



# Illinois Environmental Protection Agency

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

## **Instructions for the Application for a Permit to Develop a Non-Hazardous Landfill LPC-PA2**

### General Information

Read the enclosed instructions carefully to acquire an understanding of permit application requirements. The application form is to be supplemented by plans, specifications, and reports which are required to describe the development and operation of the site. The information submitted by the applicant must provide the Illinois Environmental Protection Agency with assurance that the facility will not cause a violation of the Environmental Protection Act or regulations adopted thereunder. This form has been developed for non-hazardous landfills as defined in 35 IAC 810.103. This form provides general guidance for application preparation. In all cases, the Act and regulations set forth the minimum information that is required to obtain a permit. It is essential for anyone preparing an application to have a thorough working understanding of 35 IAC 810-815.

All data and information should be typed or legibly printed in ink.

For any information requested but not provided, justification demonstrating the reason(s) for not doing so must be stated.

### Who Should Use This Form

Persons requesting a permit to develop a new facility, or facilities that are expanding, or adding new units should utilize this application. When application is made for these types of activities the applicant should address any existing area with respect to any existing permit to see whether changes are necessary. If no changes are necessary to existing permits, that fact should be so indicated. This form should also be used as a guide to prepare an initial significant modification of an existing facility. Additional instructions for those modifications are available as a guide in the preparation of a significant modification.

Submit an original and three copies of all information requested in the application to:

Illinois Environmental Protection Agency  
Bureau of Land, Permit Section, Mail Code #33  
2520 West Iles Avenue  
P.O. Box 19276  
Springfield, Illinois 62794-9276

Engineering features of plans, specifications, and reports must be certified by an Illinois Registered Professional Engineer and must bear his seal and signature along with the signature or seal of any other licensed professional who has supplied data contained in the submittal. When such data is obtained from published sources, references are to be included. It is critical that the applicant retain a copy of the application and all correspondence sent to the Agency. If more than one Engineer prepared designs or supervised the preparation of designs, it should be so certified. Any revised or additional designs submitted after the initial submittal shall also be certified.

In accordance with the Environmental Protection Act, all information submitted as part of the application is available to the public except when specifically designated by the applicant to be treated confidentially as regarding a trade secret process in accordance with Section 7(a) of the Environmental Protection Act.

The LPC-PA2 form must be accompanied by the "General Application For Permit" (LPC-PA1) Due to the amount and varying types of information required to be submitted, the Application Form will have to be supplemented by various documents and reports. These instructions include Appendices which, depending on the type of waste facility proposed, set out additional information. These instructions explain how to complete the LPC-PA2 form and how to prepare the General Information Document which is a supplement to the LPC-PA2. The General Information Document includes maps, plans and descriptions etc. needed for all types of landfills. In addition, specific appendices list detailed information which may also need to be included. For example inert waste landfills need only complete the LPC-PA1 and LPC-PA2 forms and prepare the reports described in the LPC-PA2 instructions, Appendix A and applicable portions of Appendix E.

Information required by the General Information Document may need to be shown in conjunction with information required by one or more of the appendices to be seen in the proper context. In situations like this, including information required by an appendix in the General Information Document is certainly acceptable. However, when this is done, the appendix must include a reference describing where the information can be found.

Please read all instructions, forms and appendices applicable to the type of facility being proposed prior to beginning. If you have any questions contact the Solid Waste Unit of the Permit Section at 217/524-3300.

## **INSTRUCTIONS FOR COMPLETING LPC-PA2 AND PREPARING THE GENERAL INFORMATION DOCUMENT**

### **I. Site Name:**

Provide the name by which the site is to be known for commercial or business purposes. Provide a site number if one has been previously issued for this site.

### **II. Applicant Information:**

- A. The full legal name of the owner and operator must be indicated. If the owner is the operator, that fact should be so indicated. Please be advised that since the operator is the entity that conducts waste management activities, any permits will be issued to the operator. Signatures are to be placed on the cover application (LPC-PA1).
- B. The proper legal status of the owner and operator should be noted.
- C. Please indicate the relationship between the owner and operator by checking the appropriate boxes.

### **III. Site Location Map:**

The permit application shall contain a site location map on the most recent United States Geological Survey (USGS) quadrangle of the area from the 7 1/2 minute series (topographic), or on such other map whose scale clearly shows the following information:

- A. The permit area and all adjacent property, extending at least 3300 feet beyond the boundary of the of the facility;
- B. All surface waters;
- C. The prevailing wind direction;
- D. All rivers designated for protection under the Wild and Scenic Rivers Act (16 U.S.C. 1271 et seq.);
- E. The limits of all 100-year floodplains;
- F. Any known natural areas designated as a Dedicated Illinois Nature Preserve pursuant to the Illinois Natural Areas Preservation Act (Ill. Rev. Stat. 1989, ch. 105, par. 701 et seq.);
- G. Any known historic and archaeological sites designated by the National Historic Preservation Act (16 U.S.C. 470 et seq.) and the Illinois Historic Preservation Act (Ill. Rev. Stat. 1989 ch. 127, par. 133dl et seq.);
- H. All areas identified as critical habitat pursuant to the Endangered Species Act (16 U.S.C. 1531 et seq.) and the Illinois Endangered Species Protection Act (Ill. Rev. Stat. 1989, ch. 8, par. 331 et seq.); and
- I. All main service corridors, transportation routes, and access roads to the facility.

### **IV. Facility Background:**

Check the box(es) that most accurately describe the facility. Provide the permit number(s) of all existing permits. Attach additional sheets if necessary.

General Facility Information:

- A. The application should include a directory of all maps and specification sheets with titles which are to be reviewed as part of the Application.
- B. Provide a separate site plan map, or maps showing the location of the facility on a scale no smaller than one inch equals 200 feet with a two-foot contour interval. The following information shall be shown:
  - 1. The entire permit area;
  - 2. The boundaries of the facility and all units included in the facility;
  - 3. Location of borrow areas;
  - 4. Boundaries of all areas to be disturbed;
  - 5. The proposed phasing of the facility, including a delineation of the approximate area to be disturbed each year and areas expected to be closed each year in compliance with 35 IAC 811.107(a);
  - 6. All roads in and around the facility;
  - 7. Devices for controlling access to the facility;
  - 8. Devices for controlling litter;
  - 9. Fire protection facilities; and
  - 10. Utilities.

- C. Provide at least two cross sectional drawings with a scale no smaller than one inch equals 200 feet showing the design features of all units (i.e. the waste envelope, final cover, liner, surface water control structures, etc.) with respect to the facility boundaries.

- D. Describe the facility:

The narrative descriptions should be included in the "General Information Document" and should provide a brief explanation of each item requested and any other special feature or relevant fact about the operation. The detailed specific information should be contained in additional reports and the descriptions should refer to these reports and identify the location of the information referenced.

- E. Location Standards:

The purpose of the location standards is to restrict the location of landfills to areas where they will not invade the scenic or recreational values of rivers; restrict or reduce the temporary water storage capacity of a 100-year floodplain, jeopardize nature preserves or any endangered wildlife, threaten or destroy irreplaceable historical and archeological sites, invade a wetland, or cause water pollution. To document this, the application must include written consent or current status of any request made on the project from the governmental entities listed in the table below on the indicated topics.

Regulation	Topic	Department or Agency
811.102(a)	Wild and Scenic Rivers Act	Illinois Department of Natural Resources
811.102(b)	Project impact on 100-year flood	Illinois Department of Transportation or other sources
811.102(c)	Project impact on historical and archaeological sites	Illinois Historical Preservation Agency
811.102(d)	Project impact on endangered species and their habitat	Illinois Department of Natural Resources
811.102(e)	Section 404 of the Clean Water Act (wetlands)	U.S. Army Corps of Engineers and if appropriate, Illinois Environmental Protection Agency (Division of Water Pollution Control)
811.102(f)	Section 208 of the Clean Water Act (nonpoint source pollution)	Illinois Environmental Protection Agency (Division of Water Pollution Control)

F. Surface Water Control:

A surface water control plan is required for all landfills. In the General Information Document, provide the listed information.

Detailed structure designs should be contained in additional reports and this plan should reference those.

G. Daily Cover

All landfills must address the plan for limiting adverse effects of exposed waste on a daily basis. This demonstration must be included in the General Information Document.

H. Legal Description

The permit application shall contain a legal description of the facility boundary and the boundaries of all units included in the facility. This legal description shall identify the nature and location of all stakes and monuments required by Section 811.104 and shall be prepared by or under the supervision of a professional surveyor, who shall affix a professional seal to the work.

I. Property Ownership

The permit application shall contain a certificate of ownership of the permit area or a copy of the lease. The lease shall clearly specify that the owner authorizes the construction of a waste disposal facility on the leased premises, and the duration of the lease will be at least as long as the design period of the landfill. Any prior conduct certifications issued to the owner or operator shall be included in the permit application. The owner and operator shall certify that the Agency will be notified within seven days of any changes in ownership or conditions in the lease affecting the permit area

VI. Supplemental Information:

Applications shall be supplemented by the individual documents listed in Part VI 1 and 2 or 3. You may include any additional reports or information that you feel is appropriate. Appended to these instructions are specific outlines and instructions detailing the specific information to be included in the reports.

VII. Operation:

The applicant must notify the Illinois Environmental Protection Agency in writing and certify that the development of the site has been completed in accordance with the application and Landfill Permit before a pre-operation site inspection can be conducted or an Operating Authorization issued.

A separate permit application must be submitted in accordance with 35 IAC 813.203. The operating authorization is required to be obtained prior to accepting waste for disposal. The drainage control plan must be in place and functional during construction, but need not have an operating authorization. Any discharge of waters from disturbed areas must have the necessary water pollution control permits.