

**MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY  
PERMITTING AND COMPLIANCE DIVISION  
WASTE MANAGEMENT SECTION  
PO BOX 200901  
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**TO: Prospective Applicants for a Solid Waste Management System License**

The enclosed checklist and application is for anyone wishing to apply for a solid waste management system license for a Class II. Please number or label the attachments or enclosures you have included with your application form and note those which are included. Remember to return the checklist with your application.

The licensing of a solid waste management system is not a quick and easy process. Be prepared for this process to take as long as a year to work through the various stages involved. The Department will review the application to insure that it is complete. Unless all the needed enclosures are included, it is unlikely that your application for a license will be considered complete. If additional information is required, the Department will notify the applicant with a Request for More Information letter that will specify what additional information is required.

Within 15 days after receipt of the completed application, the Department shall notify in writing the local health officer in the county where the proposed solid waste management system will be located. Once the license review process has been completed, the Department will then prepare an Environmental Assessment (EA) pursuant to ARM 17.4.607. An EA is a written analysis of a proposed action to determine whether an Environmental Impact Statement (EIS) is required and to determine whether or not the action may have a significant impact on the human and natural environment. Next, a public notice will be prepared to notify the public of the required 30-day comment period on the application and the EA. It shall be circulated in the following manner: one copy to the applicant, and three copies to the public health officer along with instructions that they be posted at the nearest post office and two other public buildings serving the geographical area of the proposed system. At least one news release shall be prepared and sent by the Department to an area newspaper.

The Department is required to accept comments from the public for a period of 30 days following the public notice and the completion of the EA, this allows concerned parties the chance to comment on the proposed project. A public meeting or hearing may also be held during the public comment period in order to discuss the project with the public and get their comments.

Comments received are reviewed and a final decision is made as to whether the project is to be licensed or denied, or additional information is required in order to respond to comments. If the Department decides to grant a license, it would be sent to the county's health officer for validation. The health officer in the county where the proposed facility will be located must validate it. For this reason, it is important for the applicant to keep the local health authorities informed during the licensing process and to provide them copies of the application materials.

## **SOLID WASTE MANAGEMENT SYSTEM LICENSE CHECKLIST**

Please number or label the attachments or enclosures that you have included with your application form and note those which are included below. (Note: Unless all the needed enclosures are included, it is unlikely that your application for a license will be considered complete.) Please return this form with your application.

- 1) Copy of lease or rental agreement (if necessary, from item #4).
- 2) Map of city or county (from item #5a).
- 3) Plan of site (from item #5b).
- 4) Topographic maps (if necessary, from item #10 or item #13).
- 5) Well logs, other documentation of depth to ground water (may be included in hydrogeological report, from item #11).
- 6) Springs shown on map (if necessary, from item #13).
- 7) Hydrogeological report (from item #14).
- 8) Ground water monitoring plan (from item #15).
- 9) Operation and maintenance plan (from item #16).
- 10) Cut-and-Fill plans (from item #17).
- 11) List of adjacent property owners (from item #21).
- 12) Calculations of site life (from item #22).
- 13) Closure plan (from item #23).
- 14) Proof of insurance and statement regarding liability coverage (from item #25).

Signature of Applicant \_\_\_\_\_

Date of Completion \_\_\_\_\_

**SOLID WASTE MANAGEMENT SYSTEM LICENSE APPLICATION**

1. Name of proposed facility:

Address of proposed facility:

Name of applicant:

Address of applicant:

Facility telephone:

Other telephone:

2. This application is for a: ( ) solid waste landfill, ( ) transfer station, ( ) resource recovery or processing facility, ( ) other (please specify

3. a) Legal description of proposed location:

b) General description of facility location:

4. If you are not the owner of the property, give name and address of lessor who holds title to the property and attach a copy of the lease or rental agreement.

Name:

Address:

5. Please attach the following:

Map of city or county showing the proposed location of facility, showing adjacent residences and access roadways.

Plan of proposed facility showing the type and adequacy of fences for litter control and access control, and the location of buildings and on-site roadways.

6. Total acreage of proposed site:

Acreage useable for the solid waste system:

7. Population to be served by solid waste system:

8. Will bridges and roads support loaded vehicles? Yes ( ) No ( )

9. Is any portion of site within 100-year floodplain? Yes ( ) No ( )

**SOLID WASTE MANAGEMENT SYSTEM LICENSE APPLICATION**

10. Are natural drainages found within the site? (If "yes", show on map or furnish a topographic map)  
Yes ( ) No ( )
11. Depth to ground water (attach copies of well logs and site-specific hydrogeological report):
12. Distance from public or private water supplies (show locations of wells on map):
13. Show locations at any springs located within one mile of site.
14. Attach hydrogeological and soil information on the proposed site, including a soil profile to a depth ten (10) to twenty (20) feet below lowest point solid waste will be deposited.
15. In order to properly characterize and evaluate the impact of the proposed site on ground water resources, it is nearly always necessary to plan a ground water monitoring system for landfills. Usually this plan will be prepared by a qualified consultant. Have you included a plan for this proposed site? Yes ( ) No ( )
16. Attach operation and maintenance plan. Include days and hours site open, fencing and access control, equipment to be used at site, how traffic will be directed and controlled, general description of solid waste management system, maintenance schedule regarding handling and disposal of solid wastes, provisions for litter control, types of waste to be accepted, proposed use of the land after fill area completed, person(s) responsible for the operation and maintenance of solid waste management system. The operation and maintenance plan must indicate what measures will be taken to insure that drainage is properly handled in order to keep water from entering the waste burial area. Please refer to the Administrative Rules of Montana (ARM) 17.50.510 and 17.50.511 for minimum operation and maintenance requirements.
17. Few sites can be properly planned or operated without a "cut-and-fill" plan. Generally, this plan must be prepared by a qualified individual with experience in landfill design. Have you included a plan of this kind with your application? Yes ( ) No ( )
18. Will open burning of untreated wood waste be a part of the operation and maintenance plan?  
Yes ( ) No ( )
19. Will any special or unusual wastes (those that require special handling or present unique environmental hazards) be accepted? Yes ( ) No ( )

If "yes", briefly describe the wastes (use additional sheet if necessary):

**SOLID WASTE MANAGEMENT SYSTEM LICENSE APPLICATION**

20. Do you plan to accept household quantities of hazardous wastes and/or hazardous wastes from conditionally exempt generators? (Note: these types and quantities of waste may be legally accepted at state licensed "Class II" landfill facilities.)      Yes ( ) No ( )
21. Describe adjacent use of land and attach a list of names and addresses of persons owning land adjacent to the proposed facility:
22. Describe the estimated life of the facility and attach a description of the method used to calculate this figure.
23. Attach a closure plan for the landfill including final cover soil specifications, showing elevations and drainage details, revegetation requirements and other pertinent details of site closure. Address the proposed use of the landfill upon completion.
24. What is the proposed opening date for this facility?
25. Provide name and address of insurer for the facility and/or attach copy of your general liability insurance policy. Provide a statement regarding the limits of the policy for sudden and non-sudden liability coverage.

Name of Insurer:

Address:

26. Will underground tanks/lines be located at the site?      Yes ( ) No ( )

If "yes" have you completed EPA form 7530 (11/85, Rev. 2/86), Notification for Underground Storage Tanks?      Yes ( ) No ( )

If "yes" what is your facility ID number?

**SOLID WASTE MANAGEMENT SYSTEM LICENSE APPLICATION**

27. I hereby certify that the site of the planned solid waste management system is in accordance with local government zoning and ordinances (to be signed by appropriate local government official having knowledge of local zoning ordinances).

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

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

I am the party responsible for operation of this proposed facility. I certify that the above-described solid waste management system will be constructed and operated in accordance with Sections 75-10-201 through 75-10-233, Montana Code Annotated (MCA), the rules adopted pursuant thereto, and in accordance with conditions which have or may be imposed in the license.

Signature: (to be signed by the applicant) \_\_\_\_\_

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