

6.0 Administration

6.1 Permit

An ADEC Class III landfill permit is required for all Class III landfills in Alaska. (18 AAC 60.200, 18 AAC 60.235) The permit is valid for 5 years before it must be renewed. A copy of the permit and the permit application should be kept in the City or Tribal office, depending on which is the permit holder. Your Rural Landfill Specialist can provide assistance to make the initial permitting process and the permit renewal process very easy.

Permit application:

The permit application consists of three parts and each part is a separate form that must be completed before the permit can be issued. The three parts are:

1. Application form

2. Operations plan

3. Landowner documentation/consent

These forms can be found on the ADEC Solid Waste Program website (<http://dec.alaska.gov/eh/solid-waste>). ADEC staff are available to assist in filling out these forms, so contact your Rural Landfill Specialist for assistance. For communities with fewer than 50 people, there is a shorter, simplified permit application form.

While poor operations will not cause a permit to be denied, an inappropriate location (i.e. tundra pond landfill) can cause it to be denied. Contact ADEC to review the specific situation and determine what is needed to permit the landfill.

Application form:

The application form collects various information about the landfill. More information on those categories is provided below:

- Property information
 - A copy of the property deed can be found on the DNR Recorder's Office website.
 - Your Rural Landfill Specialist can assist by providing latitude and



The image shows a 'Class III Community Landfill Permit Application' form from the Alaska Department of Environmental Conservation, Solid Waste Program. The form includes a header with the department logo and title. It has a section for 'DEC Office Only' with fields for 'Landfill Name' and 'Authorization #'. Below this is an 'Instructions' section. The main body of the form is divided into sections: 'Section 1: Property Information' with fields for 'Community Name', 'Population', 'Legal Property Description', 'Section', 'Township', 'Range', and 'Meridian'; 'General Property Description'; 'Address (if applicable)', 'Latitude', and 'Longitude'; and 'Landowner' information including 'Landowner', 'Contact Name', 'Address', 'City', 'State', 'Zip', 'Email', and 'Phone'. At the bottom, there is a note to 'Attach the property deed or other documentation that identifies the landowner' and a URL for the 'Landowner Consent Form'. The footer indicates 'Page 1 of 7' and 'Dec 08 Comments App Version 5/2/08'.

longitude coordinates for the landfill.

- Contact information
 - A good contact number and email address for the person filling out the application is needed.
- Environmental information
 - Prevailing wind direction from the landfill
 - Distances to airports, subsistence areas, buildings
 - The nearest drinking water source, river or lake, and surrounding wetland and permafrost areas
 - Annual precipitation information can be found online from weather websites
 - The types of soils that underlay the landfill can be identified by digging a few holes with a shovel or this information may be recorded in local sewage lagoon engineering plans or local drinking water well logs.
- Maps
 - An aerial photograph or map is needed, showing distances from the landfill to the nearest airport, home, drinking water source, and subsistence area.
 - This can be created by your Rural Landfill Specialist to be included in the landfill permit application.
- Landfill site plan
 - A good landfill site plan identifies areas that are filled with garbage and closed out, waste disposal areas that are currently in use, and space that is still available for future use.
 - Site plans can be hand drawn on a piece of paper and then updated as needed in the future.
- Agreements for closure and post-closure requirements
 - The landfill permit application outlines what actions are needed to safely close out the landfill when it is full.
 - If the landfill will not be closed within the next 5 years, the estimated closure cost only needs to be a reasonable estimate to guide future planning.
- Signature
 - The application needs to be signed and dated by someone with signing authority, whose eligibility to sign is defined in the application form.

Operations plan:

- See the Operations Plan section of the Operational Guidance.

SOLID WASTE MANAGEMENT IN RURAL ALASKA

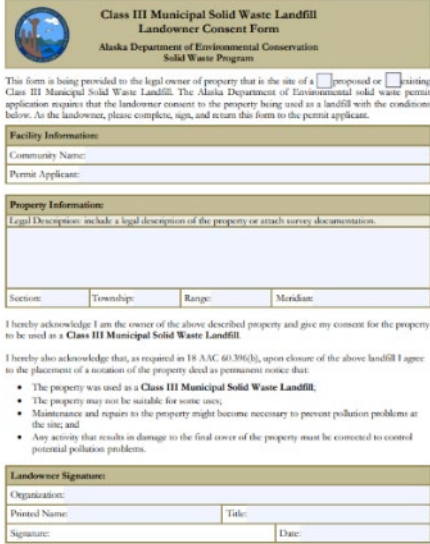
Landowner documentation:

- The ADEC permit application requires that the landowner consent to the property being used as a landfill.
- If the applicant is the landowner, all that is needed is a copy of the property deed identifying the applicant as the landowner.
- If the applicant is not the landowner, the application must include both a copy of the property deed and a landowner consent form signed by the landowner.

Class III renewal application:

The renewal application for Class III landfills is a simplified version of the first permit application.

The renewal application, and an updated operations plan, should be submitted to ADEC at least 30 days before the existing permit expires. ADEC staff are willing to help compile the renewal application, so contact your Rural Landfill Specialist for assistance.



The form is titled "Class III Municipal Solid Waste Landfill Landowner Consent Form" and is issued by the "Alaska Department of Environmental Conservation Solid Waste Program". It includes a header with a logo and a paragraph explaining the form's purpose: "This form is being provided to the legal owner of property that is the site of a ☐ proposed or ☐ existing Class III Municipal Solid Waste Landfill. The Alaska Department of Environmental Conservation solid waste permit application requires that the landowner consent to the property being used as a landfill with the conditions below. As the landowner, please complete, sign, and return this form to the permit applicant."

The form is divided into several sections:

- Facility Information:** Includes fields for "Community Name:" and "Permit Applicant:".
- Property Information:** Includes a large text area for "Legal Description: include a legal description of the property or attach survey documentation." and a section for "Section:", "Township:", "Range:", and "Meridian:".
- Consent:** Includes two paragraphs of acknowledgment. The first states: "I hereby acknowledge I am the owner of the above described property and give my consent for the property to be used as a Class III Municipal Solid Waste Landfill." The second states: "I hereby also acknowledge that, as required in 18 AAC 60.306(h), upon closure of the above landfill I agree to the placement of a notation of the property deed as permanent notice that:" followed by a bulleted list:
 - The property was used as a Class III Municipal Solid Waste Landfill.
 - The property may not be suitable for some uses;
 - Maintenance and repairs to the property might become necessary to prevent pollution problems at the site; and
 - Any activity that results in damage to the final cover of the property must be corrected to control potential pollution problems.
- Landowner Signature:** Includes fields for "Organization:", "Printed Name:", "Title:", "Signature:", and "Date:".

At the bottom right, it says "Class III Landowner Consent Form Version 06-2018".