Ohio | Environmental Protection Agency

Instructions for Completing a
Construction & Demolition Debris Facility License Application

These instructions are provided to assist you in the proper completion and submittal of a Construction and Demolition Debris (C&DD) Facility License application. A complete C&DD license application consists of a completed C&DD license application form CDDL-001 along with a number of additional plans, reports, and other documents. You are required to submit **two copies** of your application to the proper licensing authority. This means two copies of form CDDL-001 and two copies of each of the additional plans, reports, and other documents. Upon licensure, the licensing authority will return one approved copy of the application to the applicant.

In an effort to keep the license application information organized, we have provided you with four sets of "notebook tabs" that should be used to organize your information prior to submitting it to the proper licensing authority. By request of applicants, two sets are for the application submission, one set is for an applicant's retained copy, and one set is for the consultant's retained copy.

Applications must be complete in order to be reviewed by either Ohio EPA or an approved local health department. Pursuant to Ohio Administrative Code (OAC) Rule 3745-37-02(A), incomplete applications will not be considered, and will be returned to the applicant within sixty (60) days with notification of the nature of the deficiency.

The following instructions provide a brief explanation of the licensing process, how to complete form CDDL-001, and how to use the "notebook tabs".

Contents of the Application Package

The license application package you received should contain the following items:

1) Instructions for Completing a Construction & Demolition Debris Facility License Application
2) C&DD Facility License Application Form CDDL-001
3) Four sets of "notebook tabs"

The Construction and Demolition Debris Licensing Process

Ohio laws and rules require all construction and demolition debris facilities to obtain an annual operating license from an appropriate "licensing authority", either Ohio EPA or an approved local health department. An owner or operator proposing to establish a facility must submit a license application 90 days prior to the anticipated date for beginning debris acceptance at the facility. For facilities currently operating under an Ohio EPA license, all licenses expire on December 31 of the licensing year. All construction and demolition debris facilities planning to continue operations after December 31 must have license applications submitted by September 30.

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For the next licensing year, applications must be received by the licensing authority no later than September 30 of the current year.

If the facility is located within the jurisdiction of a health department on Ohio EPA's "Construction and Demolition Debris Program Approved List of Health Districts", then the local health department has jurisdiction for administering the C&DD program and all licensing materials must be submitted to that health department. The health department will review the application and issue the license, if appropriate. If the facility is located in a county or city that is not on the approved list, then Ohio EPA is the licensing authority, and the license application must be submitted to the appropriate Ohio EPA district office. **You should have received your license application from the appropriate licensing authority, and the completed application should be returned to it.**

Completing Form CDDL-001

All applications must contain this completed form. **You should not submit photocopies of previously submitted forms.** A brief explanation of how to complete each item on form CDDL-001 follows:

PRELIMINARY INFORMATION

County or City Health District	Please indicate the county or city health district that has jurisdiction over the location of the facility, regardless of whether the health district or Ohio EPA acts as the licensing authority for construction and demolition debris licenses.
Facility Core ID Number	This number will be assigned by Ohio EPA upon issuance of the first license. If this is your first application, leave it blank.
C&DD Facility Name	Enter the business name for the facility.

PART I - APPLICANT INFORMATION

A. Applicant Information - Provide the requested information regarding the applicant for the license, including whether the applicant is the owner, operator, or both the owner and operator. Please note: In accordance with OAC Rule 3745-37-02, the applicant for a C&DD facility license must be either the owner or operator of the C&DD facility.

If the applicant is a corporation, provide the corporation's name, a contact name for that corporation, mailing address and phone number of principal place of business, state of incorporation, and name and address of the corporation's statutory agent.

If the business is a general partnership, provide name of partnership (including a business name, if used), address of principal place of business, and names and addresses of all partners. ***Attach additional pages as necessary.***

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If the business is a limited partnership, provide name of partnership (including business name, if used), address of principal place of business, names and addresses of all general partners, and statutory agent. ***Attach additional pages as necessary.***

B. Facility Name and Location - Indicate the name of the facility as it appears at the entrance to the facility, and provide information about the facility's location.

C. Facility Mailing Address - Indicate the mailing address of the facility. If the mailing address is the same as the facility address indicated in B above, identify it as such.

D. Longitude and Latitude of Facility - Enter the longitude and latitude of the facility location. This can be taken from one of the survey marks required by OAC Rule 3745-400-07(F)(3)(i). Alternatively, the longitude and latitude can be found on a United States Geological Survey (USGS) 7 ½-minute (1:24,000 scale) series map. These maps are available for review at several map depository libraries around the state, or the maps can be purchased from the Ohio Division of Geological Survey or U.S. Geological Survey (USGS) (see Attachment A). You can locate retail stores where topographic maps are sold in the state of Ohio through the USGS internet location: http://mapping.usgs.gov/esic/map dealers/oh.html. The price of the maps may vary between dealers. Either determine your longitude and latitude in terms of degrees, minutes, and seconds or make your business location on the map and submit the map with your application.

E. Facility Owners - Identify all persons that own the facility itself. If the facility owner is a corporation, provide the corporation's name, a contact name for that corporation, mailing address and phone number of principal place of business, state of incorporation, and name and address of the corporation's statutory agent.

If the facility owner is a general partnership, provide name of partnership (including a business name, if used), address of principal place of business, and names and addresses of all partners. ***Attach additional pages as necessary*.**

If the facility owner is a limited partnership, provide name of partnership (including business name, if used), address of principal place of business, names and addresses of all general partners, and statutory agent. ***Attach additional pages as necessary.***

F. Facility Operator - If the owner acts as the operator, indicate as such. If the facility is operated by a person or corporation other than the owner, identify that person or corporation. If the operator is a corporation, identify the person directly responsible for the daily operations of the facility. If the facility is governmentally owned and operated, identify the government organization and the person responsible for managing the daily operations of the facility.

G. On-Site Manager - Identify the person responsible for the on-site supervision of technical operations and maintenance of the facility.

H. Emergency Contact - Indicate the individual(s) who should be contacted in the event of an emergency at the facility.

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I. Property Owners - Identify all person(s) holding legal title to the property on which the facility is located. ***Attach additional pages as necessary.***

If the property owner is a corporation, provide the corporation's name, a contact name for that corporation, mailing address and phone number of principal place of business, state of incorporation, and name and address of the corporation's statutory agent. List on a separate sheet all individuals or organizations that own more than 10% of the shares of the corporation, and list the percentage of shares held. For each organization so listed, list each person or organization that owns more than 10% of its shares and the percentage held. Continue this process for as many steps as needed until every organization that holds at least 10% of the shares has been listed. Provide the name, mailing address and phone number for each individual or organization listed.

If the property owner is a general partnership, provide name of partnership (including a business name, if used), address of principal place of business, and names and addresses of all partners. ***Attach additional pages as necessary.***

If the property owner is a limited partnership, provide name of partnership (including business name, if used), address of principal place of business, names and addresses of all general partners, and statutory agent. ***Attach additional pages as necessary.***

J. Owner's Knowledge of Intent – Please provide documentation that all person(s) who hold legal title to the property on which the construction and demolition debris facility is located have been informed of the intent to use the property for a construction and demolition debris facility.

PART II - FACILITY INFORMATION

A. Application Information Checklist - Check all of the boxes that apply to the application that is being submitted.

B. Other Facility Information - If there are any other permits or registrations that are associated with the facility, indicate so in the appropriate box. If they are currently effective, indicate their effective dates and identification numbers. If they are pending approval, indicate so in the appropriate box.

C. Hours of Operation - Indicate the hours the facility will be open to accept construction and demolition debris.

D. Facility Designer Information - Indicate the name, address, and other requested information regarding the Professional Engineer and Ground Water Scientist who have prepared and certified documents that are being submitted as part of the application. ***Attach additional sheets as necessary.***

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PART III - CERTIFICATION

Read the conditions set forth in Part III carefully. The applicant, who must be the owner or operator of the construction and demolition debris facility, must certify the application to be true and complete.

The owner or operator may be:

a. In the case of political subdivisions, the chief administrative officer or contractual officer of said subdivision.

b. In the case of a corporation, the corporate officer having direct responsibility for the facility.

c. In the case of an organization other than a corporation, the chief executive officer.

PART IV - CERTIFICATION TRANSMITTAL STATEMENT

This form is to be utilized by a health department to notify Ohio EPA that the facility is licensed and inspected. The Certification Transmittal Statement is the last page of form CDDL-001 and should be left blank but included by the applicant.

How to Use the "Notebook Tabs"

In addition to form CDDL-001, a complete C&DD license application consists of a number of different plans, reports, and other documents. Although license applications must be made annually, many of these plans and reports do not need to be resubmitted with each future application -- they need to be submitted once and resubmitted only if the information contained in the plan, report, or document changes. The licensing authority will keep previous application submittals on file and will be able to refer to the previously submitted plans and reports as needed.

In order to assist you and the licensing authority in organizing the license application materials, sets of "Notebook Tabs" have been provided to organize the plans, reports, and other documents that must be submitted as part of the application. Please complete and submit a complete set of twelve tabs with each license application. Each tab identifies the document (or portion of a document) that should be placed behind the tab, has an area to indicate if the information is submitted in this application, and if not, the license year for which the information was previously submitted. The following example clarifies how these tabs should be used:

Year One:
An owner or operator is proposing to establish a facility and anticipates beginning debris acceptance during January of 2012. The applicant must submit the application by September 30, 2011, if planning to accept debris on January 1, 2012 (90 days in advance). As part of this initial license application, the applicant must submit the *Facility Plan Drawings* (part of the *Facility Construction Design Plan)*. The applicant checks on

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Tab 4 that the plan has been submitted in the application for 2012. The applicant places the plan drawings behind Tab 4 (or places a sheet behind the tab referencing which plan sheets the information is contained on), and submits the completed application package to the licensing authority by September 30, 2011.

Year Two:
Nothing changes over the course of 2012 that would alter the *Facility Plan Drawings*, and nothing is expected to change during 2013. For the 2013 license application submittal the applicant would not have to resubmit the plan, but would simply need to mark on Tab 4 that the information was most recently submitted in the license application for 2012. (If the most recent information was not submitted in a renewal application, it could be marked with the date of the submittal.)

Year Three:
The owner or operator wants to change some portion of the facility design for the upcoming 2014 license year. New plans would have to be submitted as part of the year 2014 application submittal. When putting together the year 2014 license application, the applicant would check on Tab 4 that new plans were submitted with the application. Again, the applicant places the plan drawings behind Tab 4 (or places a sheet behind the tab referencing which plan sheets contain the information) and submits the completed application package to the licensing authority by September 30, 2013.

Please note that some portions of the application must be submitted every year (such as form CDDL-001, the financial assurance documents, and the delineation of the "active licensed disposal area"). For these items, you will always check that they have been included in the current application.

Some of the tabs will ask the applicant to indicate additional information beyond just indicating whether the information has been included in the current application. For example, some tabs require the applicant to answer a question either "yes" or "no" and to indicate the answer by marking an appropriate box. Each tab also contains one or more rule references to assist the applicant in locating the portion of the rule that requires submittal of each document. **PLEASE NOTE: The tabs are provided to assist you in organizing the license application materials, but cannot be used as a substitute for the rules. The actual rules always determine the actual legal requirements associated with C&DD facilities, including the license submittal requirements.**

The tabs also contain areas to be used by the licensing authority. Please leave these areas blank. Each tab is listed below with a brief explanation, as necessary:

TAB 1 Place completed form CDDL-001 behind this tab. Upon issuance of a license, the licensing authority will return one copy of the complete application and include the appropriate authorizing documents, such as the license, terms, and conditions, behind this tab.

TAB 2 If you are submitting a *Ground Water Monitoring Report* with this application, place the report behind this tab.

TAB 3 If you are submitting the *Site Characterization Report* with this application, fill in the information requested on this tab and place the report behind it.

TAB 4 Complete the front of this tab and place the portions of the *Facility Construction Design Plan* listed behind it (or place a sheet behind the tab referencing which plan sheets contain the information).

TAB 5 Complete the front of this tab and place the remaining portions of the *Facility Construction Design Plan* behind it (or place a sheet behind the tab referencing which plan sheets contain the information).

TAB 6 Complete the front of this tab and place the *Final Cap System Design Plan* behind it (or place a sheet behind the tab referencing which plan sheets contain the information).

TAB 7 Complete the front of this tab and place the *Ground Water Monitoring Well System Plan* behind it (or place a sheet behind the tab referencing which plan sheets contain the information).

TAB 8 Complete the front of this tab and place the required letter from the local fire department behind it.

TAB 9 Complete the front of this tab and place the *Debris Placement Plan* behind it (or place a sheet behind the tab referencing which plan sheets contain the information). Indicate whether the facility is using an unloading zone by checking the appropriate box on the front of this tab.

TAB 10 If a pre-acceptance debris screening program is being utilized, complete the front of this tab and place the program narrative behind it.

TAB 11 Complete the front of this tab and place the required plans behind it (or place a sheet behind the tab referencing which plan sheets contain the information).

TAB 12 Complete the *Final Closure and Post-Closure Care Cost Estimates* information which now appears on the tab. This tab shall only be used if you are not opting into the five year transition. The cost estimates can be calculated using Ohio EPA's C&DD Financial Assurance Cost Estimating form which can be found online at http://www.epa.ohio.gov/portals/34/document/general/CDD%20FACE.draft.xlsx. Place the required financial assurance documentation behind it.

TAB 13 Complete the *Five Year Transition for Final Closure and Post-Closure Care* information if you are choosing to opt in to the five year transition. The transition financial assurance amounts can be calculated using Ohio EPA's C&DD Financial Assurance Cost Estimating form which can be found online at http://www.epa.ohio.gov/portals/34/document/general/CDD%20FACE.draft.xlsx.

Please Note: The *Facility Construction Design Plan* and the *Final Cap System Design Plan* are to be signed and sealed by a professional engineer, registered in Ohio.

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