CHECKLIST FOR PERSONS APPLYING FOR A PERMIT (OR RENEWAL) TO CONSTRUCT AND/OR OPERATE A TRANSFER STATION

The attached application will not be processed unless all of the following information is provided by the applicant. The following checklist is based upon the specific requirements contained in the *Delaware Regulations Governing Solid Waste* (DRGSW). Please complete this checklist by placing a check mark in the "Submitted" box for each included document. The applicant will be invoiced the application and public notice fees. The applicant should submit the fees via a check made out to the State of Delaware. The checklist, along with the completed application and the following additional documents, constitutes an application package. A permit will not be issued until all fees and required documentation has been received **The applicant must submit 3 copies of the completed application package as well as an electronic version suitable for distribution and posting on the DNREC website. Submit to:**

Department of Natural Resources and Environmental Control
Solid & Hazardous Waste Management Branch
89 Kings Highway
Dover, DE 19901

Submitted	Description	Reference
✓ 1	Letter of Intent.	DRGSW, Section 4.5.1
✓ 2	Solid Waste Management Facility Application.	DRGSW, Section 4.5.1.1
	Once the application has been deemed complete, the Department will invoice the applicant for remittance of the public notice fee.	7 Del. C., Section 6004
✓ 3	Proof of ownership of the property, or copy of the lease agreement.	DRGSW, Section 4.5.1.2
✓ 4	Plan of Operation.	DRGSW, Section 4.5.1.3
✓ 5	Engineering Report.	DRGSW, Section 4.5.1.4
✓ 6	Hydrogeological assessment if deemed necessary by the Department.	DRGSW, Section 4.5.1.5
✓ 7	An environmental assessment.	DRGSW, Section 4.5.1.6
✓ 8	Topographical and site location maps.	DRGSW, Section 4.5.1.7
✓ 9	Proof that a coastal zone permit (if applicable) has been obtained.	DRGSW, Section 4.5.1.8
✓ 10	Proof that all applicable zoning approvals have been obtained.	DRGSW, Section 4.5.1.8
✓ 11	Proof that all other appropriate federal, state and local environmental permits have been obtained.	DRGSW, Section 4.5.1.8
✓ 12	Conceptual Closure Plan.	DRGSW, Section 4.5.1.9
✓ 13	Proof of financial responsibility for closure.	DRGSW, Section 4.5.1.10
✓ 14	Proof that the facility meets siting criteria.	DRGSW, Section 4.5.1.11
✓ 15	Other reports, data, maps, or information required by the Department.	DRGSW, Section 4.5.1.12