

**SOLID WASTE FACILITY APPLICATION TRACKING and
ADMINISTRATIVE COMPLETENESS CHECKLIST**

Application #: _____ Facility ID #: _____ DEC Project #: _____
Applicant Name: _____ Date Received: _____
Facility Location: _____ Town: _____
Fee Received: \$ _____ Activity Type: _____ Certification Type: _____
PEP Standard: _____ Assigned To: _____ Date Assigned: _____

Title 3? Yes No Possible **T.3 By:** _____ **Expires:** _____
Date Application Receipt Letter Sent: _____ Date File Prepared: _____
Date Disclosures Removed From Application Packet & Copied: _____

For All Facilities:

- Properly Completed and signed SWMP application form - see 6-304(e)(2),(3),(4)
- Fee Required?
- Engineering Plans by Professional Engineer or request for waiver
- Siting, design, and operation information (Facility Management Plan?) - see 6-304(e)(1)
- Address all components of the Facility (ie. transfer, recycling, landfill, composting)
- Orthophoto Map or GPS of Site Location
- Amounts and types of materials to be managed
- Financial: responsibility (private) capability (municipal)
- Closure Plans
- Closure Cost Estimates
- Facility property: Deed Title Unencumbered right
- Evidence that the facility is included in the Town Solid Waste Implementation Plan - see 6-304(e)(13) - Request a copy of the town plan
- Copy of the relevant parts of the regional and municipal plans that the facility is consistent (new) or in conformance (recerts) with both plans - see 10 V.S.A. 6606(c)
- Disclosure Statement and Personal History forms (for privates and municipals w/private co-applicants)
- Evidence that notice and application have been filed with Town Clerk(s) or facility municipality(ies) in accord with 10 V.S.A. 6605(f)
- Plan for Public notice of application - see 6-304(h)

For Landfills Only:

- Limits of vertical and horizontal development (landfills)
- Information regarding groundwater (Title 10 VSA Ch 48, landfills)
- Closure/Post-Closure Plans
- Closure/Post-Closure Cost Estimates

Any Comments? _____

