



Ohio Administrative Code

Rule 3745-555-310 Transfer facility permit to install application.

Effective: July 15, 2024

The permit to install application shall contain detail engineering plans, specifications, and information. Detail shall be sufficient to allow clear understanding for technical review of the permit to install application and to provide assurance that the solid waste transfer facility is designed and can be constructed and operated in accordance with Chapter 3745-555 of the Administrative Code. The permit to install application shall contain the following:

(A) Plan sheets. The following detail engineering plans, specifications, and information for the transfer facility shall be shown by means of drawings and narrative descriptions where appropriate. Minimum dimensions of the plan drawings shall be twenty-four inches by thirty-six inches.

(1) The detail engineering plan cover sheet, to be numbered sheet 1, shall contain the following information:

- (a) The name of the transfer facility.
- (b) The precise geographic location and boundary of the transfer facility, to be shown on a road map.
- (c) The name, address, and telephone number of the applicant.
- (d) The name and address of the owner and operator of the transfer facility, if different from the applicant.
- (e) The name and address of the person who prepared the plans.

(2) Plan drawings, to be numbered consecutively 2A, 2B, 2C, etc., shall show the following items located within the transfer facility boundary and within five hundred feet of the transfer facility boundary. A scale of one inch equals no greater than one hundred feet shall be used. If an item does not exist, a note shall be placed on the plan sheet.



- (a) All plan drawings required by paragraph (A)(2) of this rule shall include the following:
- (i) The property lines of all land owned or leased for the transfer facility which shall be surveyed by a professional surveyor as evidenced by the signature and seal of the professional surveyor.
 - (ii) The transfer facility boundary, waste handling areas, limits of the building enclosing waste handling areas, any solid waste vehicle staging and solid waste vehicle storage areas, any parking lots, and any storage areas for containerized waste.
 - (iii) All public and private railroads and all public roads.
 - (iv) Existing topography showing vegetation and surface waters of the state, as defined in rule 3745-1-02 of the Administrative Code, with a contour interval no greater than five feet.
 - (v) The north arrow.
- (b) All existing domiciles.
- (c) The limits of any one hundred year floodplain.
- (d) Parks.
- (e) Natural areas.
- (f) The names of the owner and lessee of the property shown pursuant to paragraph (A)(2)(a)(i) of this rule.
- (g) All easements and rights of way bordering or within the proposed transfer facility boundary.
- (h) The boundaries of all conservancy districts.
- (3) A plan drawing, to be numbered sheet 3 and signed and sealed by a professional engineer, shall



show plan views of the following items. A scale of one inch equals no greater than fifty feet shall be used.

- (a) The location of all existing or proposed waste handling areas.
- (b) The limits of the waste handling floor and location of the leachate collection points.
- (c) The layout of the leachate management system including conveyance pipes, storage tanks, and clean-outs.
- (d) The limits of the enclosing building.
- (e) The location of scales, if any.

(4) A plan drawing, to be numbered sheet 4, shall show profile views of all sides of the enclosing building.

(B) Reports. The following information:

(1) If the application is to modify the transfer facility, a narrative description of the modification being requested.

(2) Any variance or exemption requests from the requirements of this chapter, Chapter 3745-500, 3745-503, or 3745-512 of the Administrative Code.

(3) Demonstrations of the following:

(a) That the transfer facility will meet the criteria for permit approval by the director specified in rule 3745-555-320 of the Administrative Code. The demonstration shall include calculations determining the limits of any one hundred year floodplains.

(b) That the waste handling floor will meet the criteria established in rule 3745-555-210 of the Administrative Code. The demonstration shall include calculations based on equipment weights to



establish floor thickness, reinforcement, and specifications for materials.

(c) That the leachate management system is adequate to manage the amount of leachate due to waste handling and wet cleanup operations and that the storage capacity of any leachate holding tanks is adequate.

(4) Cost estimates for transfer facility closure. Cost estimates shall include the following:

(a) The cost of removal and disposal of solid waste. The volume of solid waste shall be based on the maximum amount of waste that can be stored in the waste handling area and stored in containers within the facility boundary.

(b) The cost of removal and disposal of leachate.

(c) The cost of compliance with the closure requirements in rule 3745-555-700 of the Administrative Code.

(5) Construction, testing, verification, and certification requirements that are not otherwise required by this chapter that are necessary to ensure that the engineered components can be constructed to conform to the transfer facility's design.

(6) For establishment or expansion of a transfer facility, the disclosure statement as required in rules 109:6-1-01 to 109:6-1-04 of the Administrative Code.

(7) For establishment or expansion of a transfer facility, a draft of the final closure financial assurance instrument to be executed and funded prior to waste acceptance.

(8) For establishment of a new transfer facility, a copy of the application for a license.

(9) For all applications, the following:

(a) Copies of letters of intent with copies of mail receipts. These letters of intent shall describe the intended establishment or modification of the transfer facility, shall include a description of property



and transfer facility boundaries, and shall be sent via certified mail or another type of mail accompanied by a receipt to the following entities:

(i) The governments of the general purpose political subdivisions where the transfer facility is located (such as county commissioners, legislative authority of a municipal corporation, and the board of township trustees).

(ii) The single or joint county solid waste management district in which the transfer facility is located.

(iii) The owner or lessee of any easement or right of way bordering or within the transfer facility boundary.

(iv) The local zoning authority having jurisdiction, if any.

(v) The park system administrator, if any part of the transfer facility is located within or shares the park boundary.

(vi) The conservancy district, if any part of the transfer facility is located within or shares the conservancy district boundary.

(vii) The fire department having responsibility for providing fire control services where the transfer facility is located.

(viii) The divisions of Ohio EPA regulating air pollution and water pollution, including a written request for information pertaining to any regulatory requirements under Chapter 3704. or Chapter 6111. of the Revised Code.

(b) A list of the transfer facility's permits, licenses, plan approvals, authorizations, or other approvals that were applied for or that were issued and the name of the local, state, or federal office or agency where application was made. This list shall include the date of issuance and expiration, if any, and any reference number associated with the permit, license, plan approval, authorization, or other approval.



(c) Proof of property ownership or lease agreement to use the property as a transfer facility.

(d) A certification statement and signature in accordance with rule 3745-500-50 of the Administrative Code.

(10) A certification statement and signature in accordance with paragraph (B) of rule 3745-500-50 of the Administrative Code from each person who holds title to the land on which the transfer facility is located that each titleholder acknowledges that the applicant is submitting an application.