



Illinois  
Environmental  
Protection Agency

Bureau of Land  
1021 North Grand Avenue East  
Box 19276  
Springfield, IL 62794-9276

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**Application for a Permit to Develop a Composting Facility  
LPC-PA6  
Instructions**

General Information

This form is for composting waste other than landscape waste. If you plan to only compost landscape waste, use form LPC-PA12.

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 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 reports which are required 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 adopted thereunder will result as a consequence of the development or operation of the site.

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

**THIS FORM MUST BE ACCOMPANIED BY THE "GENERAL APPLICATION FOR PERMIT"  
(LPC-PA1).**

For any information requested but not provided, justification demonstrating the reasons for not doing so must be stated. The letters "NA" may be used if requested information is not applicable.

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

Illinois Environmental Protection Agency  
Division of Land Pollution Control - #33  
Permit Section  
1021 North Grand Avenue East  
Post Office 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 his 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 regional pollution control facility and subject to site location approval as specified in Section 39.2 of the Environmental Protection Act.

Refer to the item 2a of the "General Application For Permit" (LPC-PA1).

Operation

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

Instructions

I. Site Identification

For new operations located within the boundaries of existing facilities or for expansions of existing operations, fill in both the site name and the IEPA Site Number. For new, independent operations, simply give the name of the site; the Agency will assign a site number.

II. Applicant Identification and Site Ownership

Fill in:

- A. Applicant (owner/operator) name, title, street address (post office box if applicable) city, state and telephone number.
- B. Check one or more boxes to indicate by whom the site is owned or operated. If other, explain.

III. Location Information

Provide a topographic map or maps of the site drawn to the scale of 200 feet to the inch or larger, containing 5-foot contour intervals where the relief exceeds 20 feet, and 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 area may be all or a portion within the legal boundaries.)

Owners and operators of all facilities must provide 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.

- Item 1. A U.S. Geologic Survey Quadrangle map with the boundaries of the composting facility operation drafted on it must be provided. These maps may be obtained by contacting:

Illinois State Geological Survey  
Natural Resources Building  
615 East Peabody Drive  
Champaign, Illinois 61820  
Phone #217/333-4747

Please be aware that there is a cost for these maps and handling and that you will need to be able to identify the location of the site by Township, Range and Section Number in order for the Survey to determine which map shows your site.

- Item 2. The applicant will need to have a larger scale map or maps (1" = 200' or greater) prepared. The scope of the map(s) must include the site and the surrounding area within 500' of site boundaries. Include all buildings and current uses.

The map(s) should show the site boundaries, the location of on-site buildings, the composting operation boundaries, the location of potable water wells, the types of land use, the topographic contours and drainage patterns. These are subparts 1-8 of Item III in the application.

On the map(s) you should also indicate the elevation of the water table and the location of the 10 year flood plain. As indicated on the form, if the 10 year flood plain is not present within the scope of the large scale map(s) (or is not well represented), the flood plain should be drafted on the Quadrangle Map.

#### IV. Facility Background

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

#### V. Facility Information

- A. A narrative must be provided describing how the facility will operate. Each of the elements listed under this item must be included.

In describing the recordkeeping procedures (for Item V.A.11) that will be used at the facility. The operator must submit an annual report to the Agency including:

- a. Estimates of weights (tons) and volume (cubic yards) of materials accepted at the site
- b. End uses of compost (e.g. nurseries, landscapers, general public, as cover on landfill, farmers, forest preserve, etc.)

- B. In order to operate a composting facility, two permits are necessary. First, the operator needs to obtain a development permit, using this application form. Then after the facility has been developed, the operator must apply for an operating permit. The application for an operating permit consists of a General Application for Permit and an Application for Operating Permit to certify that the facility has been developed in accordance with the development permit.

The Agency is allowed up to 90 days to review an application for a development permit and 45 days for an operating permit application. A facility cannot be operated until an operating permit has been issued.

In Item V.B. the applicant needs to list all the development activities that will be completed before an application for an operating permit is submitted. This should include everything that needs to be done before the facility can operate.

- C. The documentation needed for this item should be in the form of a narrative supplementing the maps of Item 3. As indicated in the form, the applicant must document that:
- a. There is a 200 foot setback between the boundaries of the site and any potable water supply well.
  - b. The site is outside the 10 year floodplain or the site shall be flood proofed, in which case the flood proofing plans must be provided.
  - c. The location of the site shall minimize incompatibility with the character of the surrounding area.
  - d. There is a 200 foot setback between the boundaries of the site and any residence.
  - e. The design of the facility is such that:

- i. No compost will be placed within 5 feet of the water table.
- ii. The permittee shall implement best management practices to control runoff from areas where materials are loaded, unloaded, stored, or composted.

Runoff from the permitted facilities shall not cause or contribute to a violation of the water quality standards contained in 35 IAC 302.

Sampling for BOD<sub>5</sub>, Total Suspended Solids, Ammonia as N, pH or other parameters may be required.

If any water is to be discharged, contact the Division of Water Pollution Control Section.

- iii. Any other leachate generated on site in addition to runoff must also be collected and managed.

The sources of information used in the documentation process must be referenced.

#### VI. Closure/Post-Closure Care

- A. A completed Closure Plans and Post-Closure Plans form (LPC-PA11) must be provided. All composting facilities must provide the site identification and closure information (including cost estimates) for non-disposal facilities as required by the form.
- B. Indefinite storage is defined as "treatment" or "storage" in such a manner that a person would face technical difficulties or high costs in removing the wastes or waste residues from the treatment or storage unit to a disposal unit, such that it may become necessary to close the treatment or storage unit as a disposal unit. A treatment or storage unit in which wastes or waste residues remain for more than one year is assumed to be "indefinite storage" unless the operator demonstrates that it will be technically feasible and economically reasonable to remove the waste for ultimate disposal prior to or upon closure. Applications for development permits for indefinite storage facilities must include post-closure care plans. Therefore, an application for a development permit for a composting facility must include either:
  - a. A demonstration that the proposed operation is not an indefinite storage facility, or

- b. A post-closure care plan (including cost estimates).
- C. a. Financial assurance for closure and post-closure care of a composting facility is generally not required unless;
  - 1. the composting activity constitutes "indefinite storage" and
  - 2. the operator is non-governmental as described in 35 IAC 807.601.
- b. Financial assurance for closure of a composting facility which is not an indefinite storage is generally not required unless;
  - 1. the composting operation is being permitted for development as a unit within the boundaries of a landfill, and
  - 2. the landfill is required to post financial assurance.

In cases when financial assurance is required, the instrument of financial assurance must be included with the application for an operating permit. The acceptable instruments of financial assurance for closure and post-closure care are described in 35 Ill. Adm. Code, Part 807, Subpart F.

**General Instructions for Applying for Permits from the  
Division of Land Pollution Control for Waste Management Facilities  
LPC-PA1**

Because of the many different types of permit requirements, and the numerous types of facilities being permitted, it is necessary to utilize several different permit forms. Most applications will only require one or two forms be used, however, in some instances, more may be necessary. In all cases, (except for the composting of landscape waste only) it will be necessary to complete the General Application for Permit (LPC-PA1). It is important that this form be filled out with other applications since it readily identifies the type of application, facility and waste. This will insure proper administrative processing. This form also identifies many completeness requirements. This will enable the Illinois EPA to quickly identify whether the application can be processed, or whether the applicant has to submit additional information. Finally, since applicant signature requirements have been included, this will be the only form that is necessary for many supplemental applications. None of the forms below are intended to be used for RCRA, Subtitle C permitting. A discussion of many of the forms is presented below. The LPC-PA1 specific instructions begin on page 3.

Failure to properly complete the forms will result in a rejection for incompleteness and will not preserve your filing rights for decision deadlines. **DO NOT INCLUDE APPLICATIONS FOR PRIOR CONDUCT CERTIFICATION, HAULER PERMITS OR FINANCIAL ASSURANCE DOCUMENTS WITH PERMIT REQUESTS FOR WASTE MANAGEMENT FACILITIES.**

1. Landfill Development (LPC-PA2)

To be used for the initial development of a landfill, a major expansion that is beyond the boundaries of areas previously approved on a development permit or for major revisions (i.e., gas collection, leachate collection, etc.) that may impact the development permit. Other modifications to existing facilities would only require a significant modification to the existing permit and use of the General Form (LPC-PA1) with the notification form (LPC-PA16).

2. Application for a Solid Waste Management Permit to Develop Treatment and/or Storage Facilities (LPC-PA3).

Persons requesting a permit to develop a new solid waste treatment, storage, incineration, recycling, or land treatment site or requesting a permit for the first time for such a facility should use this application form. Facilities that are expanding, or adding new units (i.e., new storage area, new treatment units, etc.) should utilize this application. When application is made for these types of activities (expansions, etc.) the applicant should address each area with respect to the original application to see whether changes are necessary. If no changes are necessary, that fact should be so indicated. For example, if a new storage area is proposed, it may not be necessary to change waste analyses or waste characterization plans, but the contingency and closure plans would have to be changed. Applicants should not use the form if they are not expanding, but rather only making modification to existing facilities. In this case, the general application form (LPC-PA1) is the only form needed for a supplemental permit.

3. Application for Operating Permit (LPC-PA4)

This form is to be used when requesting permission to operate under a previously approved permit. If other changes are to be made to the facility a supplemental request must also be made, and a waiver to the 45 day review period given. If any certifications, reports, test results etc., are required by the development permit prior to operation these must accompany the operating permit (OP) application.

4. Supplemental or Significant Modification Permit Applications

An application of this type need generally include the General Form (LPC-PA1). Any changes to a previously permitted facility which do not involve expansion, significant changes to the development permit or additions of new forms of waste management (e.g., like adding an incinerator at a landfill) are considered supplemental or significant modification for landfill regulated under Parts 810 through 814 but still require a thorough explanation, supplemented by plans and specifications as necessary.

5. Application for Permit -- Non-Special Municipal Waste Storage/Transfer Station (LPC-PA5)

This form is to be used by persons requesting a permit to develop a general municipal refuse waste handling facility. This form is only for the storage or transfer of non-special general refuse. For special waste storage or transfer stations use LPC-PA3. Form LPC-PA5 applies to new sites as well as adding this type of operation to an existing site. Minor changes to an existing facility need only follow the procedures for a supplemental permit.

6. Application for a permit to Develop a Composting Facility -- (LPC-PA6)

Persons requesting a permit to develop a site for the composting of materials other than landscape waste only should use this form. Applicants wishing to compost landscape waste only should use form LPC-PA12. Form LPC-PA1 should accompany LPC-PA6.

7. Application for the Transfer of Solid Waste Permits (LPC-PA7)

This form is to be used when the owner or operator of any existing permitted facility wishes to transfer ownership or the right to operate to another entity. Sale or transfer of the stock of a corporation does not require a permit transfer, however, the Agency must be notified of the sale or transfer of stock which changes the controlling interest of the facility. The General Form (LPC-PA1) must accompany the Permit Transfer form (LPC-PA7).

8. Siting Certification (LPC-PA8)

This form is to be used to demonstrate compliance with the siting requirements of the Act for new pollution control facilities. Failure to submit this form when required is cause for an application to be deemed incomplete or denied.

9. Signatures of All Beneficiaries of a Land Trust (LPC-PA9)

This form is to be used by solid waste disposal facilities to demonstrate compliance with Sec. 22.19(b) of the Act.

10. Request for Authorization to Deposit Hazardous Waste under Section 39(H) of the Act (LPC-PA10)

For use by hazardous waste generators proposing to land dispose their waste. It is not necessary that LPC-PA1 accompany this form since it will normally be attached to a supplemental waste stream application.

11. Closure Plans and Post-Closure Care Plans (LPC-PA-11)

Any facility which is required to have a closure plan or post-closure care plan as well as any modification or supplemental permit request which results in a change or update to an existing closure or post-closure care plan should use this form. This form is to be used for a closed landfill under 35 IAC 807.

12. Landscape Waste Composting (LPC-PA12)

This form is to be used by persons requesting a permit to compost landscape waste in accordance with Sec. 39M of the Act (HB 3800). Siting pursuant to Sec. 39.2 of the Act will not be required in this case. Persons wishing to compost other wastes may use form LPC-PA6 but they will be subject to

siting, and will have to submit other information as determined by the Agency. Applicants should contact the Agency prior to preparing their application for assistance if necessary.

13. Application for a Permit to Develop a Used Oil Storage Facility (LPC-PA13)

This form may be used only if the site operator accepts used oil from individuals who have drained the used oil from vehicles which they own or lease. Form LPC-PA1 must accompany this form.

14. Notice of Application for Permit to Manage Waste (LPC-PA16)

This form must be completed by the applicant and forwarded to the appropriate officials for each permit request submitted. **FAILURE TO DO THIS WILL RESULT IN THE REJECTION OF THE APPLICATION.** Refer to instructions for LPC-PA16. A list of officials can be obtained by calling the Solid Waste Unit log clerk at 217/524-3300.

15. Application for a Potentially Infectious Medical Waste (PIMW) Management Permit to Develop Treatment and/or Storage-Transfer Facilities (LPC-PA17).

This form is to be used when requesting a permit to develop a new PIMW facility or requesting a permit for the first time for a PIMW facility. Applicants should not use the form if they are not expanding, but rather only making modifications to existing facilities. In this case the standard application for supplemental permit should be used (LPC-PA1).

GENERAL INFORMATION

Read the enclosed instructions carefully to acquire an understanding of permit application requirements. The application form is to be supplemented by plans and reports which are required to describe the development and/or operation of the facility. 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 adopted thereunder will result as a consequence of the development or operation of the site.

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

The letters "NA" may be used if requested information is not applicable. However, for any information requested but not provided, justification demonstrating the reasons for not doing so must be stated.

Submit the original, with original signatures, and two (2) photocopies (or three (3) if applicable\*) of all application forms and supporting documentation, including plan sheets and maps, requested in the application to:

Illinois Environmental Protection Agency  
Bureau of Land  
Permit Section #33  
1021 North Grand Avenue East  
Post Office Box 19276  
Springfield, Illinois 62974-9276

**FAILURE TO DO THIS WILL RESULT IN REJECTION OF THE APPLICATION.** A complete application submittal will contain an original plus two (2) photocopies (or three (3) if applicable\*) for a total of three (or four) sets of the application.

\* If the application for permit contains information or proposals which you are requesting approval regarding the hydrogeologic setting, groundwater monitoring, modeling or classification, and/or a



groundwater impact assessment, you must submit a third (3rd) copy of the application forms and supporting documentation.

If you have questions regarding the use or completion of this form, please contact the Permit Section at 217/524-3300. Questions regarding a previously submitted application can be directed to the State Permit log clerk. The log clerk can forward your call to the assigned permit reviewer.

Note: Permit applications which are to be hand-delivered to the Bureau of Land, Permit Section must be delivered to the 1021 North Grand Avenue East location between the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday (excluding State Holidays).

## INSTRUCTIONS

### I. Site Identification

For new facilities located within the boundaries of other existing permitted and/or closed solid waste management facilities, for expansions of existing facilities or for existing facilities renewing the permit, fill in both the facility name and the Illinois EPA site number. For new independent facilities, simply give the name of the facility. The Illinois EPA will assign a site number.

For all facilities, fill in the Physical Site Location (street or road, etc. DO NOT USE POST OFFICE BOX NUMBERS), City, Zip Code (9 digit if available) and County.

For existing permitted and/or closed solid waste management facilities, fill in existing permit numbers.

### II. Owner/Operator Identification

Fill in:

1. Owner and Operator name, address, city, state, contact person and phone number.

### III. Permit Application Identification

#### TYPE OF SUBMISSION/REVIEW PERIOD

Your facility will be subject to 35 IAC 807 or 813 depending on the type of facility and type of waste (municipal solid waste, etc., disposal, treatment, etc.). The type of permit requested must be checked correctly. The following describe each.

- New Landfill/180 days (35 IAC Part 813). A landfill not permitted before September 18, 1990.
- Landfill Expansion/180 days (35 IAC Part 813) - Proposing an expansion of an existing landfill.
- Landfill Expansion/180 days (35 IAC Part 813) - Proposing an expansion of an existing landfill.
- Sign. Mod to Operate/90 days (35 IAC Part 813). A request to operate at an 813 new landfill or one which has been permitted pursuant to 35 IAC 814.
- Other Sign. Mod/90 days (35 IAC Part 813). A landfill which has a permit issued pursuant to 35 IAC 813 and which is modifying an aspect of its operation or development.
- Renewal of Landfill/90 days (35 IAC Part 813). Renewal of a permit issued pursuant to 35 IAC 813.

- Developmental/90 days (35 IAC Part 807). A permit for development of a new waste management facility or expansion of an existing facility. These facilities are not landfills. They will include transfer stations, incinerators, storage areas, treatment facility, etc.
- Operation/45 days (35 IAC Part 807). A permit to request approval to begin operation of a waste management facility which has an 807 development permit.
- Supplemental/90 days (35 IAC Part 807). A modification of an existing 807 development permit. This includes changes to an operating permit as well.
- Permit Transfer/90 days (35 IAC Part 807). A request to change the owner or operator of an 807 permit. Note, transferring an 813 permit is an "Other Significant Modification).
- Renewal of Experimental Permit (35 IAC Part 807). Renewal of an experimental permit issued pursuant to 35 IAC 807.

The type of submission must be checked accurately. To ease the log in procedures and to avoid a potential clerical error, this procedure has been established. Please call if you have any questions. INDICATING THE WRONG TYPE SUBMISSION MAY RESULT IN AN INCOMPLETENESS DETERMINATION.

#### Type Facility

Check the type of facility which is the subject of the application. If more than one activity occurs at the facility, also check each type that has a development or landfill permit issued to it.

#### Type Waste

Indicate all types of waste which are managed at the facility.

#### Description of this Permit Request

This should provide sufficient information to generally describe all aspects of the request being made in this specific request, not merely what occurs at the facility.

#### IV. Completeness Requirements

The following items must be submitted unless they are not required, or have previously been approved. Any items marked "N/A" must be fully explained. For example, a treatment facility may indicate "N/A" for prior conduct certification and explain that certification is not required for treatment facilities. FAILURE TO COMPLETE EACH ITEM WILL RESULT IN REJECTION OF THE APPLICATION.

1. Refer to LPC-PA16 instructions.
2. Applies to new and expanding pollution control facilities.
3. Either a. or b. should be yes.
4. For waste disposal sites only, as defined in 35 Ill. Adm. Code Part 745.102(c). Any other type of application should specify not applicable. If this item is NA, then move on to Item 6.

5. This requirement only applies to disposal facilities located on property held in a land trust. (Refer to Section 22.19(b) of the Act.) Disposal facilities should check Yes or No. Other facilities should check N/A. If Yes is checked, LPC-PA9 must be completed and submitted. Please refer to the LPC-PA9 form and instructions.
6. This applies to any application which includes groundwater monitoring or hydrogeologic information necessary for reviewing the permit request indicated and described in Section III. In addition to the examples listed in LPC-PA1, a third copy of the application and supporting documents must be submitted for any groundwater reports or notifications submitted as a permit application.

V. Signatures

ORIGINAL SIGNATURES REQUIRED. BOTH OWNER AND OPERATOR SIGNATURES ARE TO BE NOTARIZED. SIGNATURE STAMPS OR APPLICATIONS TRANSMITTED ELECTRONICALLY OR BY FACSIMILE ARE NOT ACCEPTABLE.

The landowner, facility operator, notary and engineer signatures must be provided. Identify any preparer or person to contact, should any additional information or clarification be necessary.

Fully complete FEIN (Federal Employee Identification Number) or S.S.N. (Social Security Number, if individual), title information, dates, name, telephone number and seal as necessary.

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.