



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.

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