



ENVIRONMENTAL PROTECTION DIVISION

David D. Jones, P.E., CEP, Manager

3165 McCrory Place, Suite 200

Orlando, FL 32803-3727

407-836-1400 ▪ Fax 407-836-1499

www.ocfl.net

INSTRUCTIONS TO APPLY FOR A SOLID WASTE MANAGEMENT FACILITY PERMIT

GENERAL REQUIREMENT:

Solid Waste Management Facilities in Orange County shall be permitted pursuant to Orange County Code (O.C.C.) Chapter 32, Article V, the "Solid Waste Management Ordinance." Applications for permits to construct, operate, close and conduct post-closure care of these facilities and ancillary operations shall be made at the Environmental Protection Division (EPD) office.

GENERAL PROCEDURE:

Submit a complete application that meets the requirements of Orange County Code Chapter 32, Article V. EPD will review the application and request additional information if necessary to complete the application and have enough information to make a recommendation. For new facilities within unincorporated Orange County, review by the Development Review Committee [O.C.C. 32-214(a)(2)] and by the Board of Zoning Adjustment for a Special Exception [O.C.C. 32-214(a)(3)] are also required. A decision on the EPD permit application, and the Special Exception if applicable, will then be made by the Board of County Commissioners at a concurrent public hearing. [O.C.C. 32-214(j)]

For permit renewals, EPD will review the application, determine a recommendation, and then schedule on the agenda for the Board of County Commissioners for a decision. [O.C.C. 32-214(n)]

INSTRUCTIONS FOR EPD PERMIT APPLICATION:

Complete the application form and include all additional information, drawings, and reports necessary to evaluate the facility. All submittals must be signed and sealed by a professional registered/licensed (State of Florida) engineer, geologist or land surveyor, as appropriate. All entries must be legible by County staff by being type-written or printed in ink. Submit four copies (one copy may be an electronic .pdf).

Processing Fee:

See "LANDFILL & SOLID WASTE MANAGEMENT FACILITY (SWMF)" category in Fee Directory for current fiscal year, available online at: www.ocfl.net

If paying by check, please make payable to:

"Orange County Board of County Commissioners"

**APPLICATION FORM FOR A
SOLID WASTE MANAGEMENT FACILITY PERMIT
WASTE PROCESSING FACILITY
TRANSFER STATION • MATERIALS RECOVERY FACILITY**

Environmental Protection Division
3165 McCrory Place, Suite 200
Orlando, Florida 32803-3727
407.836.1400 • Fax 407.836.1499
www.ocfl.net



NOTE: THIS FORM DOES NOT SUPERSEDE THE REQUIREMENTS OF ORANGE COUNTY CODE.

A. GENERAL INFORMATION

1. Type of facility (check all that apply):

Transfer Station:

C&D Debris Class III Class I

Other Describe: _____

Materials Recovery Facility:

C&D Recycling Class III MRF Class I MRF

Other Describe: _____

Other Facility That Processes But Does Not Dispose Of Solid Waste On-Site:

Storage, Processing or Disposal for Combustion Facilities (not addressed in another permit)

Other Describe: _____

2. Type of application:

Construction / Operation

Operation without additional construction Closure

3. Classification of application:

New Minor Modification

Renewal Major Modification (substantial deviation)

4. Facility name: _____

5. Facility ID:

EPD Permit #: _____ Expiration Date: _____

FDEP Permit #: _____ Expiration Date: _____

6. Facility location (main entrance):

Address: _____

Municipality: _____ Orange County Commission District #: _____

7. Location coordinates:

Parcel IDs: _____

Latitude: _____ Longitude: _____

Datum: _____ Coordinate Method: _____

Collected by: _____ Company/Affiliation: _____

8. Applicant name (operating authority): _____

Mailing Address: _____

Contact person: _____ Phone: _____

Title: _____ E-mail: _____

9. Authorized agent / Consultant: _____

Mailing Address: _____

Contact person: _____ Phone: _____

Title: _____ E-mail: _____

10. Landowner (if different than applicant): _____

Mailing Address: _____

Contact person: _____ Phone: _____

_____ E-mail: _____

11. Cities, towns, and areas to be served (source of waste):

Private use

Public use

12. Estimated costs:

Total Construction: \$ _____

Closing Costs: \$ _____

13. Expected quantity (volume or weight) of waste to be received:

_____ yd³/day -or- _____ tons/day

14. Provide a brief description of the operations planned for this facility:

15. Operational and storage areas:

Total parcel size: _____ acres

Existing outdoor area: _____ acres

Existing building: _____ sq ft

Proposed outdoor area: _____ acres

Proposed building: _____ sq ft

16. Haul route (from/to nearest arterial roads or collector highways):

Street segments: _____

Residential roads: yes / no

Paved access: yes / no

17. Hours of Operation:

Mon - Fri: _____ - _____

Sun: _____ - _____

Sat: _____ - _____

Other: _____

B. ADDITIONAL INFORMATION

Please attach the following reports or documentation as required. References are to Orange County Code (O.C.C.) and Florida Administrative Code (F.A.C.) unless noted otherwise. (Application format see O.C.C. 32-214(d) and Rule 62-701.320(7) F.A.C.)

1. Provide a description of the operation of the facility that shall include (Rule 62-701.710(2)(a), F.A.C.):
 - (a) The types of materials, i.e., wastes, recyclable materials or recovered materials, to be managed or processed;
 - (b) The expected daily average and maximum weights or volumes of materials to be managed or processed;
 - (c) How the materials will be managed or processed;
 - (d) How the materials will flow through the facility including locations of the loading, unloading, sorting, processing and storage areas;
 - (e) The types of equipment that will be used;
 - (f) The maximum time materials will be stored at the facility;
 - (g) The maximum amounts of wastes, recyclable materials, and recovered materials that will be stored at the facility at any one time; and
 - (h) The expected disposition of materials after leaving the facility.
 - (i) *Provide a plan documenting maximum capacity and site plan showing location and maximum dimensions of temporary storage piles. [O.C.C. 32-215(f)(3)]*
2. Attach a site plan, signed and sealed by a professional engineer registered under Chapter 471, F.S., with a scale not greater than 200 feet to the inch, which shows the facility location, total acreage of the site, and any other relevant features such as water bodies or wetlands on or within 200 feet of the site, potable water wells on or within 500 feet of the site (Rule 62-701.710(2)(b), F.A.C.).
 - a) *Provide a plan showing the zoning of site and adjacent properties; [O.C.C. 32-215(a)(5)g.]*
 - b) *Provide a Landscape Buffer Plan that meets the requirements of O.C.C. 32-216(b)(3). [O.C.C. 32-215(a)(5)h.]*
 - c) *Delineate any environmentally sensitive areas such as any conservation areas, the Wekiva Study Area, and areas protected by the Wevika River Protection Area Ordinance or the Econolockhatchee River Protection Ordinance. [O.C.C. 32-215(a)(5)i., 32-216(c)]*
3. Provide a boundary survey and legal description of the property (Rule 62-701.710(2)(c), F.A.C.).
4. Provide a construction plan, including engineering calculations, that describes how the applicant will comply with the design requirements of subsection 62-701.710(3), F.A.C. (Rule 62-701.710(2)(d), F.A.C.).
 - a) *Provide a Litter Control Plan for the facility. [O.C.C. 32-215(a)(15)]*
5. Provide an operation plan that describes how the applicant will comply with subsections 62-701.710(4), F.A.C. and the recordkeeping requirements of subsection 62-701.710(8), F.A.C. (Rule 62-701.710(2)(e), F.A.C.).
 - a) *Access to the site shall be controlled via installation of a security chain link fence. [O.C.C. 32-216 (a)(13)]*
 - b) *Provide a Fire Fighting Agreement that has been approved by the local Fire Rescue service provider. [O.C.C. 32-215(a)(21)]*

6. Provide a closure plan that describes how the applicant will comply with subsections 62-701.710(6), F.A.C. (Rule 62-701.710(2)(f), F.A.C.).
7. Provide a contingency plan that describes how the applicant will comply with subsection 62-701.320(16), F.A.C. (Rule 62-701.710(2)(g), F.A.C.).
8. Unless exempted by subparagraph 62-701.710(1)(d)1., F.A.C., provide the financial assurance documentation required by subsection 62-701.710(7), F.A.C. (Rule 62-701.710(2)(h), F.A.C.).

Note: O.C.C. 32-216 (a)(27) requires financial assurance regardless of first-in first-out waste management. In the cost estimate include funds for up to 180 days of miscellaneous site maintenance (e.g. landscape and site access control).

9. Provide a history and description of any enforcement actions by the applicant described in subsection 62-701.320(3), F.A.C. relating to solid waste management facilities in Florida. (62-701.710(2) F.A.C. and 62-701.320(7)(i), F.A.C.).
10. Provide documentation that the applicant either owns the property or has legal authorization from the property owner to use the site for a waste processing facility (62-701.710(2), F.A.C. and 62-701.320(7)(g), F.A.C.)

Note: O.C.C. 32-215(a)(4) requires, "Proof of ownership of property. At minimum, applicants shall provide an opinion of title based upon a title search."

11. *Provide a description of any ancillary operations. [O.C.C. 32- 215(a)(5)e., 32-216(a)(15)]*
12. *Provide documentation of the stormwater management system design and that the requirements of O.C.C. 32-216(b)(6) will be met.*
 - a) *For existing facilities, provide documentation that at least once every five (5) years maintenance activities shall including the removal of accumulated sediments from ponds, catch basins, and other control structures, and the restoration of control structures to design specifications, has been performed.*

13. *For facilities proposing outdoor storage and/or processing:*

- a) *The facility accepts only construction and demolition debris and all areas where waste is stored are covered by a ground water monitoring system which meets the requirements of subsection 62-701.730(8), F.A.C. [F.A.C. 62-701.710(1)(d)2.]; or*
- b) *The facility accepts only Class III wastes, the areas where waste is received is under roof and on an impervious surface, and all areas where waste is stored or processed are covered by a ground water monitoring system which meets the requirements of subsection 62-701.730(8), F.A.C. [F.A.C. 62-701.710(1)(d)3.]*

14. *Provide the proposed fee schedule. [O.C.C. 32- 215(a)(9)]*
15. *Provide a proposal for any additional controls, if applicable within the Wekiva Study Area. [O.C.C. 32-215(f)(4)]*
16. *Provide a description of any Waiver Requests and responses to the criteria used to evaluate such waivers. Identify the Code requirement for which the waiver is sought. [O.C.C. 32- 214(k)]*
17. *Demonstration of Need [O.C.C. 32-215(a)(18)] is not a required submittal, but need for the service may be a factor considered by the Board. [O.C.C. 32-214(j)(3)]*

C. SUBMITTAL LOCATION INDEX IN APPLICATION PACKAGE

(S = Submitted; N/A = Not Applicable ; NSC = No Substantial Change)

Status	Location of submittal	Item	FAC 62-701	O.C.C. 32-	Summary
		B.1	.710(2)(a)	215(a)(16) 215(a)(19) 215(f)	Description of the operation of the facility
		B.2	.710(2)(b)	215(a)(5) g.,h.*,i., j.* 215(f)(1)	Site plan; area map; zoning; wetlands; protected areas; setbacks; landscaping buffer
		B.3	.710(2)(c)	215(a)(3) 215(f)(1)	Boundary survey and legal description
		B.4	.710(2)(d)	215(a)(5) 215(a)(11) 215(a)(15) 215(a)(19) 215(f)(1)	Tipping, processing, sorting, storage and compaction areas; Litter control; Leachate control; Waste quantification
		B.5	.710(2)(e)	215(a)(5)j.* 215(a)(19) 215(a)(21)* 215(f)(1)	Operational requirements; Operator and spotter training; Odor control; Fire protection; Access control; Hazardous waste; Record keeping;
		B.6	.710(2)(f)	215(a)(5)k. 215(f)(1)	Closure plan
		B.7	.710(2)(g)	215(f)(1)	Contingency plan
		B.8	.710(7)	215(a)(14)	Financial assurance
		B.9	.710(2) .320(7)(i)	214(j)(3) 215(f)(1)	Enforcement action history
		B.10	.320(7)(g)	215(a)(4)	Proof of ownership; Opinion of Title; Authorization
		B.11		215(a)(5)e.* 215(a)(19)	Ancillary operations (if needed)
		B.12		215(a)(5)f.*	Stormwater management
		B.13	.710(1)(d)2	215(a)(8)	Ground water monitoring plan (if needed)
		B.14		215(a)(9)	Fee schedule
		B.15		215(f)(4)	Wekiva Study Area controls
		B.16	.710(9)	214(k)	Waiver Requests (if needed)
				O.C.C. Sec. 2-354, 2-454;	Specific Project Expenditure Report; Relationship Disclosure Form; Agent Authorization
				Florida Statute 163.3163	Acknowledgement of Contiguous Sustainable Agriculture Land

* These items are often addressed by the local municipality.

D. CERTIFICATION BY APPLICANT AND ENGINEER

1. Applicant:

The undersigned applicant or authorized representative of

_____ is aware that statements made in this form and attached information are an application for a **Solid Waste Management Facility** Permit from the Orange County Environmental Protection Division (EPD) and certifies that the information in this application is true, correct and complete to the best of his/her knowledge and belief. Further, the undersigned agrees to comply with the provisions of Orange County Code, including any provisions of Chapter 403, Florida Statutes, and rules and regulations of the Florida Department of Environmental Protection adopted by reference. It is understood that the Permit is not transferable, and the EPD will be notified prior to the sale or legal transfer of the permitted facility.

Signature of Applicant or Agent

Mailing Address

Name and Title

City, State, Zip Code

E-mail address

Telephone Number

Date

2. Professional Engineer Registered in Florida:

This is to certify that the engineering features of this solid waste management facility have been designed / examined by me and found to conform to engineering principals applicable to such facilities. In my professional judgment, this facility, when properly maintained and operated, will comply with provisions of Orange County Code, including any provisions of Chapter 403, Florida Statutes, and rules and regulations of the Florida Department of Environmental Protection adopted by reference. It is agreed that the undersigned will provide the applicant with a set of instructions for proper maintenance and operation of the facility.

Signature

Mailing Address

Name and Title

City, State, Zip Code

E-mail address

Florida Registration Number

Telephone Number

(please affix seal)

Date