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METRO

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Solid Waste License Application

Mixed Non-Putrescible Waste Material Recovery Facility

METRO SOLID WASTE FACILITY LICENSE APPLICATION PACKET

Issued: August 2010

This packet contains an application for a Metro Solid Waste Facility License. You may also want to review the relevant sections of the Metro Code. The Metro Code can be accessed via the Metro web site at www.oregonmetro.gov. Solid waste facilities within the Metro boundary generally may operate only under the authorization of a License or Franchise.

Application for a new Solid Waste Facility License

Those wishing to apply for a new Metro Solid Waste Facility License must schedule a pre-application conference prior to submitting a final application form. Applicants should prepare for the pre-application conference by reviewing the application forms and drafting answers prior to the conference with Metro. To schedule the pre-application conference, contact Metro's Solid Waste Compliance and Cleanup Division at (503) 797-1835. The purpose of the pre-application conference is to determine what parts of the Metro Solid Waste Facility License Application you will need to submit, and to identify any potential issues specific to your proposal. Applications for new licenses are generally granted or denied within 120 days of the filing of a complete application. (See Metro Code section 5.01.060.) The fee for filing a license application is $300.

Renewal of an Existing License

Those wishing to renew an existing authorization without substantive changes to the current authorization must submit a completed *Renewal Application Form*, unless otherwise directed by Metro staff. License renewal applications must be submitted not less than 60 days prior to expiration of the existing license. Failure to submit applications in a timely fashion may result in a lapse of authority to operate. (See Metro Code section 5.01.087.) The fee for filing a license renewal application is $300.

Change of Authorization to an Existing License

A change in authorization of an existing license requires an application for a formal license amendment. The applicant cannot implement the change of authorization until it has been approved by Metro. (See Metro Code section 5.01.095.) The fee for filing an application for a change of authorization is $100.

Change of Ownership or Control of an Existing License

To transfer ownership or control of an existing license, an application for a formal license amendment is required. The applicant cannot transfer ownership or control of an existing license until it has been approved by Metro. (See Metro Code section 5.01.090.)

METRO

MAIL THIS APPLICATION TO:

DATE RECEIVED BY METRO:

Metro Finance and Regulatory Services
Solid Waste Compliance and Cleanup
600 NE Grand Avenue
Portland, OR 97232-2736
(503) 797-1835

Date of Pre-Application Conference: _____

Solid Waste License Application
Material Recovery Facility

PART 1 – Standard License Application Information

Applicants applying to conduct material recovery must provide the following information:

1. Applicant (Proposed Licensee)	
Facility Name:	
Company Name:	
Street Address:	
Mailing Address:	
City/State/Zip:	
Registered Agent	
Contact Person:	
Phone Number:	
Fax Number:	
E-mail Address:	

2. Proposed Licensee's Owner or Parent Company (provide information for all owners)	
Name:	
Address:	
City/State/Zip:	
Phone Number:	
Fax Number:	
E-mail Address:	

3. Site Operator (if different from Proposed Licensee)	
Company Name:	
Contact Person:	
Street Address:	
Mailing Address:	
City/State/Zip:	
Phone Number:	
Fax Number and E-mail Address:	

4. Site Description			
Tax Lot(s):	Section:	Township:	Range:

5. Land Use	
Present Land Use Zone:	
Is proposed use permitted outright?	
❑ If yes, attach a copy of a completed Metro or DEQ Land Use Compatibility Statement. (See also, Attachment F requirements)	
Is a conditional use permit (CUP) necessary for the facility?	
❑ If yes, attach a copy of the CUP.	
Are there any land use issues presently pending?	
If yes, explain:	
Are any DEQ permits required?	
❑ If yes, list them and attach copies with this application. (See also, Attachment G requirements)	
Are any other local permits required? If yes, list them (see Attachment H requirements).	

6. Land Owner		
Is the applicant the sole owner of the property on which the facility is located?	☐ YES	☐ NO (If you answer "NO", complete the rest of the information requested in this section and attach a copy of the Property Use Consent Form, signed by the owner(s) of the property. See Attachment J)
Name of Property Owner:		
Mailing Address:		
City/State/Zip:		
Phone Number:		

7. Public/Commercial Operations		
Will the facility be open to the public?	☐ YES	☐ NO
Will the facility be open to non-affiliated commercial solid waste collectors?	☐ YES	☐ NO
Will the facility be open to solid waste collection companies that collect waste from outside the boundary of Metro?	☐ YES	☐ NO

Operating Hours and Traffic Volume:	PUBLIC	COMMERCIAL AFFILIATED	COMMERCIAL NON-AFFILIATED
Operating Hours			
Estimated Vehicles Per Day			

8. Solid Waste To Be Accepted and Activities Conducted	
For each material type accepted at the facility, list the expected posted public tip fee: (attach additional pages if necessary)	
WASTES / MATERIALS TO BE ACCEPTED	EXPECTED PUBLIC TIP FEE
Describe the purpose (activities to be performed and waste types to be received) of the proposed facility. Include an estimate of the quantity of waste to be received annually.	

WASTE TYPE	PURPOSE	QUANTITY

Solid Waste, and/or Solid Waste Residual from processing of Solid Waste, delivered to this facility will be reloaded for transport to the following facility or facilities: (Please list all facilities and include additional pages if necessary.)

FACILITY NAME	WASTE TYPE	WASTE QUANTITY	PURPOSE *

* For example: Disposal, Inert Fill, or Useful Material

Provide the name, address and function of all subcontractors involved in the facility operations:

NAME	ADDRESS	FUNCTION

List the anticipated quantity of wastes to be accepted annually.

BY GENERATOR TYPE:

	Tons Received	Tons Recovered	Tons Residual
• Commercial:			
• Industrial:			
• Residential:			
TOTAL			

BY WASTE TYPE:	Will you recover materials from this waste?			
	Tons	YES	NO	Estimate of the maximum and typical lengths of time required to process each day's receipt of each waste / material type:
• Non-Putrescible Wastes:				
• Source-Separated Recyclables:				
• Source-Separated Yard Debris:				
• Special Wastes:				
• Inerts:				
• Petroleum Contaminated Soil:				
• Other:				

PART 2 – Standard Attachments to License Application (License application continued)

- All of the following attachments (Attachments A – J) are required and must be submitted in order for a license application to be considered complete. Each attachment must be clearly labeled.
- Application submittals such as facility design, building plans, site plans and specifications must be prepared, as appropriate, by persons licensed in engineering, architecture, landscape design, traffic engineering, air quality control, and design of structures.
- Applicants who have previously submitted copies of permits, site plans, facility design plans, or other attachments required herein, are not required to re-submit such documents if the documents on file at Metro are current.

ATTACHMENT A: SITE PLAN The applicant must submit a facility site plan that includes scaled maps and drawings showing the location of the facility at an appropriate scale, and no smaller than one inch equals 30 feet. The following information must be provided:	
(1)	Boundaries of the facility.
(2)	Property boundaries, if different.
(3)	Location of all buildings on the property (existing and proposed) and other pertinent information with respect to the operation of the facility, to include: a) scale location b) scale house c) sorting line and other major materials recovery equipment d) fencing and gates e) access roads f) paved areas.
(4)	Location of receiving, processing, reload and storage areas, as applicable, for solid waste, source-separated recyclable materials, recovered materials, waste residuals, exterior stockpiles, hazardous waste, and other materials.
(5)	Identify any exterior stockpile footprints, the type of materials and the maximum height of each exterior material stockpile.
(6)	Identify water sources for fire suppression.
(7)	Designate the load checking areas on the facility site plan.
(8)	Designate the location for the storage of prohibited wastes removed during the load checking process that is separately secured or isolated. Containment areas shall be covered and enclosed and constructed to prevent leaking and contamination
(9)	Designate on-site traffic flow patterns.

(10) Identify where the sign(s) will be located on the facility site plan.

Signs must be posted at all public entrances to the facility, and in conformity with local government signage regulations. These signs shall be easily and readily visible, and legible from off-site during all hours and shall contain at least the following information:

- General facility information
  -Name of the facility
  -Address of the facility;
  -Emergency telephone number for the facility;
  -Operating hours during which the facility is open for the receipt of authorized waste;
  -Fees and charges for public customers;
  -Metro's name and telephone number (503) 234-3000; and
  -A list of authorized and prohibited wastes.
- Vehicle / traffic flow information or diagram.
- Covered load requirements.

ATTACHMENT B: FACILITY DESIGN PLAN AND REPORT

The applicant shall submit a facility design plan and report that address the following:

(1) Dust, airborne debris and litter.

a) Submit a proposed design providing a roofed structure enclosed on at least three sides and an impervious surface (e.g. asphalt, concrete) for the tipping floor, processing (sorting) areas, storage areas and reloading areas.

b) Describe control measures to prevent fugitive dust, airborne debris and litter. Describe how the facility design will provide for shrouding and dust prevention for the receiving area, processing area, storage area, reload area, and all dry waste processing equipment and all conveyor transfer points where dust is generated.

c) Describe any additional facility design measures and procedures for the control of dust, windblown materials, airborne debris, litter and for the handling of the waste in the case of major processing facility breakdown.

(2) Facility capacity.

a) Provide engineering plans, reports and specifications to document that the size and configuration of the facility grounds, building and equipment, including the facility layout, drainage structures, building design, and major facility equipment, processing systems and storage areas are of sufficient capacity to accommodate seasonal throughput of all materials that will be delivered to and generated by the facility.

b) Provide the estimated capacity (cubic yards) of the facility storage area(s) for incoming solid waste waiting to be processed, the estimated capacity (cubic yards) for storage of recovered materials, and the estimated capacity (cubic yards) for storage of processing residual.

(3) Fire prevention.

Submit proof of compliance with local and state fire codes.

(4) Adequate vehicle accommodation. Provide documentation to demonstrate that adequate on-site area at the facility's entrance, scales, loading and unloading points and exit points shall be provided to allow the number and types of vehicles expected to use the facility during peak times to safely queue off the public roads and right-of-way.
(5) Water contaminated by solid waste and solid waste leachate. Submit a DEQ (or equivalent) approved plan with pollution control measures to protect surface and ground waters, including runoff collection and discharge and equipment cleaning and washdown water.

ATTACHMENT C – MATERIAL RECOVERY PRACTICES Describe how material recovery will be conducted at the facility. Attach as many additional pages as necessary to address each of the following:	
(1)	A detailed description of how the proposed facility will further recycling or materials recovery processing within the Metro region.
(2)	A detailed description of the methods you will use for measuring and keeping records of incoming solid waste.
(3)	A detailed description of the methods you will use to distinguish loads of incoming source-separated recyclables from other materials.
(4)	A detailed description of the steps you will take to recover materials from solid waste. Include the material recovery methods and equipment to be used on site (e.g., sorting lines, hand picking, magnets, etc.)
(5)	The general markets for the materials recovered at the facility.
(6)	A detailed description of the methods you will use for measuring and keeping records of materials received, recovered from processing, and solid waste disposed - consistent with Metro's reporting requirements.

ATTACHMENT D: OPERATING PLAN The applicant is required to develop and submit an operating plan for review and approval by the Manager of the Metro Solid Waste Regulatory Affairs Division. This section lists the procedures that must be included in the required facility operating plan. A proposed facility operating plan must be submitted with the completed license application subject to any additional elements as required in the license - if one is approved and issued. The operating plan shall describe at a minimum:	
(1)	The types of solid wastes to be accepted and handled at the facility.
(2)	A detailed description of how you will distinguish and manage loads of incoming source-separated recyclables from other materials.
(3)	Procedures for inspecting loads. The operating plan shall establish: a) Procedures for inspecting incoming loads for the presence of prohibited or unauthorized wastes. b) A set of objective criteria for accepting and rejecting loads. c) An asbestos testing protocol for all material that appears as if it may contain asbestos.

(4)	Procedures for processing and storage of loads. The operating plan shall establish procedures for: a) Processing of all authorized solid wastes. b) Reloading and transfer of authorized solid wastes. c) Managing stockpiles. d) Storing authorized solid wastes e) Minimizing storage times, and avoiding delay in processing and managing of all authorized solid wastes and recovered materials.
(5)	Procedures for rejecting or managing prohibited wastes. The operating plan shall describe procedures for rejecting, managing reloading and transporting to appropriate facilities or disposal sites any prohibited or unauthorized wastes discovered at the facility. The plan shall include procedures for managing: a) Hazardous wastes. b) Other prohibited solid wastes (e.g., putrescible waste, special waste). c) Procedures and methods for notifying generators not to place hazardous wastes or other prohibited wastes in drop boxes or other collection containers destined for the facility.
(6)	Procedures for odor prevention. The operating plan shall establish procedures for preventing all objectionable odors for being detected off the premises of the facility. The plan must include: a) A management plan that will be used to monitor and manage all objectionable odors of any derivation including malodorous loads delivered to the facility. b) Procedures for receiving and recording odor complaints, immediately investigating any odor complaints to determine the cause of odor emissions, and remedying promptly any odor problem at the facility.
(7)	Procedures for emergencies. The operating plan shall describe procedures to be followed in case of fire or other emergency.
(8)	Procedures for preventing and controlling nuisances, including noise, vectors, dust, litter, and odors. Include a description of how you will encourage delivery of waste in covered loads.
(9)	Procedures for fire prevention, protection, and control measures used at the facility.

ATTACHMENT E: INSURANCE Include proof of the following types of insurance, covering the applicant, its employees, and agents:	
(1)	Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations, and product liability. The policy must be endorsed with contractual liability coverage.
(2)	Automobile bodily injury and property damage liability insurance.
(3)	Insurance coverage shall be a minimum of $500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than $1,000,000.
(4)	Metro, its elected officials, departments, employees, and agents must be named as ADDITIONAL INSUREDS.

ATTACHMENT F: LAND USE COMPATIBILITY STATEMENT (LUCS) The following information must be provided:
A copy of a completed Metro LUCS or DEQ LUCS. Metro LUCS is available at www.oregonmetro.gov.

ATTACHMENT G: DEQ PERMIT APPLICATIONS AND INFORMATION The following information must be provided:
A duplicate copy of all applications for necessary DEQ permits and any other information required by or submitted to DEQ, including closure plans, financial assurance for the costs of closure of the facility, and conditional use permit or land use compatibility statement, if applicable.

ATTACHMENT H: OTHER REQUIRED PERMITS The following information must be provided:
A copy of any required federal, state, county, city or other permits, licenses, or franchises that have been granted or issued, not including materials required by Attachment G, or a copy of any applications for such other permits, licenses, or franchises. Copies of correspondence pertaining to such permits, licenses or franchises may be requested.

ATTACHMENT I: CLOSURE PLAN AND FINANCIAL ASSURANCE The following information must be provided	
(1)	If a closure plan and financial assurance are required by DEQ, copies of these documents should be included with the application per Attachment G.
(2)	If DEQ does **not** require a closure plan for the facility, attach a closure document describing closure protocol and associated costs. Closure means those activities associated with restoring the site to its condition prior to engaging in the licensable activity. Closure may include, but is not limited to removal of all on-site solid waste stockpiles accumulated after being issued a Metro Solid Waste Facility License. The Closure protocol is the written protocol that specifies the activities required to properly close the facility and cease further solid waste activities.
(3)	If DEQ does **not** require any financial assurance for the costs of closure of the facility, attach proof of financial assurance for the costs of closure of the facility. Cost of closure means the costs associated with restoring the site to its condition prior to engaging in the licensable activity. These costs may include but are not limited to: a) the cost to load and transport accumulated solid waste stockpiles to an authorized disposal site or recycling facility; b) the cost to "tip" the waste at an authorized landfill or recycling facility; and c) other related costs such as site grading or additional disposal costs associated with restoring the site. Examples of acceptable forms of financial assurance include, but are not limited to the following: surety bond, irrevocable letter of credit, closure insurance, escrow account. If the DEQ does not issue a permit or require financial assurance, then the COO may waive the requirement for financial assurance if the applicant provides written documentation demonstrating that the cost to implement the closure plan will be less than $10,000.

ATTACHMENT J: PROPERTY USE CONSENT FORM
If required by Section 6 of Part 1 of this application. Form is available at www.oreognmetro.gov.

APPLICANT CERTIFICATION: This form cannot be processed without a signature

I certify under penalty of law that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.

SIGNATURE OF AUTHORIZED AGENT _____

TITLE _____

PRINT NAME _____

DATE_____ PHONE _____