



SOLID WASTE PROCESSING FACILITIES RENEWAL APPLICATION CHECKLIST

State Form 56418 (R / 6-22)
Indiana Department of Environmental Management

- INSTRUCTIONS:**
1. The application **must** contain the following information. When specifying the location of an item, include the **Volume, Section, and Appendix** in which the item is located, in addition to the Page or Drawing Number.
 2. Please check the **Present** box if the item is in the application.
 3. This checklist is not to be used for landfills.

Required Information	R	Present? (Y, N or N/A)	Location in Application Submittal
329 IAC 11-9-4 Permit Application			
I. The following information provided on forms provided by the commissioner:			
A. The name and address of the applicant(s).	P		
B. The name and address of the property owner or owners.	P		
C. The name, address, and location of the facility.	P		
D. The operation permit number (SW Program ID) of the facility.	P		
E. The legal description of the real property, to include the county, township, range, and section numbers and if applicable, the metes and bounds description, together with the acreage thereof.	P		
F. Facility information, including the following:			
1. A description of the type of operation.	E/P		
2. The volume of waste received at the facility in cubic yards per day or tons per day.	E/P		
3. The type(s) of waste received at the facility.	E/P		
4. Copy of the most current facility operating plan.	E/P		
5. Copy of the most current emergency response plan	E/P		
G. Required signatures and certification statements in accordance with 329 IAC 11-9-3.	P		
H. In accordance with IC 4-21.5-3-4 and IC 4-21.5-3-5, the name and addresses of all owners of record of property located adjacent to the facility boundary of the solid waste processing facility.	P		
I. In accordance with IC 13-15-3-1(a), the names and addresses of affected government officials, including:			
1. The county executive(s) of a county that is affected by the permit application, such as the county commissioners.	P		
2. The executive of a city that is affected by the permit application, such as the mayor.	P		
3. The executive of a town council of a town that is affected by the permit application, such as a town council president or town manager.	P		
II. Electronic copy of application in a type and format as prescribed by the commissioner.	P		
III. If applicable, a request of confidentiality for information submitted in accordance with IC 13-14-11-1 and IC 13-14-11-6.	P		
IV. An application fee submitted in accordance with 329 IAC 10-11-8 or 329 IAC 11-9-4.1, using the Fee Transmittal Form supplied by the Indiana Department of Environmental Management.	P		
V. All design drawings have been:			
A. Certified by a registered professional engineer.	E		
B. Properly (uniquely) titled.	E		
VI. Has closure/post-closure plan been previously submitted? <i>If not, please submit with this renewal.</i>	E		
VII. Has financial assurance been established? <i>If no, please submit with this renewal.</i>	P		
VIII. If the facility is not yet built, the applicable construction and operation requirements specified in 329 IAC 11.	E		

The "R" column denotes the following reviewers: P=Permit Manager E=Engineer G=Geologist C=Chemist GC=Good Character Reviewer N=Needs Reviewer F=Financial Assurance Reviewer

Although this solid waste processing facility permit renewal application checklist is being provided to aid you in preparing your solid waste processing facility permit renewal application in accordance with the solid waste rules, please be advised that it is subject to review and revision. Please consult the actual rule language.

Preparer's Name *(Please Print)*

Preparer's Title *(Please Print)*

Preparer's Name *(Signature)*

Date *(month, day, year)*

Preparer's Telephone Number

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