



## CHECKLIST FOR PERSONS APPLYING FOR A PERMIT (OR RENEWAL) TO CONSTRUCT AND/OR OPERATE A RESOURCE RECOVERY FACILITY

The attached application will not be processed unless all of the following information is provided by the applicant. The following checklist is based upon the specific requirements contained in Delaware's *Regulations Governing Solid Waste* (DRGSW). Please complete this checklist by placing a check mark before each included item and submit along with the completed application to the address below. **The applicant must submit 3 copies of the completed application package as well as an electronic version suitable for distribution and posting on the DNREC website.**

Department of Natural Resources and Environmental Control  
Compliance & Permitting Section, Waste Management & Reduction Branch  
89 Kings Highway  
Dover, Delaware 19901

- 1. Solid Waste Management Facility Application. (pursuant to Section 4.4.1.1 of DRGSW).
- 2. Once the application has been deemed complete, the Department will invoice the applicant for remittance of the public notice fee in accordance with 7 *Del. C.*, Section 6004.
- 3. Proof of ownership of the property / copy of lease agreement (pursuant to Section 4.4.1.2 of DRGSW).
- 4. A Plan of Operation (as described in Section 4.4.1.3 of DRGSW).
- 5. An Engineering Report (as described in Sections 4.4.1.4 and 9.3 of the DRGSW).
- 6. A Recycling Analysis (as described in Section 4.4.1.5 of the DRGSW).
- N/A 7. A plan for sampling, analysis, and disposition of ash or other residuals and for the documentation of non-hazardous characteristics of the incoming materials as deemed appropriate (Section 4.4.1.6 of DRGSW).
- 8. A Hydrogeological Assessment, if deemed necessary by the Department (pursuant to Section 4.4.1.7 of DRGSW).
- 9. An Environmental Assessment (as described in Section 4.4.1.8 of DRGSW).
- 10. Topographical and Site Maps (as described in Section 4.4.1.9 of DGRSW).
- 11. Proof that all applicable permits, licenses, and approvals have been obtained or applied for (pursuant to Section 4.4.1.10 of DRGSW).
- 12. A Conceptual Closure Plan (pursuant to Section 4.4.1.11 of DRGSW).
- 13. Proof of financial responsibility for closure (pursuant to Section 4.4.1.12 of DRGSW).
- 14. Proof that the Resource Recovery Facility will be sited (as described in Sections 4.4.1.13 and 9.2 of DRGSW).
- 15. A completed *Applicant Background Information* form, if applicable (7 *Del. C.* Chapter 79).  
Submitted by applicant previously with permit transfer.