



## **CHECKLIST FOR PERSONS APPLYING FOR A PERMIT (OR PERMIT RENEWAL) TO CONSTRUCT AND/OR OPERATE A SANITARY OR INDUSTRIAL WASTE LANDFILL**

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 or application section reference before each included item and submit along with the completed application to:

Department of Natural Resources and Environmental Control  
Solid & Hazardous Waste Management Section  
89 Kings Highway  
Dover, DE 19901

- \_\_\_\_\_ 1. Any person desiring to obtain a permit to construct or continue the operation of a sanitary or industrial landfill must submit a letter of intent to the Department. The letter should indicate the projected design and usage of the proposed facility. The letter of intent shall be followed by the submission, by the applicant, of the following additional information which constitutes an application package. **The applicant must submit three (3) copies of the completed application package as well as an electronic version suitable for distribution and posting on the DNREC website.**
  
- \_\_\_\_\_ 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. Solid Waste Management Facility Application, provided by the Department per DRGSW, subsection 4.2.1.1.
  
- \_\_\_\_\_ 4. Proof of ownership of the property per DRGSW, subsection 4.2.1.2. If the applicant does not own the property, a copy of the lease agreement and the owner's irrevocable permission to conduct the proposed activity on the property must also be submitted.
  
- \_\_\_\_\_ 5. A dated plan of operation meeting the requirements specified in DRGSW, subsection 4.2.1.3. The plan shall be prepared under the direction of and signed by a Professional Engineer or Professional Geologist registered in Delaware or other Department approved person. The plan shall include the following:
  - \_\_\_\_\_ a. A narrative description of the type of facility and of the solid waste handling and disposal procedures to be used.
  
  - \_\_\_\_\_ b. A narrative explaining the methods and schedule for operation, modification, use, and maintenance of the various components of the facility.

- \_\_\_\_\_ c. A description of the proposed monitoring methods.
- \_\_\_\_\_ d. A description of the proposed methods for controlling noise, litter, odors, dust, insects, and rodents.
- \_\_\_\_\_ e. A contingency plan to be implemented in case of emergency (e.g., a fire, explosion, or spill that threatens public health and safety or the environment).
- \_\_\_\_\_ 6. An engineering report meeting the requirements specified in DRGSW, subsection 4.2.1.4. The report shall be prepared and signed by a Professional Engineer registered in Delaware. The report shall include the following:
  - \_\_\_\_\_ a. Descriptions and specifications of all proposed design features.
  - \_\_\_\_\_ b. A description of the proposed installation methods and procedures.
  - \_\_\_\_\_ c. A schedule of events for construction of the facility.
  - \_\_\_\_\_ d. Proposed design capacity in both tons and cubic yards per day, and projected life expectancy of the facility.
  - \_\_\_\_\_ e. A description of the manner in which quality assurance will be carried out during the construction and installation of all proposed design features.
- \_\_\_\_\_ 7. A hydrogeological assessment meeting the requirements specified in DRGSW, subsection 4.2.1.5. The assessment and report shall be prepared and signed by a Professional Geologist registered in Delaware. The assessment shall include a series of test borings and wells, constructed to a depth and in a number sufficient to identify:
  - \_\_\_\_\_ a. The occurrence and characteristics of the unconfined and first confined aquifers.
  - \_\_\_\_\_ b. Groundwater flow directions.
  - \_\_\_\_\_ c. Background groundwater quality using a minimum of eight (8) independent samples for each background and downgradient well.
  - \_\_\_\_\_ d. Potential pathways of contaminants to points of groundwater discharge.
  - \_\_\_\_\_ e. Approximate groundwater flow rates and travel times from the facility to points of discharge (including wells and/or surface water).
  - \_\_\_\_\_ f. A delineation of the anticipated maximum elevation of the seasonal high water table.
- \_\_\_\_\_ 8. An environmental assessment to provide a detailed analysis of the potential impact of the proposed facility on the environment considering factors included within DRGSW, subsection 4.2.1.6. This assessment shall be prepared under the direction of and signed by a Professional Engineer registered in Delaware.

- \_\_\_\_\_ 9. Topographical and site location maps meeting the requirements of DRGSW, subsection 4.2.1.7. This shall include a topographical map or series of maps on a scale satisfactory to the Department but in no case less than one inch equal to 400 feet, showing topographic elevations surveyed with reference to mean sea level, and any necessary narrative descriptions, including but not limited to the following:
- \_\_\_\_\_ a. The legal boundaries of the property as determined by a survey performed by a registered surveyor; the names of the present owners of the proposed site and of all adjacent lands; and a description of all title, deed, or usage restrictions affecting the proposed permit area.
- \_\_\_\_\_ b. The boundaries of the facility over the estimated total life of the proposed operation, including the boundaries of land that will be affected in each sequence of disposal activity.
- \_\_\_\_\_ c. The boundaries of land where solid waste will be stored at any time over the estimated total life of the proposed operation.
- \_\_\_\_\_ d. The locations and names of all water supply wells or surface water intakes within 1/4 mile of the disposal site boundaries.
- \_\_\_\_\_ 10. Proof that all applicable zoning approvals and all appropriate federal, state, and local environmental permits have been obtained per DRGSW, subsection 4.2.1.7.5.
- \_\_\_\_\_ 11. A closure plan per DRGSW, subsection 4.2.1.9, as described in DRGSW subsection 5.10.3 or 6.10.3, as applicable.
- \_\_\_\_\_ 12. Proof of financial responsibility for closure and post-closure care meeting the requirements of DRGSW subsections 4.2.1.10 and 4.1.11.
- \_\_\_\_\_ 13. A stormwater plan per DRGSW, subsection 4.2.1.12, as described in DRGSW subsection 5.6 or 6.6, as applicable. The plan shall describe stormwater management controls and practices in place or planned for the facility and shall identify potential sources of pollutants which may reasonable be expected to affect the water quality or stormwater discharges from landfill operations and site maintenance. The plan needs to address construction activities regulated by a Sediment and Stormwater Plan Approval issued by the Department. Plans created under regulations other than DRGSW can be substituted for this requirement provided the plan meets the minimum requirements specified within DRGSW.
- \_\_\_\_\_ 14. Any other related reports, data, maps, or information that the Department requires. (DRGSW, subsection 4.2.1.13).
- \_\_\_\_\_ 15. Siting Requirements meeting the requirements of DRGSW, as described in DRGSW subsection 5.1 or 6.1, as applicable. Has the applicant addressed siting requirements to include:

- \_\_\_\_\_ a. The 100 year flood plain as delineated by the Federal Emergency Management Agency.
- \_\_\_\_\_ b. State or federally regulated wetlands.
- \_\_\_\_\_ c. Streams.
- \_\_\_\_\_ d. State or federal wildlife refuges, wildlife areas, and parks.
- \_\_\_\_\_ e. Locally adopted land use plans and zoning requirements.
- \_\_\_\_\_ f. Wellhead protection areas of a public water supply well or well field or a formally designated aquifer resource protection area.
- \_\_\_\_\_ g. Proximity to airports.
- \_\_\_\_\_ h. Fault setback requirements.
- \_\_\_\_\_ i. Seismic impact zone requirements.
- \_\_\_\_\_ j. Unstable areas.
- \_\_\_\_\_ k. Areas where valuable aquifers would be threatened by contaminant releases.
- \_\_\_\_\_ l. A setback of 200 feet or more, unless otherwise approved, from the facility property boundary
- \_\_\_\_\_ m. Whether the facility will be within an area that is environmentally unique or valuable.