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METRO

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Solid Waste License Application

Solid Waste Reload 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 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 or limits 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
Solid Waste Reload Facility

PART 1 – Standard License Application Information

Applicants applying to conduct solid waste reloading must provide the following information:

1. Applicant (Proposed Licensee)	
Facility Name:	
Company Name:	
Street Address:	
Mailing Address:	
City/State/Zip:	
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:	
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 the Land Use Compatibility Statement.	
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 D requirements)	
Are any other local permits required? If yes, list them and attach copies.	

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.)
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
Will the facility be open to other types of waste collectors? If yes, explain:	☐ YES Explain types:	☐ 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 tip fee: (attach additional pages if necessary)

WASTES / MATERIALS TO BE ACCEPTED	EXPECTED 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 <u>all</u> facilities and include additional pages if necessary.)

FACILITY NAME	WASTE TYPE	WASTE QUANTITY	PURPOSE *

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

PART 2 - Process Management (License application continued)

Applicants proposing to conduct solid waste reloading must provide the following information:

1. Reloading practices. (Attach additional pages as necessary)	
a) A detailed description of how the materials and wastes will be managed and the type of equipment that will be used (from delivery to reload and transport to a processing or disposal facility):	
b) A description of your methods of measuring and keeping records of incoming solid waste:	

c) Provide the name, address and function of any subcontractors involved in the facility operations:

NAME	ADDRESS	FUNCTION

d) 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:				
• Petroleum Contaminated Soil:				
• Special Wastes:				
• Inerts:				
• Other:				

2. Operating Plan. The applicant is required to develop and maintain an operating plan for Metro review and approval prior to approval of the application. This section lists the procedures that must be included in the required facility operating plan, and 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:

a) Procedures for inspecting loads.
- Inspecting incoming loads for the presence of prohibited wastes.
- A set of objective criteria for accepting and rejecting loads.

b) Procedures for processing loads.
- Processing authorized solid wastes, including any chipping or grinding.
- Procedures for minimizing storage times, avoiding delay in processing and managing waste during all weather conditions.
- Describe the maximum length of time for retaining wastes on-site if it is beyond 24-hours.

c) Procedures for managing prohibited wastes. The operating plan shall describe procedures for managing and transporting to appropriate facilities any prohibited wastes discovered at the facility. The plan shall include procedures for managing:
- Hazardous wastes.
- Other prohibited solid wastes (e.g., putrescible waste, special waste).

d) Procedures for emergencies. The operating plan shall describe procedures to be followed in case of fire or other emergency.

e) 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.

f) Procedures for fire prevention, protection, and control measures used at the facility.

3. **Applicant qualifications and experience. Provide a description of the relevant experience and qualifications of the facility owner and operator.** (Attach additional pages as needed.)

PART 3 – Standard Attachments (License application continued)

Applicants that 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.

Submit the following attachments:

ATTACHMENT A: SITE PLAN Scaled maps, drawings or diagrams showing the location of the facility at a scale no smaller than one inch equals 100 feet. The following information must be provided:
• Boundaries of the facility.
• Property boundaries, if different.
• Boundaries of the sorting, processing or reload area.
• Location of all buildings on the property and other pertinent information with respect to the operation of the facility (e.g. scale locations, water supply, fencing, access roads, paved areas, etc.).
• Location of receiving, processing, and storage areas for solid waste, source-separated recyclable materials, recovered materials, waste residuals, hazardous waste, and other materials.

ATTACHMENT B: GENERAL FACILITY DESIGN PLAN The following information must be provided:
• A description of any barriers that the facility has (or will have) to prevent unauthorized entry and dumping (fencing, gates, locks).
• A description of the facility signage to include: name of facility, address of facility, emergency number, operating hours, fees and charges, Metro's name and telephone number (503) 234-3000, and a list of authorized and prohibited wastes.
• 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.
• On-site traffic flow patterns, including user type designation.

ATTACHMENT C: INSURANCE Include proof of the following types of insurance, covering the applicant, its employees, and agents:
• 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.
• Automobile bodily injury and property damage liability insurance.
• 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.
• Metro, its elected officials, departments, employees, and agents must be named as ADDITIONAL INSUREDS.

ATTACHMENT D: DEQ PERMIT APPLICATIONS AND INFORMATION The following information must be provided:
• A duplicate copy of all permits or 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 E: 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 D, or a copy of any applications for such other permits, licenses, or franchises. Metro may request copies of correspondence pertaining to such permits, licenses or franchises.

ATTACHMENT F: CLOSURE PLAN AND FINANCIAL ASSURANCE
• If a closure plan and financial assurance are required by DEQ, copies of these documents should be included with the application per Attachment D.
• If DEQ does **not** require a closure plan for the facility, attach a closure document describing closure protocol.
• 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.

ATTACHMENT G: LAND USE COMPATIBILITY STATEMENT (LUCS)
• If required by Section 5 of Part 1 of this application. Form is available at www.oregonmetro.gov.

ATTACHMENT H: PROPERTY USE CONSENT FORM
• If required by Section 6 of Part 1 of this application. Form is available at www.oregonmetro.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 _____