included. For assistance on developing water control strategies, see this document. <http://www.mdt.mt.gov/research/projects/env/erosion.shtml>
7. Assessment of whether the facility will be in a floodplain. Contact your County’s “Floodplain Coordinator” for information on the 100-year floodplain. A current list of county administrators can be found here. http://dnrc.mt.gov/wrd/water_op/floodplain/contacts/communities_floodplain_administrators.pdf
8. A copy of the facility’s Business Plan. The Business Plan must contain items a. – k. as listed on the application form.
9. General Liability Insurance Policy. The section of state law that requires this insurance is: ***17.50.1114 GENERAL LIABILITY INSURANCE (1) Before the initial receipt of waste at a solid waste management facility, or by April 13, 2010, if the facility is accepting waste, the owner or operator shall submit for department approval, and maintain in force during the active life of the facility, a policy of general liability insurance to cover bodily injury or property damage to third persons caused by sudden accidental occurrences at the facility in the minimum amount of \$1***

million per occurrence with a minimum annual aggregate of \$2 million. The owner or operator shall place a copy of the approved policy in the facility operating record. (History: 75-10-204, MCA; IMP, 75-10-204, MCA; NEW, 2010 MAR p. 317, Eff. 2/12/10.)

10. A recycling facility locating within a building 50 years or older must consider if the building is eligible for listing on the Historical Register. After ascertaining the date of construction, the owner or leasee must determine if the building will be modified in any manner that permanently changes the building visually or structurally. Furthermore, if previously undisturbed land is to be affected, potential for disturbance of cultural and historical artifacts must be considered. If these types of changes are to be made, the State Historical Preservation Office must be contacted. For more information on these requirements, please visit <http://mhs.mt.gov/shpo/forms.asp>.
11. Because of possible contamination to soils and water, recycling facilities that will manage **construction & demolition waste, asphalt, appliances, e-waste, mercury-containing equipment, or batteries** must provide information about soil and water in the vicinity of the proposed facility.

Typical sources of soil data are the local USDA Natural Resource Conservation Service Office (NRCS), County Planning Office and County Health Department. The NRCS site is located at <http://websoilsurvey.nrcs.usda.gov/app/>

Groundwater information may be obtained through the Montana Tech Ground Water Information Center (GWIC) at <http://mbmgwic.mtech.edu/>

Signature Page

Signatures from the local zoning official, applicant, and the landowner are required. The application will not be reviewed until the signatures are provided.

If the types of materials handled at the facility change a modification to the Business Plan described in #8 will be required.

Submit the application to:

**Department of Environmental Quality
Solid Waste Program
PO Box 200901
Helena, MT 59620-0901**

If you have questions pertaining to this application phone 444-5300.