CHECKLIST FOR PERSONS APPLYING FOR A RECYCLING PERMIT OR COMPOSTING PERMIT

Applications for a Recycling Permit or Composting Permit 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 Delaware's *Regulations Governing Solid Waste* (DRGSW). Please use this checklist to ensure the application contains all necessary documentation.

✓ 1. Application for a Recycling Permit or Composting Permit

✓ 2. Proof of ownership of the property, or copy of lease agreement

✓ 3. Written verification from the local zoning authority that the proposed activity is allowable at the proposed location

✓ 4. A Plan of Operation including a site map and complete description of the equipment, process, and operating procedures, as well as the maximum quantity of feedstocks and product to be stockpiled

✓ 5. Evidence that the product use will not adversely affect human health and the environment. This may require analyses and other tests.

JRM 12.17.18 6. Contracts or letters of intent from buyers showing there is a true market for the product

↳ compost used on-site @ MCC only

✓ 7. A Conceptual Closure Plan [pursuant to Section 4.4.1 of the DRGSW]

JRM 7.17.18 8. Evidence of financial assurance demonstrating financial responsibility for closure, as described in DRGSW Sec. 4.1.11.2

↳ previously deemed unwarranted

✓ 9. Proof that all applicable permits, licenses, and approvals have been obtained or applied for [pursuant to Section 4.4.1 of the DRGSW]

JRM 7.17.18 10. Background statement [pursuant to **7 Del. C.** Chapter 79] → new applications only

✓ 11. Submit 3 copies of the completed application package as well as an electronic copy in '.pdf' format. Please submit the application and supporting documentation to:

Jeff Martin
Department of Natural Resources and Environmental Control
Solid & Hazardous Waste Management Section
89 Kings Highway
Dover, DE 19901
Jeffrey.Martin@state.de.us