



Illinois Environmental Protection Agency

2520 West Iles Avenue • P.O. Box 19276 • Springfield • Illinois • 62794-9276 • (217) 782-3397

Instructions for Public Notice for Permit Applications Submitted to the Illinois EPA, Division of Land Pollution Control, for Waste Disposal, Storage or Treatment

1. The form "**Notice of Application for Permit to Manage Waste (LPC-PA16)**" must be completed by the applicant and forwarded to the appropriate officials identified below. **FAILURE TO DO THIS WILL RESULT IN THE REJECTION OF THE APPLICATION.**

The following persons must be sent notices:

- a. State's Attorney;
- b. Chairman of the County Board in which the subject facility is located;
- c. All members of the General Assembly from the legislative district in which the site is located; and
- d. Clerk of the municipality, any portion of which is within 3 miles of the boundary of the facility

All blanks must be filled out. The description shall be in sufficient detail to identify the activities being proposed.

The forms shall be mailed on or before (within three days) the date the application is filed with the Illinois EPA. As part of the application include a copy of the form which was sent and a list of those persons to whom it was sent, or copies of the completed forms.

2. Under "**Site Identification**", use the site name shown on existing permits. For new sites, use the proposed site name. The site number is the ten digit number which is on the operating permit. Call Illinois EPA if you don't know it. For new sites, omit the number.
3. When identifying the submission, the facility and the waste, check as many spaces in each column as is appropriate. Check at least one item in each column.
4. Please note that waste stream permits are covered by this form. For a single application for a waste stream permit, include a waste stream description or the generic waste name under "**Description of Project**". **For multiple applications, put the identification on the reverse side of the form.**
5. **The project description should be clear and concise so the general public can understand. Avoid overly general statements (such as "landfill modification") as well as overly technical ones.**