



Solid Waste Facility License Application

Application packet for a new license, license renewals, change of authorization requests, or change in ownership for facilities that:

- Process non-putrescible (dry) waste
- Reload solid waste
- Compost or reload yard debris

Issued June 2016

Metro
600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1835

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This packet contains an application for a Metro Solid Waste Facility License. You may also want to review the relevant sections of Metro Code. Metro Code Chapter 5.01 identifies which solid waste facilities and activities require a Metro license. You can access the Metro Code via the Metro web site at www.oregonmetro.gov/metro-code.

Metro staff will review an application for completeness within 15 business days of receipt and notify the applicant whether their application is deemed to be complete. If an application is incomplete, Metro will notify the applicant as to what additional information is required.

Application for a new Solid Waste Facility License

An applicant seeking a new Metro Solid Waste Facility License must first attend a pre-application conference before submitting an application. The purpose of the pre-application conference is for Metro to obtain a description of the proposed solid waste facility and provide the applicant with information regarding the applicable requirements for the proposed operation. The conference also provides the applicant with an opportunity to discuss the application process and to identify any potential issues specific to its proposal. An applicant should prepare for the pre-application conference by reviewing application forms and drafting answers before the conference. To schedule a pre-application conference, contact Metro's Solid Waste Compliance and Cleanup Division at 503-797-1835 or via email at SWCC@oregonmetro.gov.

After completing the pre-application conference, an applicant seeking a new license must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required. Metro will generally approve or deny a new license within 120 days after Metro deems the application to be complete. The fee for filling a license application is \$300. See Metro Code Chapter 5.01 for more information regarding the issuance of a license.

Renewal of an Existing License

An applicant seeking to renew an existing license without substantive changes to the current authorization must submit a completed *Solid Waste Facility License Application* form and provide all additional information as required, unless Metro staff directs otherwise. License renewal applications must be submitted not less than 120 days before the current license expires. If a licensee fails to timely submit a renewal application, the licensee's authority to operate may lapse. Additionally, the Chief Operating Officer is not obligated to renew a license earlier than the expiration date of the existing license even if the licensee files a renewal application more than 120 days before the existing license expires. The fee for filing a license renewal application is \$300. See Metro Code Chapter 5.01 for more information regarding the renewal of licenses.

Change of Authorization to an Existing License

An applicant seeking a change of authorization for an existing license (other than renewal) must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required unless Metro staff directs otherwise. The applicant cannot implement the requested change of authorization until Metro approves it in writing. The fee for filing a change of authorization application is \$100. See Metro Code Chapter 5.01 for more information regarding changes of authorization for licenses. Metro may require the applicant to apply for a new license if there is a significant change in the types of solid waste accepted or activities performed at a facility.

Transfer of Ownership or Control of an Existing License

An applicant seeking to transfer ownership or control of an existing license must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required, unless Metro staff directs otherwise. See Metro Code Chapter 5.01 for more information regarding requirements for the transfer of ownership for a licensed facility.

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INSTRUCTIONS

1. Complete Parts 1 and 2 of application.
2. Verify information is accurate and application is complete.
3. Sign page 14 of application.
4. Include application fee payment
5. Submit application and payment to:
Metro
Solid Waste Compliance and Cleanup
600 NE Grand Avenue
Portland, OR 97232-2736
Tel: (503) 797-1835
Fax: (503) 813-7544
SWCC@oregonmetro.gov

Metro use only **AUG 10 '17 RCVD**
DATE RECEIVED:
DATE DEEMED COMPLETE BY METRO:

PART 1 – Standard License Application Information

1. Type of Application (please check one)	
<input checked="" type="checkbox"/>	New license Date of Pre-Application Conference: March 22, 2017
<input type="checkbox"/>	Renewal of an existing license Solid Waste Facility License Number:
<input type="checkbox"/>	Change of authorization to an existing license (other than a renewal) Please describe the proposed change below in Section 3.
<input type="checkbox"/>	Transfer of ownership or control of an existing license

2. Type of facility (please check one)	
<input type="checkbox"/>	Non-putrescible (dry) waste material recovery facility
<input type="checkbox"/>	Source-separated food waste reload facility
<input checked="" type="checkbox"/>	Yard debris reload facility
<input type="checkbox"/>	Other solid waste reload facility
<input type="checkbox"/>	Yard debris composting facility

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3. If seeking a change of authorization to an existing license, please explain the proposed change below (attach additional pages if necessary). Complete all remaining sections of this form as they pertain to the request.

N/A

4. Applicant (Licensee)

Facility Name:	Dan Davis Yard Debris Recycling Facility
Company Name:	City of West Linn
Street Address:	4001 Willamette Falls Drive
City/State/Zip:	West Linn, OR 97038
Mailing Address:	22500 Salamo Road
City/State/Zip:	West Linn, OR 97038
Contact Person:	Jeff Randall
Phone Number:	503-742-8616
Fax Number:	503-656-4106
E-mail Address:	jrandall@westlinnoregon.gov

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5. Applicant's Owner or Parent Company (provide information for all owners)	
Name:	City of West Linn
Mailing Address:	22500 Salamo Road
City/State/Zip:	West Linn, OR 97038
Phone Number:	503-657-0331
Fax Number:	503-650-9041
E-mail Address:	

6. Site Operator (if different from Applicant)	
Company Name:	Recology Portland
Contact Person:	Carl Peters
Street Address:	9345 N Harborgate St
Mailing Address:	9345 N Harborgate St
City/State/Zip:	Portland, OR 97203
Phone Number:	503-283-2015
Fax Number:	503-283-2071
E-mail Address:	cpeters@recology.com

7. Site Description			
Tax Lot(s): 01705	Section: 21E	Township: 36	Range:

8. Land Use		
Present Land Use Zone:	General Industrial	
Is proposed use permitted outright?	<input type="checkbox"/> Yes If yes, attach a copy of the <i>Land Use Compatibility Statement</i> (see Attachment E).	<input checked="" type="checkbox"/> No
Is a conditional use permit necessary for the facility?	<input checked="" type="checkbox"/> Yes If yes, attach a copy of the <i>Conditional Use Permit</i>	<input type="checkbox"/> No
Are there any land use issues presently pending with the site?	<input type="checkbox"/> Yes If yes, please explain the land use issues below.	<input checked="" type="checkbox"/> No

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Description of the pending land use issues identified above:	N/A	
Are any permits required from the Oregon Department of Environmental Quality (DEQ)?	<input type="checkbox"/> Yes If yes, please list all DEQ permits below and attach copies with this application (see Attachment G).	<input checked="" type="checkbox"/> No
Listing of all required DEQ permits:	N/A	
Are any other local permits or building codes required?	<input type="checkbox"/> Yes If yes, please list all other required permits below and attach copies with this application (see Attachment H).	<input checked="" type="checkbox"/> No
Listing of other required permits:	N/A	

9. Land Owner		
Is the applicant the sole owner of the property on which the facility is located?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No If no, please complete this section with additional pages if necessary and attach a completed <i>Property Use Consent Form</i> (see Attachment F).
Property Owner:	Portland General Electric Co	
Mailing Address:	121 SW Salmon Street	
City/State/Zip:	Portland, OR 97204	
Phone Number:	503-464-8102	

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10. Public/Commercial Operations		
Will the facility be open to the public (e.g., non-commercial self-haul customers)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the facility be open to non-affiliated commercial solid waste collectors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the facility accept waste from outside the boundary of Metro?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

11. Operating Hours and Traffic Volume			
	Public (non-commercial self-haul)	Commercial Affiliated	Commercial Non-Affiliated
Operating Hours	Tues – Saturday, 8:30am – 4:00pm	N/A	Tues – Saturday, 8:30am – 4:00pm
Estimated Vehicles Per Day	5-20	N/A	5-25

12. Inbound Waste/Feedstock by Generator			
Identify the expected annual tonnage amount of waste/feedstock that the facility will receive and recover from the following types of generators.			
Generator	Tons Received	Tons Recovered	Tons Residual
Agricultural:	N/A	N/A	N/A
Commercial:	445 yards	N/A	N/A
Industrial:	N/A	N/A	N/A
Residential:	1155 yards	N/A	N/A
TOTAL TONS:	1600 yards	N/A	N/A

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13. Inbound Waste/Feedstock by Type

Identify the types of waste/feedstock and annual tonnage amounts of each that the applicant expects to receive at the facility. Also, identify how the applicant will manage each waste stream, the expected tip fees that the applicant will be post at the facility, and estimate of typical length of time required to process each waste stream (attach additional pages if necessary).

Waste/Feedstock Type	Accepted at Facility	Expected Annual Tonnage Amount	Type of Activity to be Performed on Waste	Expected Tip Fee (per Ton)	Estimate the maximum and typical lengths of time required to process each day's receipt of each waste/feedstock type
Source-Separated Wood:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	70 yards	Reload	\$20.50/yard	
Source-Separated Yard Debris:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1520 yards	Reload	\$18.50/yard	
Source-Separated Residential Food Waste Mixed with Yard Debris:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Source-Separated Commercial and other Food Waste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Inerts (e.g., rock, concrete, etc.): Dirt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10 yards	Reload	\$20.50/yard	
Non-putrescible (dry) waste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Source-Separated Recyclables: Metal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	50 tons	Reload	No charge	
Special Wastes (please specify):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Petroleum Contaminated Soil:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Putrescible (wet) waste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Other Waste/Feedstocks (please specify):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Other Waste/Feedstocks (please specify):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

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14. Outbound Waste, Products, and By-Products

List the expected destination and amount of each type of outbound solid waste, products or by-products that the applicant expects to transport from the facility (attach additional pages if necessary).

Destination Site (Name and address)	Waste/Product/By-Product Type	Expected Annual Tonnage	Purpose of Delivery*
Rivergate Scrap Metal 9645 N. Columbia Blvd Portland, OR 97203	Metal	50 tons	Disposal
Foster Road MRF 6400 SE 101 st Ave Portland, OR 97266	Yard debris/wood	1600 yards	Reload to composter (Nature's Needs or Aumsville)

*For example: disposal, recovery, land reclamation, beneficial use, etc

15. Subcontractors

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

NAME	ADDRESS	FUNCTION
N/A	N/A	N/A

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

- Metro requires the following attachments (Attachments A–I) for new applications in order for Metro to deem a license application complete. The applicant must clearly label each attachment.
- 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.
- An applicant seeking to renew an existing license without substantive changes to the current authorization may defer to previously submitted documents if Metro has the most current version of all attachments (Attachments A- I) on file, unless otherwise directed by Metro staff. The date of the document on file with Metro is required for each deferred attachment. To confirm that Metro has current documentation on file, please contact Metro's Solid Waste Compliance & Cleanup Division at (503) 797-1835 or via email at SWCC@oregonmetro.gov.

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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. Applicant must provide the following information on the site plan:

- (1) The location of the facility on a tax lot map.
- (2) Boundaries of the facility and property including all tax lots.
- (3) All buildings on the property (existing and proposed) and other pertinent information with respect to the operation of the facility, to include:
 - a) scale and scale house location
 - b) fencing and gates
 - c) access roads
 - d) paved areas
 - e) vegetative buffer zones and berms
 - f) sorting line and other major materials recovery equipment
- (4) All exterior stockpile footprints, material types stored outside, and the maximum height of each exterior material stockpile.
- (5) Identify water sources for fire suppression.
- (6) Identify on-site traffic flow patterns.
- (7) Facility signage. Facility signs must:
 - a) display all of the information required by Metro
 - b) be posted at all public entrances to the facility; and
 - c) conform with local government signage regulations.
- (8) All receiving, processing, reload and storage areas, as applicable, for solid waste, source-separated recyclable materials, yard debris, recovered materials, product/by-products, waste residuals, exterior stockpiles, hazardous waste, and other materials.
- (9) Load checking areas (as applicable).
- (10) Storage areas for the temporary containment of prohibited waste that the facility inadvertently receives, while awaiting proper removal or disposal of the prohibited waste. The facility must cover and enclose the containment areas and construct them in a manner to prevent leaking and contamination.
- (11) The location of all commercial and residential structures within a one mile radius of the facility, identified on a map or aerial photograph.
- (12) The prevailing wind direction, by season, identified on a map or aerial photograph. (Compost facility only).

FACILITY RENEWAL APPLICANTS ONLY: N/A

By checking this box, I certify that to the best of my knowledge, the Site Plan on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT B: FACILITY DESIGN PLAN

The applicant must submit a facility design plan that addresses the following:

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(1) All solid waste facility license applicants must submit a written description of the following:

- a) Facility overview.
- b) Facility design and technology.
- c) Buildings and major equipment (existing and proposed).
- d) Construction timeline (as applicable).
- e) Types of wastes to be processed.
- f) Residuals management.

(2) A compost facility must submit a written description of the following (in addition to the items listed above in subsection 1):

- a) Feedstock receiving procedures.
- b) Feedstock pretreatment and contaminant removal procedures and equipment (as applicable).
- c) Feedstock processing details and methods. Dewatering and liquids management (as applicable).
- d) Pathogen reduction / control procedures (as applicable).
- e) Monitoring, quality control and testing.

(3) Dust, odor, airborne debris and litter.

- a) Submit a proposed design or existing design plan that identifies the location of all areas for load checking, receiving/tipping, mixing, processing, reloading, and storage for all materials.
 - o **Compost facility only:** Also, provide locations for compost/curing piles/windrows, aeration systems including bio-filters or enclosed structures to prevent odors from being detected offsite.
- b) Describe control measures to prevent odors, 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 waste processing equipment and all conveyor transfer points where dust is generated.

(4) Fire prevention.

Submit proof of compliance with local and state fire codes.

(5) Adequate vehicle accommodation.

Provide documentation to demonstrate that the facility will provide adequate on-site areas at the facility's entrance, scales, loading and unloading points and exit points to allow safe queuing off the public roads and right-of-way given the number and types of vehicles expected to use the facility during peak times.

(6) 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.

FACILITY RENEWAL APPLICANTS ONLY: N/A

By checking this box, I certify that to the best of my knowledge, the Facility Design Plan on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT C: OPERATING PLAN

The applicant must submit an operating plan for review and approval by Metro. This section lists the procedures that the applicant must include in the required facility operating plan. The applicant must submit a proposed facility operating plan with the completed license application subject to any additional elements as required in the license - if one is approved and issued. The operating plan must include, at a minimum a detailed description of:

- (1) Types of solid wastes the facility will accept.
- (2) How the facility will further recycling or material recovery processing within the Metro region (as applicable). The description should address each of the following:
 - a) How you will distinguish and manage loads of incoming source-separated recyclables from other materials.
 - b) 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.).
 - c) How you will manage the materials and wastes and the type of equipment that you will use (from delivery to reload and transport to a processing or disposal facility).
 - d) The general markets for the material recovered at the facility.
 - e) 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.
- (3) Procedures for inspecting loads including:
 - 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 including:
 - 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 must describe procedures for rejecting, managing, reloading and transporting to an appropriate facility or disposal site any prohibited or unauthorized wastes discovered at the facility. The plan must include procedures for managing:
 - a) Hazardous wastes.
 - b) Other prohibited solid wastes (e.g., putrescible (wet) waste, special waste, asbestos).
 - 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.

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(6) Procedures for odor prevention. The operating plan must establish procedures for preventing all objectionable odors from being detected off the premises of the facility. The plan must include:

- a) A management plan that the facility will use 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 promptly remedying any odor problem at the facility.

(7) Procedures for emergencies. The operating plan must describe procedures that the facility will follow 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 the facility will encourage delivery of waste in covered loads.

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

FACILITY RENEWAL APPLICANTS ONLY: N/A

By checking this box, I certify that to the best of my knowledge, the Operating Plan on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT D: INSURANCE

The applicant must submit proof of the following types of insurance, covering the applicant, its employees, and agents:

(1) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis. The policy must include coverage for bodily injury, property damage, personal injury, death, contractual liability, premises and products/completed operations. All insurance coverage must be a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate.

(2) Automobile bodily injury and property damage liability insurance must be a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate.

(3) The insurance must name Metro, its elected officials, departments, employees, and agents as ADDITIONAL INSURED on the Commercial General Liability and automobile insurance policies.

(4) Certification of Workers' Compensation insurance including employer's liability. If the applicant or licensee has no employees and will perform the work without the assistance of others, you may attach a certificate to that effect in lieu of the certificate showing current Workers' Compensation.

FACILITY RENEWAL APPLICANTS ONLY: N/A

By checking this box, I certify that to the best of my knowledge, the Insurance on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT E: LAND USE COMPATIBILITY STATEMENT (LUCS)

The applicant must submit the following information:

A copy of a completed Metro LUCS or DEQ LUCS. The Metro LUCS is available at www.oregonmetro.gov/solidwasteforms.

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FACILITY RENEWAL APPLICANTS ONLY:

By checking this box, I certify that to the best of my knowledge, the LUCS on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT F: PROPERTY USE CONSENT FORM

The applicant must submit the following information:

If required in Part 1, section 9, of this application. The Property Use Consent Form is available at www.oregonmetro.gov/solidwasteforms.

FACILITY RENEWAL APPLICANTS ONLY:

By checking this box, I certify that to the best of my knowledge, the Property Use Consent Form on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT G: DEQ PERMIT APPLICATIONS AND INFORMATION: N/A.

The applicant must submit the following information:

A 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.

FACILITY RENEWAL APPLICANTS ONLY:

By checking this box, I certify that to the best of my knowledge, the DEQ permit or applications on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT H: OTHER REQUIRED PERMITS: N/A

The applicant must submit the following information:

A copy of any required permit, license or franchise that a governing body or agency (whether federal, state, county, city or other) has granted or issued to the applicant (not including materials required by Attachment G). If the governing body or agency has not yet issued the required permit, license or franchise, the applicant must provide a copy of the application it submitted. Metro may also request copies of correspondence pertaining to any required permit, license or franchise.

FACILITY RENEWAL APPLICANTS ONLY: N/A

By checking this box, I certify that to the best of my knowledge, all other required permits on file with Metro dated _____ are the most current and accurate version of these documents.

ATTACHMENT I: CLOSURE PLAN AND FINANCIAL ASSURANCE

The applicant must submit the following information:

- (1) If DEQ requires a closure plan and financial assurance, the applicant must include copies of these documents 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 before the applicant engaged in the licensable activity. Closure may include, but is not limited to, removal of all on-site solid waste stockpiles