



west virginia department of environmental protection

Division of Water and Waste Management
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Harold D. Ward, Cabinet Secretary
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INSTRUCTIONS TO APPLICANTS FOR A CLASS F INDUSTRIAL SOLID WASTE FACILITY PERMIT

Persons that apply for a permit for a solid waste industrial landfill must provide the information listed in the Class F Industrial Solid Waste Facility application. Submit the completed application electronically to the West Virginia Department of Environmental Protection's website at www.dep.wv.gov under the permitting section, electronic submission system.

The following nonrefundable application fees are listed in 33CSR1 "Solid Waste Management Rule":

Industrial Waste Landfill	\$ 5,000.00
Renewal of Industrial Waste Landfill Permit *	\$ 1,000.00
Closure of Industrial Waste Landfill	\$ 2,500.00
Major Modification of Industrial Waste Landfill Permits	\$ 500.00

* Renewal of an Industrial Waste Landfill Permit is only applicable if a permit has been previously issued to a facility in accordance with the requirements of 33CSR1 "Solid Waste Management Rule".

All checks or money orders are to be made payable to the West Virginia Department of Environmental Protection. The fee may also be paid with the initial electronic submission of the application.

A complete submission must include a response to items listed in the "Application for a Class F Industrial Solid Waste Facility" (application). The information provided must be presented in the order listed in the application and must include the following:

- A. A cover letter detailing the desired action or response from the West Virginia Department of Environmental Protection (Department)
- B. A table of contents listing all sections, items, and visuals in the submittal
- C. Visuals
 - 1. The application shall include appropriate maps, figures, photographs, and tables to clarify information or conclusions. The visuals must be legible. All maps, plans, drawings, isometrics, cross sections, and aerial photographs shall meet the following requirements:
 - a. Be no smaller than eight and one-half inches by eleven inches (8 ½" x 11") and, if larger, must be folded to eight and one-half inches by eleven inches (8 ½" x 11")
 - b. Be titled
 - c. Be numbered
 - d. Provide the drafting origination date and any revision dates
 - e. Be referenced in the table of contents and in the narrative
 - f. Be of an appropriate scale to show all required details in sufficient clarity
 - g. Contain a survey grid with maximum dimension of two hundred (200) feet square based on monuments established in the field that is referenced to state plane coordinates
 - h. Use USGS datum as the basis for all elevations
 - i. Have uniform horizontal and vertical scales
 - j. Show original topography and the grid system on all plan sheets that show construction, operation, or closure topography
 - k. Have a legend with all lines and symbols used on the plans
 - l. Reference plan sheets on all cross sections
 - m. Contain topographic cross sections across the existing/ proposed site
 - 2. The Map Location Chart must be completed and placed at the beginning of the Visuals section of the application.

Those applicants proposing to close the landfill within five (5) years need to complete "Section VIII. Closure" of the application.

The groundwater monitoring system shall be constructed in accordance with 33CSR1 "Solid Waste Management Rule" Paragraph 3.8.d.1..

Test pits, test borings and test corings used to determine the required geologic and hydrogeologic information shall be closed, unless they are developed and utilized as monitoring wells, in order to maintain the geologic environment that existed prior to disturbance, in accordance with 47CSR60 "Monitoring Well Design Standards" Section 19.

We will process your personal information (email address, mailing address and/or telephone number) in accordance with the State of West Virginia's Privacy Policy for appropriate and customary business purposes. Your personal information may be disclosed to other state agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. The Division of Water and Waste Management will appropriately secure your personal information. If you have any questions about our use of your personal information, please contact the DEP's Chief Privacy officer at depprivacyofficer@wv.gov.