



Illinois Environmental Protection Agency

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

Instructions for Application for Permit to Develop a Non-Special Municipal Waste Storage/Transfer Facility LPC-PA5

General Information

This form is to be used by persons requesting a permit to develop a municipal waste management facility. This form is only for the storage or transfer of municipal solid waste. For special waste storage or transfer stations, and for construction-demolition debris recycling facilities, use LPC-PA3. Form LPC-PA5 applies to new sites as well as adding this type of operation to an existing facility. Minor changes to an existing facility need only follow the procedures for a supplemental permit.

In accordance with the Environmental Protection Act, all of the Application is available to the public except when specifically designated by the applicant to be confidential as regarding a trade secret or secret process in accordance with Section 7(a) of the Environmental Protection Act.

Read the enclosed instructions carefully to acquire an understanding of permit application requirements. The Application form is to be supplemented by plans and narrative reports to describe the development and/or operation of the site. The information submitted by the Applicant must provide the Illinois Environmental Protection Agency with assurance that no violation of the Environmental Protection Act or Regulations will result as a consequence of the development or operation of the site.

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

This application form (LPC-PA5) must be accompanied by the General Application for Permit (LPC-PA1), Closure and Post-Closure Care Plans (LPC-PA11), and proof of mailing notification letters (LPC-PA16), 39(i) forms, originals and one copy, certification of authenticity and local siting approval (LPC-PA8).

For recycling construction-demolition debris, use form LPC-PA3.

The applicant must notify the Illinois Environmental Protection Agency in writing that the development of the facility has been completed in accordance with the Development Permit before a pre-operational site inspection can be conducted or an Operating Permit is issued. Send PA-4 and documentation of construction.

After construction is completed in accordance with the Development Permit, an application for an Operating Permit may be submitted, using LPA-PA4.

If no or very little construction is needed, an application for Development and Operating Permits may be submitted together. the review period will be 90 days.

For any information requested but not provided, justification demonstrating the reasons for not doing so must be stated.

Submit the original and two copies of the entire package 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

It is recommended that the applicant retain a record copy of all application and correspondence sent to the Agency. Plans and reports must be certified by a professional engineer registered to practice in Illinois and must bear the seal and signature along with the signature and/or seal of any Registered Land Surveyor who has supplied data contained in the submittal. When such data is obtained from published sources, references are to be included.

Siting

The applicant must determine if the facility is a new pollution control facility and subject to site location approval as specified in Section 39.2 of the Environmental Protection Act. Refer to Item 2a of the General Application to Permit (LPC-PA1).

Development Permit Application

I. Site Identification

Provide the site name and street address. If mailing address is different, please so indicate.

II. Applicant Identification

1. Owner and operator names, titles, street addresses (post office box if applicable) city, state and telephone number.
2. Check one or more boxes to indicate by whom the site is owned and operated. If other, explain.

III. Site Information Map

Provide a topographic map or maps of the site drawn to the scale of 20 feet to the inch or larger, containing 5-foot contour intervals where the relief exceeds 20 feet, or 2-foot contour intervals where the relief is 20 feet or less, and referenced to a United States Geological Survey datum; include the boundaries and a legal description of the proposed or developed waste management area. The scale should be of a size to show pertinent features in sufficient detail for clarity and review. The facility area may be all or a portion within the legal boundaries.

Each application must include an identification of whether the facility is located within a 100-year floodplain. This identification must indicate the source of data for such determination and must include a copy of a relevant Federal Insurance Administration (FIA) flood map, if used, or the calculations and maps used where a FIA map is not available.

Show nearest area zoned for residential uses, the nearest residence and the distances (in feet) from the transfer station to the residential properties. (Refer to Section 22.14 of the Act.)

IV. Facility Background

Check the box(es) that most accurately describe the facility. Provide all existing permit numbers for the facility.

V. Facility Information

1. Using the same scale as the topographic map, provide a separate map or plan sheet showing the outline of the facility (include essential dimensions, legal boundaries), the location of all process buildings, transfer facilities, loading and unloading areas, access roads, storm sanitary and process sewage systems, monitoring and injection wells, fences, utilities, easements, emergency equipment and any other special construction as may be required to comply with the provisions of the Rules and Regulations.
2. Provide a process flow diagram or schematic drawing showing the flow of waste from the point of entry to the final destination for each waste stream handled at the site.
3. Describe operating procedures at the facility. Include:
 - A. days and hours of operation.
 - B. description of type waste to be received, i.e., municipal solid waste and commercial waste, landscape waste, construction and demolition debris, etc. Describe prohibited wastes and wastes to be received which will require special handling (asbestos, landscape waste, PCB's, special waste, fires, white goods, waste oil, mercury switches, propane tanks, etc.)
 - C. number and duties of employees - including person(s) directly responsible for operations of the site or facility.
 - D. traffic patterns - estimated volume, number and types of transporting vehicles in relation to the road surfacing and load bearing capacity and traffic control signals on public roads. Also describe and show the on-site traffic pattern on a site sketch or plan sheet.

5. equipment utilized - each item's function, physical description, capacity, and number of units used in the operations.
 6. methods to control dust or odor; describe protection from wind.
 7. daily cleanup procedures to be used at the site or facility.
- D. Describe the methods used to screen each load of waste coming into the site to assure only municipal solid waste is received, or, if other waste types are to be received, describe segregation procedures.
 - E. Describe the methods used to transfer and dispose of generated waste such as wash down liquids, residues, run off, etc. Include any documentary evidence of the site or third party acting as the repository of the wastes, such as permits issued by the Bureau of Water or waste stream authorizations.
 - F. Specify alarms and firefighting equipment as well as a contingency or action plan to be implemented in the event of an emergency. All applications must contain a description of, and a plan sheet showing:
 1. any primary or secondary containment control system i.e., embankments, dikes or internal drainage systems.
 2. capacity of the containment system relative to the number and volume of containers or maximum quantity of waste in the building.
 - G. Describe the site or facility inspection procedures and provide an inspection schedule. Describe how leaky containers will be managed, and procedures for managing and removing unauthorized wastes.
 - H. Submit a closure and post-closure plan, using LPC-PA11. Include an estimate of the expected year of closure and a schedule for final closure for the transfer station. A post-closure care plan is required if waste is intended to remain at the site after closure is completed.
 - I. Owners and operators of indefinite storage facilities must supply documents sufficient to show compliance with the financial responsibility requirements of 35 Ill. Adm. Code Part 813.
 - J. Describe procedures for managing surface water (run-on/run-off) during construction and operation.
 - K. Describe routine procedures to minimize vectors (pests). Include inspection procedures and vector control services to be provided.

VI. Recycling

For recycling construction-demolition debris, use form LPC-PA3.

1. Describe the type(s) of recycling and/or salvaging at your facility. Indicate storage areas for recyclables on plans. Describe minimum frequency of removal for each recyclable material.
2. Storage Information for Recyclable Materials: This information may be provided in narrative form.
 - A. Physical Location - Surface area must be described. List materials to be stored and cross reference the type of storage with location on map of developed site. For any tanks, indicate if located above grade or below grade.
 - B. Refuse Volume - Include maximum daily volume and annual projected volume for each recyclable material.
 - C. Number of Containers - Provide the maximum number of containers in the storage area as well as any proposed stacking scheme.
 - D. Duration of Storage - Turnover rate or frequency of removal.
 - E. List planned markets - Also discuss contingency to ensure that materials are not accumulated speculatively.
 - F. Design - Describe how materials will be sorted. Include the method to assure salvaged materials are free of waste and will not cause environmental problems during storage.

VII. Site Suitability

Identify any site specific conditions or features which should be considered in the review of this facility. You should consider the physical characteristics or land uses surrounding the site. Areas and human protection within ½ mile or otherwise which could be environmentally impacted by this facility should be considered.