



## **CHECKLIST FOR PERSONS APPLYING FOR A PERMIT (OR RENEWAL) TO CONSTRUCT AND/OR OPERATE A RESOURCE RECOVERY FACILITY**

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 before each included item and submit along with the completed application to the address below. **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.**

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

- \_\_\_ 1. Solid Waste Management Facility Application. [pursuant to Section 4.4.1.1 of the *Delaware Regulations Governing Solid Waste* (DRGSW)]
- \_\_\_ 2. Once the application has been deemed complete, the Department will invoice the applicant for remittance of the public notice fee in accordance with 7 Del. C., Section 6004.
- \_\_\_ 3. Proof of ownership of the property, or copy of lease agreement [pursuant to Section 4.4.1.2 of the *Delaware Regulations Governing Solid Waste* (DRGSW)].
- \_\_\_ 4. A Plan of Operation [as described in Section 4.4.1.3 of the DRGSW].
- \_\_\_ 5. An Engineering Report [as described in Sections 4.4.1.4 and 9.3 of the DRGSW].
- \_\_\_ 6. A Recycling Analysis [as described in Section 4.4.1.5 of the DRGSW].
- \_\_\_ 7. A plan for sampling, analysis, and disposition of ash or other residuals and for the documentation of non-hazardous characteristics of the incoming materials as deemed appropriate [section 4.4.1.6 of the DRGSW].
- \_\_\_ 8. A Hydrogeological Assessment, if deemed necessary by the Department [pursuant to Section 4.4.1.7 of the DRGSW].
- \_\_\_ 9. An Environmental Assessment [as described in Section 4.4.1.8 of the DRGSW].
- \_\_\_ 10. Topographical and Site Maps [as described in Section 4.4.1.9 of the DGRSW].
- \_\_\_ 11. Proof that all applicable permits, licenses, and approvals have been obtained or applied for [pursuant to Section 4.4.1.10 of the DRGSW].
- \_\_\_ 12. A Conceptual Closure Plan [pursuant to Section 4.4.1.11 of the DRGSW].
- \_\_\_ 13. Proof of financial responsibility for closure [pursuant to Section 4.4.1.12 of the DRGSW].
- \_\_\_ 14. Proof that the Resource Recovery Facility will be sited [as described in Sections 4.4.1.13 and 9.2 of the DRGSW].
- \_\_\_ 15. A completed *Applicant Background Information* form, if applicable [7 Del. C. Chapter 79].