

**STATE OF SOUTH DAKOTA  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

**INITIAL APPLICATION TO CONSTRUCT AND OPERATE  
A YARD WASTE COMPOST FACILITY**

or

**REQUEST FOR INITIAL AUTHORIZATION UNDER THE GENERAL PERMIT  
FOR A YARD WASTE COMPOST FACILITY (GPCF 16-25)**

**Return to:** SD Department of Environment and Natural Resources  
Waste Management Program  
523 East Capitol Avenue - Joe Foss Building  
Pierre, South Dakota 57501-3182  
Telephone (605) 773-3153

**1.0 General Information**

PROCESS INITIAL APPLICATION AS (please check one):

INDIVIDUAL PERMIT APPLICATION \_\_\_\_\_  
GENERAL PERMIT REQUEST \_\_\_\_\_

- 1.01 Applicant Information:  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address (optional): \_\_\_\_\_
- 1.02 Landowner Information:  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address (optional): \_\_\_\_\_
- 1.03 Operator Information:  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address (optional): \_\_\_\_\_
- 1.04 Lienholder of Public Record:  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address (optional): \_\_\_\_\_

- 1.05 Location of site from nearest municipality:  
\_\_\_\_\_
- 1.06 Legal description (quarter-quarter, section, township, range, county):  
\_\_\_\_\_
- 1.07 Size of site (acres): \_\_\_\_\_
- 1.08 Estimated annual tonnage of yard waste and/or tree waste to be accepted at facility:  
\_\_\_\_\_
- 1.09 Estimated date the site will begin operation: \_\_\_\_\_

1.10 Is the site located:

	Yes	No
In a wetland, as defined in ARSD 74:27:07:01?	_____	_____
Within 200 feet of surface water (excluding wetlands) as defined by ARSD 74:51:01:01?	_____	_____
Within 1,000 feet of an occupied dwelling, without written permission from owner(s)?	_____	_____
Within 100 feet of a property boundary, without written permission from adjacent property owner(s)?	_____	_____
Within 1,000 feet of any private or public well which supplies drinking water for human consumption?	_____	_____
Where the depth to an aquifer, as defined by ARSD 74:54:02:01, is less than 10 feet?	_____	_____
Within a 100 year floodplain?	_____	_____
In an area that adversely affects wildlife, recreation, aesthetic value of an area, or any threatened or endangered species?	_____	_____
Where the primary subsurface material is sand or gravel as determined by the Unified Soil Classification System?	_____	_____

**If any of the above answers are yes, this application will be processed as an individual permit.**

- 1.11 Distances to surface waters, including wetlands and floodplains (½ mile radius):  
\_\_\_\_\_
- 1.12 Distances to occupied buildings and names of the building owners (½ mile radius):  
\_\_\_\_\_
- 1.13 Description of the soil types at the site, based on the Unified Soil Classification System (NOTE: This information is usually found in the county soil survey. Contact local NRCS Office.):  
\_\_\_\_\_
- 1.14 Distances to domestic wells, depth of wells, and names of the landowners (½ mile radius):  
\_\_\_\_\_
- 1.15 Methods/measures proposed to divert surface water run-on and retain runoff at the facility:  
\_\_\_\_\_
- 1.16 Methods/measures used to control access to the facility:  
\_\_\_\_\_
- 1.17 Previous history of waste disposal activities at the facility:  
\_\_\_\_\_

1.18 Depth to nearest aquifer and ground water at the facility:

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1.19 Describe the composting process to be used at the facility:

## 2.0 Document Submittals Required

**Attach documents as indicated by the following key.**

**[A]** For your first application to operate under the **general permit**.

**[B]** For your first **individual permit** application.

**[ALL]** For **all** applications.

2.01 **[ALL]** Statement of resolution by county commissioners approving the proposed site.

2.02 **[A]** Affidavit of Publication of the notice of intent. (See condition 1.06, general permit).

2.03 **[ALL]** A written statement(s) from the appropriate zoning authority(s) that the establishment of the facility meets all local zoning ordinances and regulations. This statement is required from the county and from the nearest municipality (if the proposed facility is to be located within three miles of the incorporated limits of that municipality). A statement is required even if there aren't any applicable requirements.

2.04 **[ALL]** An aerial photograph of the site with the site boundaries clearly marked.

2.05 **[ALL]** A United States Geological Survey (USGS) topographic map of the site with the site boundaries clearly marked.

2.06 **[ALL]** Environmental statements from the following agencies stating that the establishment of a yard waste compost site will not adversely impact threatened or endangered species or wetlands (**provide them with a map showing exactly where the site is located**):

*Leslie Murphy  
Department of Game, Fish, and Parks  
Joe Foss Building  
523 East Capitol Avenue  
Pierre, South Dakota 57501  
(605) 773-3387*

*John Miller  
Department of Environment and Natural Resources - Surface Water Program  
Joe Foss Building  
523 East Capitol Avenue  
Pierre, South Dakota 57501  
(605) 773-3351*

*Scott Larson  
U.S. Department of the Interior - Fish and Wildlife Service  
420 South Garfield, Suite 400  
Pierre, South Dakota 57501  
(605) 224-8693*

2.07 **[ALL]** A completed Source Reduction and Recycling Plan form required by SDCL 34A-6-74 through 34A-6-78 (attached).

2.08 **[ALL]** A signed Certification of Applicant form required by SDCL 1-40-27 and SDCL 34A-6-1.10 (attached).

- 2.09 **[B]** If the site does not meet the siting criteria stated in condition 2.01 of the general permit or section 1.10 of this application, document efforts that will be made to minimize potential environmental impact(s).
- 2.10 **[ALL]** A sketch of the site showing compost and burn pile areas, gates, fences, roads, surface water within 1,000 feet, wells within 1,000 feet, homes within 1,000 feet, and other pertinent structures. Also label all adjacent land showing who owns it.
- 2.11 **[ALL]** A copy of this completed application must be sent to the county and the nearest municipality for their records. Indicate in writing that you have done this.
- 2.12 **[ALL]** All adjacent landowners must be notified in writing, via certified mail, of your permit application. Submit a copy of the letter you sent to the adjacent landowners and the certified mail return receipts with the application.
- 2.13 **[ALL]** Provide documentation showing whether or not the site is located within a 100-year floodplain.
- 2.14 **[A]** If the site is located within 100 feet of property boundaries, then written permission must be obtained from the property owner(s). A copy of the written permission must be provided with the application.

### 3.0 Permit Fee

Each request for authorization or application for an individual permit must be accompanied by a fee based on the annual tonnage accepted in accordance with the following fee schedule:

Type I	Facilities receiving more than 150,000 tons per year	\$ 5,000
Type II	Facilities receiving between 5,000 and 149,999 tons per year	\$ 500
Type III	Facilities receiving between 500 and 4,999 tons per year	\$ 250
Type IV	Facilities receiving less than 500 tons per year	No fee

- Notes:
- 1. Five cubic yards of leaves and grass clippings equals approximately one ton.
  - 2. 0.1 X population served yields the annual estimated tonnage of yard waste compost.

#### 4.0 Signatures

South Dakota Codified Law Section 34A-6-1.10 provides:

***“Responsibility and liability of owner or operator.*** *The owner or operator of a solid waste disposal facility that is regulated under §§ 34A-6-1.1 to 34A-6-1.38, inclusive, is responsible in perpetuity for the solid waste and liable in perpetuity for any pollution or other detrimental effect caused by the solid waste. No person may dispose of solid waste other than mine wastes in this state until the owner or operator of the solid waste disposal facility executes an agreement with the board acknowledging such perpetual responsibility and liability for the solid waste.”*

By signing this permit application, the signatory acknowledges that they have read and understand the information contained in the foregoing application and attachments, and to the best of their knowledge, the information is true and accurate. In addition, pursuant to SDCL 34A-6-1.10, I hereby agree to and accept perpetual responsibility and liability for the solid waste disposal at this facility.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lienholder's Signature

\_\_\_\_\_  
Date

**STATE OF SOUTH DAKOTA  
BEFORE THE SECRETARY OF  
THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

**IN THE MATTER OF THE** )  
**APPLICATION OF** )  
 ) **CERTIFICATION OF**  
\_\_\_\_\_) )  
 ) **APPLICANT**  
**STATE OF** \_\_\_\_\_) )  
 ) )  
**COUNTY OF** \_\_\_\_\_) )

I, \_\_\_\_\_, the applicant in the above matter after being duly sworn upon oath hereby certify the following information in regard to this application:

I have read and understand South Dakota Codified Law Section 1-40-27 which provides:

*"The secretary may reject an application for any permit filed pursuant to Titles 34A or 45, including any application by any concentrated swine feeding operation for authorization to operate under a general permit, upon making a specific finding that:*

*(1) The applicant is unsuited or unqualified to perform the obligations of a permit holder based upon a finding that the applicant, any officer, director, partner, or resident general manager of the facility for which application has been made:*

- (a) Has intentionally misrepresented a material fact in applying for a permit;*
- (b) Has been convicted of a felony or other crime involving moral turpitude;*
- (c) Has habitually and intentionally violated environmental laws of any state or the United States which have caused significant and material environmental damage;*
- (d) Has had any permit revoked under the environmental laws of any state or the United States; or*
- (e) Has otherwise demonstrated through clear and convincing evidence of previous actions that the applicant lacks the necessary good character and competency to reliably carry out the obligations imposed by law upon the permit holder; or*

*(2) The application substantially duplicates an application by the same applicant denied within the past five years which denial has not been reversed by a court of competent jurisdiction. Nothing in this subdivision may be construed to prohibit an applicant from submitting a new application for a permit previously denied, if the new application represents a good faith attempt by the applicant to correct the deficiencies that served as the basis for the denial in the original application.*

*All applications filed pursuant to Titles 34A and 45 shall include a certification, sworn to under oath and signed by the applicant, that he is not disqualified by reason of this section from obtaining a permit. In the absence of evidence to the contrary, that certification shall constitute a prima facie showing of the suitability and qualification of the applicant. If at any point in the application review, recommendation or hearing process, the secretary finds the applicant has intentionally made any material misrepresentation of fact in regard to this certification, consideration of the application may be suspended and the application may be rejected as provided for under this section.*

*Applications rejected pursuant to this section constitute final agency action upon that application and may be appealed to circuit court as provided for under chapter 1-26.”*

I certify pursuant to 1-40-27, that as an applicant, officer, director, partner, or resident general manager of the activity or facility for which the application has been made that I; a) have not intentionally misrepresented a material fact in applying for a permit; b) have not been convicted of a felony or other crime of moral turpitude; c) have not habitually and intentionally violated environmental laws of any state or the United States which have caused significant and material environmental damage; (d) have not had any permit revoked under the environmental laws of any state or the United States; or e) have not otherwise demonstrated through clear and convincing evidence of previous actions that I lack the necessary good character and competency to reliably carry out the obligations imposed by law upon me. I also certify that this application does not substantially duplicate an application by the same applicant denied within the past five years which denial has not been reversed by a court of competent jurisdiction. Further;

*“I declare and affirm under the penalties of perjury that this claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.”*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Applicant (print)

\_\_\_\_\_  
Applicant (signature)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

\_\_\_\_\_  
Notary Public (signature)

My commission expires: \_\_\_\_\_

(SEAL)

**PLEASE ATTACH ANY ADDITIONAL INFORMATION NECESSARY TO DISCLOSE ALL  
FACTS AND DOCUMENTS PERTAINING TO  
SDCL 1-40-27 (1) (a) THROUGH (e).  
ALL VIOLATIONS MUST BE DISCLOSED, BUT WILL NOT  
AUTOMATICALLY RESULT IN THE REJECTION OF AN APPLICATION**

## Source Reduction and Recycling Plan

In accordance with South Dakota Codified Laws (SDCL) §34A-6-74 through §34A-6-78, municipalities or other political subdivisions responsible for solid waste management are required to submit a comprehensive solid waste source reduction and recycling plan to the department prior to issuance or renewal for any permit application.

For compliance with the sections listed above your facility must also be in compliance with SDCL §34A-6-67. SDCL §34A-6-67 bans certain materials from being landfilled in South Dakota. These banned materials are lead-acid batteries, yard waste, white goods and used oil. The general permit or an individual permit for your facility limits what materials may be accepted and how those materials may be handled.

This document, when completed along with a solid waste permit application will meet the requirements of SDCL §34A-6-74 through §34A-6-78. Please provide the requested information for the materials listed below:

Material	Tonnage Recycled since renewal/issue*	Recycling Company
1. White Goods:	_____	_____
2. Yard Waste:	_____	_____
3. Waste Tires:	_____	_____
4. Other:	_____	_____

\* Estimated weights or units is acceptable



ATTACHMENT  
South Dakota Codified Law

**§34A-6-67.** Landfill waste reduction targets -- Implementation dates. In order to achieve the waste reduction goals provided for under §34A-6-60, no landfill in the state may accept yard waste, lead acid batteries, waste motor oil, or white good appliances for disposal. Office and computer paper, old newspaper, magazines, telephone books, corrugated cardboard, other marketable paper products, containers made from plastic, aluminum and steel, and other municipal solid waste materials that are diverted from landfilling using appropriate methods and technology count toward the waste reduction goal. Appropriate methods and technology includes recycling facilities.

**§34A-6-74.** Filing of solid waste source reduction and recycling plan -- Department review and aid in development -- Hearings -- Updating of plans. Every municipality or other political subdivision responsible for solid waste management shall file with the department by January 1, 1994, a comprehensive solid waste source reduction and recycling plan detailing the method by which the municipality or other political subdivision responsible for solid waste management will comply with the requirements of §34A-6-67 to establish and implement a comprehensive solid waste source reduction and recycling program for its residents. For the purposes of this section, any public or private entity managing the solid waste stream for a municipality or county shall file one comprehensive plan on behalf of its members with the filing requirements of this section. The department shall review each comprehensive plan submitted and may reject, suggest modifications to or approve the proposed plan. The department shall aid in the development of comprehensive plans for compliance with this section and shall make available appropriate forms for the submission of comprehensive plans. The department may hold hearings for the purpose of implementing this section. The comprehensive plan required in this section shall be updated and submitted to the department for approval five years after its most recent approval. The department may, consistent with rules promulgated by the board pursuant to chapter 1-26, require the filing or updating of a plan at other times.

**§34A-6-75.** Plan required for issuance of new or renewed permit. Beginning July 1, 1994, no new permit for a solid waste disposal facility may be issued and no existing permit reissued or renewed unless the permit applicant, in conjunction with all local units of government whose residents, businesses or institutions generate solid waste to be stored or disposed of in the facility, has filed a plan as required in §34A-6-74.

## **INFORMATION SOURCES**

### **A. Flood Plain Information**

1. Federal Emergency Management Agency (FEMA)  
Flood Map Service Center  
PO Box 1038  
Jessup, MD 20794-1038  
Phone: (877) 336-2627
2. US Army Corps of Engineers  
1616 Capitol Avenue  
Omaha, NE 68102-4901  
Phone: (402) 995-2322 or (402) 995-2328
3. Contact County Government
4. Division of Emergency Management  
Phone: (605) 773-3231

### **B. Wetlands Information**

1. US Department of the Interior  
Fish & Wildlife Service  
420 S. Garfield, Suite 400  
Pierre, SD 57501  
Phone: (605) 224-8693
2. Contact local NRCS office

### **C. USGS Topographic Map Information**

1. SD Geological Survey  
USD Science Center  
414 E. Clark St.  
Vermillion, SD 57069-2390  
Phone: (605) 677-5227
2. USGS Information Services  
Box 25286  
Denver, CO 80225  
Phone: (888) 275-8747
3. Contact local NRCS office

### **D. Airport Safety Information**

1. Federal Aviation Administration  
Bismarck Airports District Office  
2301 University Drive Bldg 23B  
Bismarck, ND 58504  
Phone: (701) 323-7380  
Fax: (701) 323-7399
2. SD Department of Transportation  
Office of Aeronautics  
700 E. Broadway Ave.  
Pierre, SD 57501  
Phone: (605) 773-3265

### **E. Geological & Ground Water Information**

1. SD Geological Survey  
USD Science Center  
414 E. Clark St.  
Vermillion, SD 57069  
Phone: (605) 677-5227
2. US Geological Survey  
SD Water Science Center  
1608 Mountain View Road  
Rapid City, SD 57702  
Phone: (605) 394-3220
3. Contact local NRCS office

### **F. Soil Classification Information**

1. Contact local NRCS office

### **G. Surface Water/Wetlands**

1. Department of Environment and Natural Resources  
523 East Capitol – Joe Foss Bldg.  
Pierre, SD 57501-3182  
Phone: (605) 773-3351  
Also for 401 Certification
2. Game, Fish & Parks  
523 East Capitol - Joe Foss Bldg.  
Pierre, SD 57501  
Phone: (605) 773-3387
3. US Army Corps of Engineers  
South Dakota Regulatory Office  
28563 Powerhouse Road  
Pierre, SD 57501  
Phone: (605) 224-8531  
Fax: (605) 224-5945  
For 404 Permitting

### **H. General Assistance**

1. Black Hills Council of Local Governments  
Rapid City, SD – (605) 394-2681
2. Central South Dakota Enhancement District  
Pierre, SD – (605) 773-2780
3. First District Association of Local Governments  
Watertown, SD – (605) 882-5115
4. Northeast Council of Government  
Aberdeen, SD – (605) 626-2595
5. Planning & Development District III  
Yankton, SD – (605) 665-4408
6. South Eastern Council of Governments  
Sioux Falls, SD – (605) 367-5390

For additional information call the Waste Management Program at (605) 773-3153

## ENVIRONMENTAL CONTACTS

**This is an example form letter which can be used when contacting the agencies required by Section 2.06 of this application. These contacts must be made for all initial solid waste permit applications.**

Date

Contact Name  
Contact Agency  
Address  
City, State Zip Code

Dear Contact Name:

The \_\_ (1) \_\_ is applying for a Yard Waste Compost facility permit. This facility will be located in \_\_ (2) \_\_, South Dakota.

Enclosed is a map showing exactly where the facility is located. Please review the location and provide your comments regarding the impact this facility would have on endangered species, their habitat, wetlands, and general impacts to fish and wildlife resources.

Thank you for your prompt response. If you have any questions, please contact \_\_ (3) \_\_ at \_\_ (4) \_\_.

Sincerely,  
\_\_ (3) \_\_

(1) - The name of the City, District, Association or entity for which the application is being made.

(2) - The legal description of the proposed solid waste facility. *Example:* NW<sup>1</sup>/<sub>4</sub> NE<sup>1</sup>/<sub>4</sub> of Section 12, Township 7 North, Range 2 West, Haakon County

(3) - Your name

(4) - A telephone number at which you can be reached for more information.

## ADJACENT LAND OWNERS NOTIFICATION

**ARSD 74:27:09:02 states ". . . the applicant must notify by certified mail all adjacent land owners of record, according to property tax roles, that an application has been filed." This is an example form letter that you may use to comply with this section of the regulations. You will need to submit a copy of the return receipt and the letter with your application.**

Date

Contact Name  
Address  
City, State Zip Code

CERTIFIED  
Return Receipt Requested

Re: (  1  ) solid waste permit application

Dear Contact Name:

This letter is to inform you that the (  1  ) is filing a solid waste permit application with the South Dakota Department of Environment and Natural Resources on or before (  2  ). This application is for the construction and operation of a (  3  ) facility located in the (  4  ). Notification is being given to all landowners whose properties are adjacent to the proposed facility location in accordance with ARSD 74:27:09:02.

If you have any questions, please contact me at (  5  ).

Sincerely

(  6  )

- (1) The name of the city, district, association, or entity for which the application is being made.
- (2) The estimated date the application will be submitted to the DENR.
- (3) The type of proposed facility for which you need a permit. *Example:* yard waste compost, restricted use, municipal solid waste.
- (4) The legal description of the proposed solid waste facility. *Example:* NW<sup>1</sup>/<sub>4</sub> NE<sup>1</sup>/<sub>4</sub> of Section 12, Township 7 North, Range 2 West, Haakon County
- (5) A telephone number at which you can be reached for more information.
- (6) Your name (title).

## Example of County Resolution

Resolution No. \_\_\_\_\_

\_\_\_\_\_ County Commission

**WHEREAS**, (Company or City) desires to establish a (type & kind) facility for the purpose of solid waste management; and

**WHEREAS**, the (City, if applicable) has approved siting the proposed facility; and

**WHEREAS**, the siting of this proposed facility is not in conflict with any established zoning laws or ordinances; and

**WHEREAS**, (Company or City) has (or will) file(d) a solid waste application with the South Dakota Department of Environment and Natural Resources (DENR); and

**WHEREAS**, DENR has (or will) review(d) that application to determine that the facility can be operated within the South Dakota laws and regulations; and

**WHEREAS**, DENR has (or will or may) recommended the approval of the permit with conditions adequate to safeguard the environment; and

**WHEREAS**, the Board of Minerals and Environment will review, modify, approve, or deny the permit if the tentative recommendations and/or conditions of the permit are contested by any interested party; and

**WHEREAS**, the County Commission of \_\_\_\_\_ County is required by South Dakota law SDCL 34A-6-103 to approve of a solid waste facility prior to the issuance of a solid waste permit;

**IT IS THEREFORE RESOLVED** that the County Commission of \_\_\_\_\_ County hereby approves construction and operation of the proposed facility to be operated under the terms of a solid waste permit to be issued by the Board of Minerals and Environment.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the \_\_\_\_\_  
County Commission in regular session at \_\_\_\_\_.

Signed \_\_\_\_\_  
County Clerk