##### **Solid Waste Facility**

##### **License Application**

Application packet for a new license, license renewal,

change of authorization request or change in ownership

for facilities that:

* + - Process non-putrescible (dry) waste
    - Reload solid waste
    - Compost or reload yard debris
    - Process source separated recyclable materials

Updated July 2024

**oregonmetro.gov**

Metro

Waste Prevention and Environmental Services

600 NE Grand Ave.

Portland, OR 97232-2736

SWICC@oregonmetro.gov

This packet contains an application for a Metro Solid Waste Facility License. You may also want to review the relevant sections of Metro Code. Metro Code Chapter 5.01 identifies which solid waste facilities and activities require a Metro license. You can access the Metro Code via the Metro website at [www.oregonmetro.gov/metro-code](http://www.oregonmetro.gov/metro-code).

Metro staff will generally review an application for completeness within 15 business days of receipt and notify the applicant whether their application is deemed to be complete. If an application is incomplete, Metro will notify the applicant as to what additional information is required.

Application for a new Solid Waste Facility License

An applicant seeking a new Metro Solid Waste Facility License must first attend a pre-application conference before submitting an application. The purpose of the pre-application conference is for Metro to obtain a description of the proposed solid waste facility and provide the applicant with information regarding the applicable requirements for the proposed operation. The conference also provides the applicant with an opportunity to discuss the application process and to identify any potential issues specific to its proposal. An applicant should prepare for the pre-application conference by reviewing application forms and drafting responses before the conference. To schedule a pre-application conference, contact Joanna Dyer, Metro’s Solid Waste Authorization Coordinator at 971-401-0976 or via email at [SWICC@oregonmetro.gov](mailto:SWICC@oregonmetro.gov).

After completing the pre-application conference, an applicant seeking a new license must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required. Metro will generally approve or deny a new license within 180 days after Metro deems the application to be complete. The fee for filing a license application is $300. See Metro Code Chapter 5.01 for more information regarding the issuance of a license.

Renewal of an Existing License

An applicant seeking to renew an existing license without substantive changes to the current authorization must submit a completed *Solid Waste Facility License Application* form and provide all additional information as required, unless Metro staff directs otherwise. License renewal applications must be submitted not less than 120 days before the current license expires. If a licensee fails to submit a timely renewal application, the licensee’s authority to operate may lapse. Additionally, Metro is not obligated to renew a license earlier than the expiration date of the existing license even if the licensee files a renewal application more than 120 days before the existing license expires. The fee for filing a license renewal application is $300. See Metro Code Chapter 5.01 for more information regarding the renewal of licenses.

Change of Authorization to an Existing License

An applicant seeking a change of authorization for an existing license (other than renewal) must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required unless Metro staff directs otherwise. The applicant cannot implement the requested change of authorization until Metro approves it in writing. The fee for filing a change of authorization application is $100. See Metro Code Chapter 5.01 for more information regarding changes of authorization for licenses. Metro may require the applicant to apply for a new license if there is a significant change in the types of solid waste accepted or activities performed at a facility.

Transfer of Ownership or Control of an Existing License

An applicant seeking to transfer ownership or control of an existing license must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required, unless Metro staff directs otherwise. See Metro Code Chapter 5.01 for more information regarding requirements for the transfer of ownership for a licensed facility.

**INSTRUCTIONS**

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| **For Metro Use Only** | |
| Date received: |  |
| Date deemed complete by Metro |  |

1. Complete all applicable parts of application.
2. Review confidentiality section and sign last page of application.
3. Attach required documents.
4. Submit application and attachments via email to [SWICC@oregonmetro.gov](mailto:SWICC@oregonmetro.gov).
5. Pay the application fee using one of the following methods:
   1. **Credit card**: To pay the application fee by credit card, call or email Metro’s Accounts Receivable at 503-797-1620 or [accounts.receivable@oregonmetro.gov](mailto:accounts.receivable@oregonmetro.gov); or
   2. **By Mail**: To pay by check, include the name of the facility and “Metro Solid Waste Facility License application fee” on the check and mail to:

Metro

Unit 20

PO Box 4500

Portland, OR 97208-4500

*Questions? Contact Metro’s Solid Waste Authorization Coordinators at SWICC@oregonmetro.gov.*

##### **PART 1 – Standard License Application Information**

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| **Applicant (Licensee)** | |
| Facility Name: |  |
| Company Name: |  |
| Facility Street Address,  City, State, Zip: |  |
| Facility Mailing Address,  City, State, Zip: |  |
| Contact Person & Title: |  |
| Phone Number: |  |
| E-mail Address: |  |

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| **Type of Application (please check one)** | | |
|  | New license  *Date of Pre-Application Conference:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | Renewal of an existing license | *Current Metro Solid Waste Facility License Number:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Change of authorization to an existing license (other than a renewal)  *Please describe the proposed change below in Section 4.* |
|  | Transfer of ownership or control of an existing license |

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| **Type of facility (please check one)** | |
|  | Non-putrescible (dry) waste material recovery facility |
|  | Source-separated recyclable material recovery facility |
|  | Source-separated food waste reload facility |
|  | Yard debris reload facility |
|  | Yard debris composting facility |
|  | Other solid waste reload or processing facility |

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| **If seeking a change of authorization to an existing license, please explain the proposed change below (attach additional pages if necessary). Complete all remaining sections of this form as they pertain to the request.** |
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| **Applicant’s Owner or Parent Company** **(Provide information for all owners and corporate structure if applicable)** | |
| Company Name: |  |
| Mailing Address,  City, State, Zip: |  |
| Contact Person & Title: |  |
| Phone Number: |  |
| E-mail Address: |  |
| **Site Operator (if different from Applicant)** | |
| Company Name: |  |
| Mailing Address,  City, State, Zip: |  |
| Contact Person & Title: |  |
| Phone Number: |  |
| E-mail Address: |  |

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| **Site Description** | | | |
| Tax Lot(s): | Section: | Township: | Range: |

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| **Land Use** | | |
| Present Land Use Zone: |  | |
| Is proposed use permitted outright? | Yes  If yes, attach a copy of the *Land Use Compatibility Statement* (See Attachment D). | No |
| Is a conditional use permit necessary for the facility? | Yes  If yes, attach a copy of the *Conditional Use Permit* (See Attachment F) | No |
| Are there any land use issues presently pending with the site? | Yes  If yes, please explain the land use issues below. | No |
| Description of the pending land use issues identified above: |  | |
| Are any permits required from the Oregon Department of Environmental Quality (DEQ)? | Yes  If yes, please list all DEQ permits below and attach copies with this application (see Attachment F). | No |
| Listing of all required DEQ permits: |  | |
| Are any other local permits or building codes required? | Yes  If yes, please list all other required permits below and attach copies with this application (see Attachment F). | No |
| Listing of other required permits: |  | |

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| **Land Owner** | | |
| Is the applicant the sole owner of the property on which the facility is located? | Yes | No  If no, please complete this section with additional pages if necessary and attach a completed *Property Use Consent Form* (see Attachment E). |
| Property Owner: |  | |
| Mailing Address, City, State, Zip: |  | |
| Phone Number: |  | |
| E-mail Address: |  | |

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| **Public/Commercial Operations** | | |
| Will the facility be open to the public (e.g., non-commercial self-haul customers)? | Yes | No |
| Will the facility be open to non-affiliated commercial solid waste collectors? | Yes | No |
| Will the facility accept waste from outside the boundary of Metro? | Yes | No |

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| **Operating Hours and Traffic Volume** | | | |
|  | Public  (non-commercial self-haul) | Commercial  Affiliated | Commercial  Non-Affiliated |
| Operating Hours |  |  |  |
| Customer Hours  (if different) |  |  |  |
| Estimated Vehicles  Per Day |  |  |  |

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| **Inbound Waste/Feedstock by Type**Identify the types of waste/feedstock and annual tonnage amounts that the applicant expects to receive at the facility. Also, identify how the applicant will manage each waste stream, the expected tip fees that the applicant will post at the facility, and the length of time required to process each waste stream (attach additional pages if necessary). | | | | | | |
| **Waste/Feedstock Type** | **Accepted at Facility** | | **Expected Annual Tonnage Amount** | **Type of**  **Activity to be Performed on Waste** | **Expected Tip Fee (per Ton)** | **Estimate the maximum and typical lengths of time required to process each day’s receipt of each waste/feedstock type** |
| Source-Separated Wood: | Yes | No |  |  |  |  |
| Source-Separated Yard Debris: | Yes | No |  |  |  |  |
| Source-Separated Yard Debris Combined with Residential Food Waste: | Yes | No |  |  |  |  |
| Source-Separated Commercial and Other Food Waste: | Yes | No |  |  |  |  |
| Inerts  (e.g., rock, concrete, etc.): | Yes | No |  |  |  |  |
| Non-Putrescible (dry) Waste: | Yes | No |  |  |  |  |
| Source-Separated Recyclables: | Yes | No |  |  |  |  |
| Special Wastes  (please specify): | Yes | No |  |  |  |  |
| Petroleum Contaminated Soil: | Yes | No |  |  |  |  |
| Putrescible (wet) waste: | Yes | No |  |  |  |  |
| Other Waste/Feedstocks (please specify): | Yes | No |  |  |  |  |
| Other Waste/Feedstocks (please specify): | Yes | No |  |  |  |  |

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| **Inbound Waste/Feedstock by Generator** Identify the generator type and the expected annual tonnage of waste/feedstock that the facility will receive and recover from each type. Add additional rows if necessary. | | | |
| **Generator Type\*** | **Tons Received\*\*** | **Tons Recovered\*\*** | **Tons Residual\*\*** |
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| TOTAL TONS: |  |  |  |
| *\* Example: commercial, residential, self-haul, etc.*  *\*\* Tons received = tons recovered + tons residual* | | | |

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| **Outbound Waste and Materials** List the expected destination and amount of each type of outbound solid waste and materials that the applicant expects to transport from the facility (attach additional pages if necessary). | | | |
| **Destination Site**  **(Name and address)** | **Waste/**  **Material Type** | **Expected**  **Annual Tonnage** | **Purpose**  **Of Delivery\*** |
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| *\*Example: disposal, recovery, land reclamation, beneficial use, etc.* | | | |

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| **Subcontractors** Provide the name, address and function of all subcontractors involved in the facility operations, if applicable (this does not include janitorial staff): | | |
| Name | Address | Function |
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**PART 2 – Standard Attachments to License Application**

***New License, License Renewal and Change of Authorization***

* The applicant must provide a current version of all of the following attachments with each application unless otherwise directed by Metro.
* The applicant must clearly label each attachment submitted as part of the application. A description of each attachment is provided in Appendix A.

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| **Check if included** | **Attachment** |
|  | Attachment A: Site Plan |
|  | Attachment B: Operating Plan |
|  | Attachment C: Proof of Insurance |
|  | Attachment D: Land Use Compatibility Statement (LUCS) |
|  | Attachment E: Property Use Consent Form  (This form is not necessary if the property is solely owed by the applicant) |
|  | Attachment F: Required Permits |
|  | Attachment G: Facility Design Plan (NEW CONSTRUCTION ONLY) |

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| **PUBLIC NOTICE AND CONFIDENTIAL INFORMATION** |

* This application and all of the supporting documentation that the applicant provides is subject to Metro’s public notice procedures. Metro will notify and provide the public with an opportunity to review and comment on the proposed application. The public notice may include, but is not limited to, posting the complete application on Metro’s website.
* The applicant may identify as confidential any reports, books, records, maps, plans, income tax returns, financial statements, contracts and other similar written materials of the applicant that are directly related to the proposed application and that are submitted to or reviewed by Metro. The applicant must prominently mark any information that it claims confidential with the mark "CONFIDENTIAL" before submitting the information to Metro. Subject to the limitations and requirements of ORS Chapter 192 (public records law) and other applicable laws, Metro will treat as confidential any information so marked and will make a good faith effort to not disclose that information unless Metro's refusal to disclose the information would be contrary to applicable Oregon law.
* These conditions do not limit the use of any information submitted to or reviewed by Metro for regulatory purposes or in any enforcement proceeding. In addition, Metro may share any confidential information with representatives of other governmental agencies provided that, consistent with Oregon law, those representatives agree to continue to treat the information as confidential and make good faith efforts to not disclose the information.

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| **APPLICANT CERTIFICATION**An authorized agent of the applicant must sign this application. Metro will not accept an application without a signature. |

*I certify that the information contained in this application is true and correct to the best of my knowledge.*

*I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.*

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| Signature of authorized agent | | |  | | | | Date |  |
| Print name | |  | | |  | | | |
| Title |  | | | | | | | |
| Email |  | | | Phone | |  | | |

**Appendix A: Description of required attachments**

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| ATTACHMENT A: SITE PLAN  The applicant must submit a facility design plan showing the location of the facility at an appropriate scale. An aerial photograph, Google image or scaled drawing is acceptable, and must include all of the information described below, labeled in a legible manner. If any portion of facility operations takes place within an enclosed building, submit a separate image or diagram labeling the required information for internal operations. |
| 1. Property and External Operations. Identify the location of:    1. The facility site, including all property boundaries    2. Access roads    3. All buildings on the property (existing and proposed)    4. Scale(s) and scale house(s)    5. Fencing and gates    6. Paved areas    7. Vegetative buffer zones and berms    8. Bioswales, if present on site    9. Exterior storage areas or stockpiles of solid waste accepted by the facility as indicated in the application, including maximum pile height    10. Storage areas for the temporary containment of prohibited waste that the facility inadvertently receives, while awaiting proper removal or disposal of the prohibited waste. (The facility must cover and enclose the containment areas and construct them in a manner to prevent leaking and contamination.)    11. Water sources for fire suppression    12. All receiving, processing, reload and storage areas    13. Load checking areas (as applicable)    14. On-site traffic flow patterns    15. Facility signage    16. COMPOST FACILITY ONLY: Compost/curing piles/windrows, aeration systems including bio-filters, or enclosed structures to prevent odors from being detected offsite    17. COMPOST FACILITY ONLY: The prevailing wind direction, by season, identified on a map or aerial photograph 2. Internal operations. Identify the location of:    1. All receiving, processing and reload areas    2. Load checking areas    3. Storage areas for solid waste accepted by the facility as indicated in the application    4. Storage areas for the temporary containment of prohibited waste that the facility inadvertently receives, while awaiting proper removal or disposal of the prohibited waste. (The facility must cover and enclose the containment areas and construct them in a manner to prevent leaking and contamination.)    5. Traffic flow patterns within buildings    6. Compactor or other processing equipment    7. Fire suppression equipment |

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| ATTACHMENT B: OPERATING PLAN  The applicant must submit an operating plan for review and approval by Metro, subject to any additional elements as required in the license - if one is approved and issued. The operating plan must describe the following, at a minimum: | |
| 1. Types of solid wastes the facility will accept 2. Procedures for material recovery including:    1. Procedures for segregating and managing loads of incoming source-separated recyclables from other materials    2. Procedures for recovering materials from solid waste, including equipment to be used on site (e.g. sorting lines, hand picking, magnets, etc.) 3. Procedures for managing waste and other materials; identify the type of equipment that will be used to process, reload and transport waste to a processing facility or disposal site 4. Description of the general markets for the material(s) recovered at the facility 5. Procedures for measuring and keeping records of the amount of materials received, recovered, and disposed. These procedures must comply with Metro’s record keeping and reporting requirements as described in *Reporting Requirements and Data Standards for Metro Solid Waste Licensees, Franchisees, and Parties to Designated Facility Agreements.* 6. Procedures for inspecting loads, including:    1. Procedures for inspecting incoming loads for the presence of prohibited or unauthorized wastes    2. Objective criteria for accepting and rejecting loads    3. Protocol for identifying, isolating and testing material that may contain asbestos 7. Procedures for storage of waste and other materials including:    1. Description of waste types that will be stored on site    2. Procedures for managing stockpiles    3. Procedures for removing waste and other materials off site at sufficient frequency to avoid creating material degradation, nuisance conditions or safety hazards 8. Procedures for rejecting or managing prohibited wastes including:    1. Procedures for rejecting, managing, reloading and transporting any hazardous, prohibited or unauthorized wastes discovered at the facility to an appropriate facility or disposal site    2. Procedures and methods for notifying generators to not place hazardous waste or other prohibited waste in drop boxes or other collection containers destined for the facility 9. Procedures for odor mitigation, including:    1. A management plan that the facility will use to control and minimize odors of any derivation from the facility including odorous loads    2. Procedures for receiving and recording odor complaints, immediately investigating any odor complaints to determine the cause of odor emissions, and promptly correcting any odor problem at the facility 10. Procedures for controlling and minimizing nuisances and other offsite impacts including: noise, vectors, dust and litter. These procedures must include a description of the methods that the facility will use to encourage its customers to cover waste loads delivered to the facility. 11. Procedures the facility will follow in case of a fire or other emergency 12. Procedures for fire prevention, protection and control measures used at the facility. 13. Closure procedures and costs required to:     1. Properly close the facility and cease further solid waste activities; and     2. Restoring the site to its condition before the applicant engaged in the licensable activity. Closure may include, but is not limited to, removal of all on-site solid waste stockpiles accumulated after Metro issued a Metro Solid Waste Facility License. |

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| **ATTACHMENT C: INSURANCE**  The applicant must submit proof of the following types of insurance, covering the applicant, its employees, and agents: |
| 1. The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis. The policy must include coverage for bodily injury, property damage, personal injury, death, contractual liability, premises and products/completed operations. All insurance coverage must be a minimum of $1,000,000 per occurrence. |
| 1. Automobile insurance with coverage for bodily injury and property damage, and with limits not less than minimum of $1,000,000 per accident or combined single limit. |
| 1. The General Liability policy must name Metro, its elected officials, departments, employees, volunteers and agents as ADDITIONAL INSUREDS. The applicant must include the additional insured endorsement along with the certificate of insurance. |
| 1. Certification of Workers’ Compensation insurance that meets Oregon statutory requirements including employer’s liability with limits not less than $1,000,000 per accident or disease. If the applicant or licensee has no employees and will perform the work without the assistance of others, you may attach a certificate to that effect in lieu of the certificate showing current Workers’ Compensation. |

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| **ATTACHMENT D: LAND USE COMPATIBILITY STATEMENT (LUCS)**  The applicant must submit the following information: |
| A copy of a completed Metro LUCS or DEQ LUCS. The Metro LUCS is available at [www.oregonmetro.gov/solidwasteforms](http://www.oregonmetro.gov/solidwasteforms). |

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| **ATTACHMENT E: PROPERTY USE CONSENT FORM**  The applicant must submit the following information if required in Part 1, section 9, of this application. |
| A copy of a completed Property Use Consent Form, available at [www.oregonmetro.gov/solidwasteforms](http://www.oregonmetro.gov/solidwasteforms). |

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| **ATTACHMENT F: REQUIRED PERMITS**  The applicant must submit the following information: |
| 1. A copy of any required permit, license or franchise that a governing body or agency (whether federal, state, county, city or other) has granted or issued to the applicant, including, but not limited to DEQ disposal site permit, DEQ 1200-Z stormwater permit (first page only) and Conditional Use Permits. If the governing body or agency has not yet issued the required permit, license or franchise, the applicant must provide a copy of the application it submitted. Metro may also request copies of correspondence pertaining to any required permit, license or franchise. 2. New facilities: A copy of all applications for necessary DEQ permits and any other information required by or submitted to DEQ. |

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| **ATTACHMENT G: FACILITY DESIGN PLAN (NEW CONSTRUCTION ONLY)**  The applicant must submit a facility design plan that addresses the topics outlined below. Application submittals such as facility design plans, building plans, site plans and specifications must be prepared, as appropriate, by persons licensed in engineering, architecture, landscape design, traffic engineering, air quality control and design of structures. |
| 1. Facility overview that includes a description of the following:    1. Facility design and technology    2. Buildings and major equipment (existing and proposed)    3. Construction timeline (as applicable)    4. Types of wastes to be processed    5. Residuals management procedures 2. Dust, odor, airborne debris and litter:    1. Submit a proposed design or existing design plan that identifies the location of all areas for load checking, receiving/tipping, mixing, processing, reloading and storage for all materials.    2. Compost facility only: provide locations for compost/curing piles/windrows, aeration systems including bio-filters, or enclosed structures to prevent odors from being detected offsite.    3. Describe control measures to prevent odors, fugitive dust, airborne debris and litter. Describe how the facility design will provide for shrouding and dust prevention for the receiving area, processing area, storage area, reload area, all waste processing equipment and all conveyor transfer points where dust is generated. 3. Fire prevention:   Submit proof of compliance with local and state fire codes.   1. Adequate vehicle accommodation:   Provide documentation to demonstrate that the facility will provide adequate on-site areas at the facility’s entrance, scales, loading and unloading points and exit points to allow safe queuing off public roads and right-of-way given the number and types of vehicles expected to use the facility during peak times.   1. Stormwater and leachate:   Submit a DEQ (or equivalent) approved plan with pollution control measures to protect surface and ground waters, including runoff collection and discharge and equipment cleaning and washdown water.   1. A compost facility must submit a written description of the following (in addition to the items listed in subsection 1):    1. Feedstock receiving procedures    2. Feedstock pretreatment and contaminant removal procedures and equipment (as applicable)    3. Feedstock processing details and methods    4. Dewatering and liquids management (as applicable)    5. Pathogen reduction / control procedures (as applicable)    6. Monitoring, quality control and testing |