



# **Texas Commission on Environmental Quality**

## **Instructions for**

### **Part I Application Form for New Permit, Permit Amendment, or Registration for a Municipal Solid Waste Facility**

#### **Application Form**

Download a copy of the Part I Application Form, [TCEQ-00650](#)<sup>1</sup> from the TCEQ website. If you have questions, contact the Municipal Solid Waste (MSW) Permits Section by email to [mswper@tceq.texas.gov](mailto:mswper@tceq.texas.gov), or by phone at 512-239-2335.

Rules cited on the form and in these instructions are in Title 30 of the Texas Administrative Code (30 TAC) and may be viewed online at [www.tceq.texas.gov/goto/view-30tac](http://www.tceq.texas.gov/goto/view-30tac).

#### **Application Tracking Information**

For all submissions, indicate facility Regulated Entity Name, Site Operator (the Permittee or Registrant to whom the authorization will be issued), MSW Authorization Number, and submission dates at the top of the form. If the application is for a change at an existing facility, go to the [TCEQ Central Registry \(CR\) Query](#)<sup>2</sup> and review the information currently in TCEQ records to verify whether it is correct. Make any needed changes on a Core Data Form (listed in next section of these instructions).

For initial submissions for new facilities, leave MSW Authorization Number blank; a number will be assigned during application review.

#### **Preparing and Submitting an Application**

All pages of an application must include a page number and date. Revised pages must include the revision date in the header or footer of each sheet and indicate that the sheet is revised. [30 TAC 330.57(g)(5) and (6)]

#### **Initial Application Contents**

Submit the following items for an initial application:

1. A paper original, one paper duplicate, and an [electronic duplicate](#)<sup>3</sup> of the application to the MSW Permits Section, and a duplicate directly to the [TCEQ Region Office](#)<sup>4</sup> for the area. Prepare the application in accordance with 30 TAC 330.57, and include:
  - a. Correspondence Cover Sheet (Form [TCEQ-20714](#)<sup>5</sup>);
  - b. Dated cover letter;

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<sup>1</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/00650.pdf](http://www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/00650.pdf)

<sup>2</sup> [www15.tceq.texas.gov/crpub/](http://www15.tceq.texas.gov/crpub/)

<sup>3</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/msw/docs/msw-submit-electr.pdf](http://www.tceq.texas.gov/downloads/permitting/waste-permits/msw/docs/msw-submit-electr.pdf)

<sup>4</sup> [www.tceq.texas.gov/agency/directory/region](http://www.tceq.texas.gov/agency/directory/region)

<sup>5</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/forms/20714.docx](http://www.tceq.texas.gov/downloads/permitting/waste-permits/forms/20714.docx)

- c. Plain Language Summary Form [TCEQ-20947](#)<sup>6</sup>, if the application is for a permit or permit amendment;
  - d. TCEQ Core Data Form(s) ([TCEQ 10400](#))<sup>7</sup>;
  - e. Part I Application Form, with initial submission date indicated on each page;
  - f. Part I Application Form attachments;
  - g. Application table of contents and title pages for Parts I, II, III, and IV, signed and sealed in accordance with 30 TAC 330.57(g)(2) and (3);
  - h. Application Parts I, II, III, and IV for a new permit, permit amendment, or registration application, or applicable parts for a limited scope permit amendment, with labeled divider tabs to aid in locating the beginning of each part, attachment, and appendix, and a page number and date on all pages;
  - i. Mailing labels in an electronic file for the property owners on the adjacent and potentially affected landowners list, in AVERY 5160 format; and
  - j. Public Involvement Plan Form [TCEQ-20960](#)<sup>8</sup>, if applicable.
2. Include an electronic copy of a completed MSW Application Checklist, in Excel format, available on the TCEQ website at [www.tceq.texas.gov/goto/mswforms](http://www.tceq.texas.gov/goto/mswforms).
  3. Pay the application fee.

### **Revised Application Contents**

For responses to administrative or technical notices of deficiency (NODs), submit a paper original, one paper duplicate, and an [electronic duplicate](#)<sup>9</sup> to the MSW Permits Section, and a duplicate directly to the [TCEQ Region Office](#)<sup>10</sup> for the area. Each paper copy and the electronic copy of the response package should include:

1. Correspondence Cover Sheet (Form [TCEQ-20714](#))<sup>11</sup>;
2. Dated cover letter, listing each of the review comments, and the response immediately following the comment, including the location of each revision by reference to part, section, and page number;
3. Page 1 of the Part I Application Form, indicating that the submittal is for "Notice of Deficiency Response" with revision date indicated;
4. Revised pages of the Part I Application Form and attachments, with revision date indicated;

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<sup>6</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/20947-instr.pdf](http://www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/20947-instr.pdf)

<sup>7</sup> [www.tceq.texas.gov/goto/coredata](http://www.tceq.texas.gov/goto/coredata)

<sup>8</sup> [www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/pip-form-tceq-20960.pdf](http://www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/pip-form-tceq-20960.pdf), and [www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/instructions-for-pip-form-tceq-20960.pdf](http://www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/instructions-for-pip-form-tceq-20960.pdf)

<sup>9</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/msw/docs/msw-submit-electr.pdf](http://www.tceq.texas.gov/downloads/permitting/waste-permits/msw/docs/msw-submit-electr.pdf)

<sup>10</sup> [www.tceq.texas.gov/agency/directory/region](http://www.tceq.texas.gov/agency/directory/region)

<sup>11</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/forms/20714.docx](http://www.tceq.texas.gov/downloads/permitting/waste-permits/forms/20714.docx)

5. Newly completed Signature Page of the Part I Application Form;
6. Unmarked copies of revised pages and any added pages, with revision date indicated, and labeled divider tabs at the beginning of each part, attachment, and appendix; and
7. Marked (redline/strikeout) copy of revised and added pages, with revision date indicated, marked copies of any deleted pages, and labeled divider tabs.

### **Where to Submit Application**

Submit the application to:

MUNICIPAL SOLID WASTE PERMITS SECTION MC 124  
WASTE PERMITS DIVISION  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
PO BOX 13087  
AUSTIN TX 78711-3087

### **Application Data**

#### **1. Submission Type**

Mark the box that indicates whether the submission is an initial application or a NOD response.

#### **2. Authorization Type**

Mark the box that indicates the type of authorization sought.

#### **3. Application Type**

Mark the box that indicates the application type for the submittal.

#### **4. Application Fee**

##### **Amount**

Mark the box that indicates which fee was paid. The application fee plus notice fee for new landfill permits, and landfill permit major amendments described in 30 TAC 305.62(j)(1) is \$2,050 [30 TAC 330.59(h)(1)]. The application fee plus notice fee for all other permits, permit amendments, limited scope major amendments, and registrations is \$150 [30 TAC 330.59(h)(2)].

##### **Payment Method**

Mark the box that indicates which method was used to pay the application fee.

Fees may be paid online using the TCEQ ePay portal at <https://www3.tceq.texas.gov/epay/> or may be paid by check. If payment is made online, enter the ePay trace number on the application form.

If a fee is paid by check, send the payment directly to the following address and indicate the Payor Name and Check Number on the application form:

FINANCIAL ADMINISTRATION DIVISION MC 214  
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
PO BOX 13088  
AUSTIN TX 78711-3088

## **5. Electronic Versions of Application**

TCEQ will publish electronic versions of applications online. Applicants are required to submit complete clean (unmarked) copies of their applications in electronic format once they are administratively complete and technically complete. Additionally, applicants must provide electronic copies of responses to notices of deficiencies for publishing online. [Instructions for Submitting Documents to MSW Permits Section Electronically](#)<sup>12</sup>.

## **6. Party Responsible for Publishing Notice**

Mark the box that indicates the party responsible for publishing public notices for the application, and provide a contact name, title, and email address.

## **7. Alternative Language Notice**

Indicate if an alternative language notice is required for the application. Use the Alternative Language Checklist on the applicable Public Notice Verification Form TCEQ-20244, available at [www.tceq.texas.gov/permitting/waste\\_permits/msw\\_permits/msw\\_notice.html](http://www.tceq.texas.gov/permitting/waste_permits/msw_permits/msw_notice.html) to determine if an alternative language notice is required.

## **8. Public Place for Copy of Application**

Identify a public place in the county in which the facility is located or proposed to be located, where a copy of the application will be available for review and copying as required by 30 TAC 39.405(g). Examples: Public Library, Courthouse, City Hall.

## **9. Consolidated Permit Processing**

For consolidated permit process, refer to 30 TAC Chapter 33.

## **10. Confidential Documents**

The Commission has a responsibility to provide a copy of each application to other agencies and to interested persons upon request and to safeguard confidential material from becoming public knowledge. Thus, the Commission requests that the applicant (1) be prudent in the designation of material as confidential and (2) submit such material only when it might be essential to the staff in their development of a recommendation.

The Commission suggests that the applicant **not** submit confidential information as part of a permit or registration application. However, if it cannot be avoided, the confidential information should be described in non-confidential terms throughout the application, cross-referenced, and submitted as a separate document or binder, and

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<sup>12</sup>[www.tceq.texas.gov/downloads/permitting/waste\\_permits/msw/docs/msw-submit-electr.pdf](http://www.tceq.texas.gov/downloads/permitting/waste_permits/msw/docs/msw-submit-electr.pdf)

clearly marked CONFIDENTIAL. Each confidential page must be marked to indicate which part of the application it applies to.

Reasons of confidentiality include the concept of trade secrecy and other related legal concepts which give a business the right to preserve confidentiality of business information to obtain or retain advantages from its right in the information. This includes authorizations under, 18 U.S.C. 1905 and special rules cited in [40 CFR Chapter I, Subchapter A, Part 2, Subpart B, Confidentiality of Business Information](#)<sup>13</sup>.

An applicant may elect to withdraw any confidential material submitted with the application. However, the permit cannot be issued, amended, or modified if the application is incomplete.

## **11. Permits and Construction Approvals**

Mark the Permits and Construction Approvals table to indicate permits or construction approvals that have been received or applied for under any of the listed programs or other programs, or indicate if not applicable.

## **12. General Information About the Facility**

Provide general information about the facility. Note the following guidelines:

- The facility Regulated Entity Name must match the Regulated Entity Name indicated on the TCEQ Core Data Form ([TCEQ-10400](#)<sup>14</sup>).
- A Core Data Form is required for all submissions. Provide a completed TCEQ Core Data Form with the application, even if there are no changes to the core data.
- Indicate the latitude and longitude coordinates of the facility in decimal degrees, to six decimal places.
- Indicate the surface elevation at the latitude and longitude point. For landfills, the latitude and longitude point should be the facility permanent benchmark. For other facilities, the latitude and longitude point should be an identifiable point on the permit or registration boundary or within the boundary. The latitude and longitude indicated on the Core Data Form and the Part I Application form should match. Go to the [TCEQ Central Registry \(CR\) Query](#)<sup>15</sup> and review the information currently in TCEQ records to verify whether it is correct.
- Indicate any needed changes to latitude and longitude or elevation on the Core Data Form.

### **Coastal Management Program**

The Coastal Management Zone boundary is established in Texas Natural Resources Code, Section 33.2053(k), as defined in 31 TAC 27.1 (relating to Coastal Management Program Boundary). A map of the boundary is available at [www.glo.texas.gov/maps/coastal-zone-boundary](http://www.glo.texas.gov/maps/coastal-zone-boundary).

## **13. Facility Types**

Mark all boxes that apply to the facility. For description of facility types, refer to 30 TAC 330.5.

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<sup>13</sup> [www.ecfr.gov/current/title-40/chapter-I/subchapter-A/part-2/subpart-B](http://www.ecfr.gov/current/title-40/chapter-I/subchapter-A/part-2/subpart-B)

<sup>14</sup> [www.tceq.texas.gov/permitting/central\\_registry/guidance.html](http://www.tceq.texas.gov/permitting/central_registry/guidance.html)

<sup>15</sup> [www15.tceq.texas.gov/crpub/](http://www15.tceq.texas.gov/crpub/)

## **14. Activities Conducted at the Facility**

Mark all boxes that apply to the facility. For definitions of storage, processing, and disposal, refer to 30 TAC 330.3.

## **15. Facility Waste Management Units**

Mark boxes to identify all the waste management units proposed at the facility. For unit types not listed, mark the "Other" box and describe the unit.

## **16. Description of Proposed Facility or Changes to Existing Facility**

Provide a description of the proposed activities if application is for a new facility, or the proposed changes to an existing facility or permit conditions if the application is for an amendment.

## **17. Facility Contact Information**

### **Site Operator (Permittee or Registrant)**

Enter Site Operator (Permittee or Registrant) information. "Site Operator" is defined in 30 TAC 330.3. The permit or registration would be issued in the name of the Site Operator.

Complete a TCEQ [Core Data Form \(TCEQ 10400\)](#)<sup>16</sup> for the Site Operator and submit it with the application, even if there are no changes to the core data. List the Site Operator as the Customer.

### **Operator**

Enter Operator information. "Operator" is defined in 30 TAC 330.3.

Complete a TCEQ Core Data Form (TCEQ-10400) for the Operator if different from the *Site Operator* and submit it with the application, even if there are no changes to the core data. List the Operator as the Customer.

### **Consultant**

Enter the name of the consulting firm (if applicable) and the individual responsible for the preparation of the application on behalf of the facility.

### **Agent in Service**

If the applicant is a corporation or person residing out of state, the applicant must engage an Agent in Service or Agent of Service registered with the Texas Secretary of State and provide a complete mailing address for the agent. The agent must be a Texas resident and the address provided for them must be within the State of Texas. Enter "Not Applicable" if the corporation or person submitting the application resides within Texas.

## **18. Facility Supervisor License**

Indicate the level of Municipal Solid Waste Facility Supervisor license—defined in 30 TAC Chapter 30, Occupational Licenses and Registrations, Subchapter F—that the individual who will supervise or manage the operations will obtain prior to the facility commencing operations.

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<sup>16</sup>[www.tceq.texas.gov/goto/coredata](http://www.tceq.texas.gov/goto/coredata)

## **19. Facility Ownership**

Mark Yes or No to indicate if the Site Operator (Permittee or Registrant) owns all the facility units and all the facility property. If "No," provide information for other owners and include a TCEQ Core Data Form (TCEQ-10400) for each. If there is more than one other owner, attach a supplemental sheet containing the information outlined on the form for each, and reference the supplemental sheet in the Other Owner Name field of the form.

## **20. Other Governmental Entities Information**

### **Texas Department of Transportation (TxDOT)**

Enter the district name and contact information for the district in which the facility is or will be located. TxDOT's District information is available on the TxDOT website at [www.txdot.gov/inside-txdot/district.html](http://www.txdot.gov/inside-txdot/district.html).

### **Local Governmental Authority Responsible for Road Maintenance**

Enter the local authority name (e.g., local TxDOT maintenance office, city or county road maintenance authority) and contact information responsible for road maintenance. As required in 30 TAC 330.145 and 330.235, on days when the facility is in operation, the Site Operator or Operator shall be responsible for at least once per day cleanup of waste materials spilled along and within the right-of-way of public access roads serving the facility for a distance of two miles in either direction from any entrances used for the delivery of waste to the facility. The facility operator shall consult with the TxDOT, county, and local governments with maintenance authority over the roads concerning cleanup of public access roads and rights-of-way.

### **City Mayor Information**

Enter the Mayor's name and contact information for the city in which the facility is or will be located.

### **City Health Authority**

Enter the Health Authority's name and contact information for the city in which the facility is or will be located.

### **County Judge Information**

Enter the Judge's name and contact information for the county in which the facility is or will be located.

### **County Health Authority**

Enter the Health Authority's name and contact information for the county in which the facility is or will be located.

### **State Representative Information**

Enter the House district number, Representative's name, and district office information for the district in which the facility is or will be located. State Representative information can be found at [wrm.capitol.texas.gov/home](http://wrm.capitol.texas.gov/home).

### **State Senator Information**

Enter the Senate district number, Senator's name, and district office information for the district in which the facility is or will be located. State Senator information can be found at [wrm.capitol.texas.gov/home](http://wrm.capitol.texas.gov/home).

### **Council of Government (COG) Name**

Enter the COG name and COG Office information for the COG area in which the facility is or will be located. COG information can be found at [txregionalcouncil.org/regional-councils/](http://txregionalcouncil.org/regional-councils/).

### **River Basin Authority Name**

Enter the river basin authority name and contact information for the river basin area in which the facility is or will be located. River basin authority information can be found at [tpwd.texas.gov/landwater/water/habitats/rivers/authorities.phtml](http://tpwd.texas.gov/landwater/water/habitats/rivers/authorities.phtml).

### **Local Drainage or Flood Management Authority**

Indicate if there is a local drainage or flood management authority, and provide contact information.

### **U.S. Army Corps of Engineers District**

Mark the box indicating in which district of the U.S. Army Corps of Engineers the facility is located.

### **Local Government Jurisdiction**

Enter the name of the city or extraterritorial jurisdiction where the facility is located. If the facility is located in an area in which the governing body of the municipality or county has prohibited the disposal or processing of municipal or industrial solid waste, provide a copy of the ordinance and add it to the Additional Attachments list (Table 2 of the Part I Application Form) with the attachment number indicated.

## **Applicant Signature Page**

Provide a completed Applicant Signature Page with the initial application and with each submission of a revised application.

- Who may submit an application is described in 30 TAC 305.43(c).
- Who may sign an application is described in 30 TAC 305.44.

It is the duty of the owner of a facility to submit an application. However, if a facility is owned by one person and operated by another, the owner may authorize, in writing, the operator to submit applications. For a new facility, the operator may submit an application for a permit with the written consent of the owner(s) of the land upon which the facility is to be located.

## **Property Owner Affidavit**

Provide a completed Property Owner Affidavit, according to 30 TAC 330.59(d)(2).



## **Attachments Table 1—Required Attachments**

### **Supplementary Technical Report [30 TAC 305.45(a)(8)]**

Provide information about the facility as required by 30 TAC 305.45(a)(8). The report must be signed and sealed according to 30 TAC 330.57(f) by a professional engineer (PE) licensed in Texas.

### **Property Legal Description [30 TAC 330.59(d)(1)]**

Provide a legal description of the property on which the facility will be located that includes the following information, as required by 30 TAC 330.59(d)(1).

1. The abstract number, as maintained by the Texas General Land Office, for the surveyed tract of land.
2. A legal description of the property and the county, book, and page number or other generally accepted identifying reference of the current ownership record.
3. For property that is platted, the county, book, and page number or other generally accepted identifying reference of the final plat record that includes the acreage encompassed in the application and a copy of the *Final Plat Record of Property* [30 TAC 330.59(d)(1)(B)].

### **Property Metes and Bounds Description [30 TAC 330.59(d)(1)]**

Provide a metes and bounds description of the property on which the facility will be located, signed and sealed by a registered professional land surveyor.

### **Facility Legal Description [30 TAC 330.59(d)(1)]**

Provide a legal description of the property enclosed by the facility permit or registration boundary, and the county, book, and page number or other generally accepted identifying reference of the current ownership record.

If the facility and property boundaries are identical, one legal description is sufficient.

### **Facility Metes and Bounds Description [30 TAC 330.59(d)(1)]**

Provide a metes and bounds description of the facility permit or registration boundary, signed and sealed by a registered professional land surveyor.

If the facility and property boundaries are identical, one metes and bounds description is sufficient.

### **Metes and Bounds Drawings [30 TAC 330.59(d)(1)]**

Provide a metes and bounds drawing of the property on which the facility will be located, and a metes and bounds drawing of the permit or registration boundary, signed and sealed by a registered professional land surveyor.

If the facility and property boundaries are identical, one metes and bounds drawing is sufficient.

### **On-Site Easements Drawing [30 TAC 330.61(c)(10)]**

Provide a drawing showing any on-site easements at the facility.

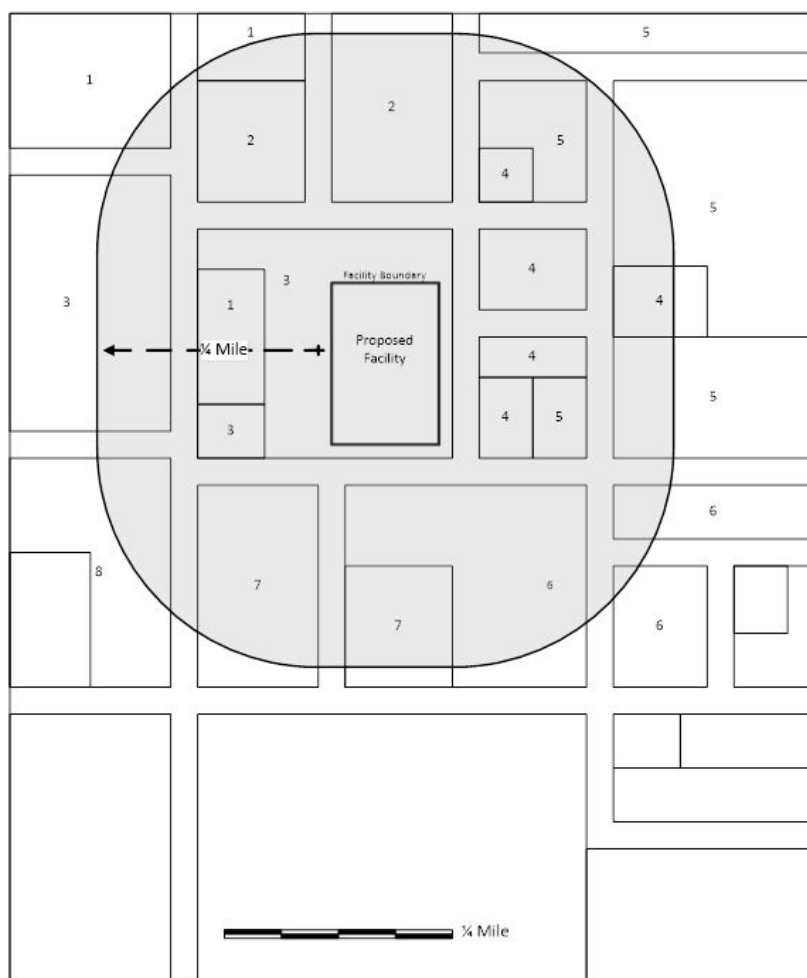
### **Land Ownership Map [30 TAC 330.59(c)(3)]**

Provide a map that locates the property owned by adjacent and potentially affected landowners. The maps must show all property ownership within ¼ mile of the facility, on-site facility easement holders, and all mineral interest ownership under the facility.

### **Landowners List [30 TAC 330.59(c)(3)]**

Provide the adjacent and potentially affected landowners list, keyed to the land ownership map with each property owner's name and mailing address. The list must include all property owners within ¼ mile of the facility, easement holders, and all mineral interest ownership under the facility. Provide the property, easement, and mineral interest owners names and mailing addresses derived from the real property appraisal records as listed on the date that the application is filed.

Do not include elected officials and other interested parties that are not adjacent landowners on the landownership map, list, and labels.



**Figure 1. Example land ownership map.**

**Landowners Cross-Referenced To Landowners Map**

The persons identified below would be considered as affected persons.

- |   |   |
|---|---|
| 1. MR & MRS SAMUEL L DAVIS<br>11901 STAR BLVD<br>AUSTIN, TX 78759 | 5. JAXSON BREWING CO<br>4240 KNIGHTS BRIDGE<br>DALLAS TX 77640  |
| 2. MR & MRS EDWARD SANCHEZ<br>1405 LINE ROAD<br>WACO TX 76710     | 6. PLAINVIEW COMPANY<br>6647 CRAIGMONT LANE<br>HOUSTON TX 77590 |
| 3. TEX-LINK CORP<br>8411 NW HWY<br>HOUSTON TX 77590               | 7. ABC CHEMICALS INC<br>1212 ZIP STREET<br>DALLAS TX 77640      |
| 4. MR & MRS TED GOLDSBY<br>3210 LEON BLVD<br>WACO TX 76724        | 8. BIG-C BOTTLE CO<br>10024 REGIONAL BLVD<br>BOVINA TX 79402    |

**Mineral Interest Ownership Under The Facility\***

- |  |   |
|--|---|
| 1. BOB SANDERS<br>867 HOLLOWBEND ROAD<br>SEGUIN TX 78155 | 3. CAROL SANDERS<br>5309 MAPLE LANE<br>GAUSE TX 77857 |
| 2. TED HENDERSON<br>459 MAGUIRE AVE<br>HARPER TX 78631   | 4. ALICE HENDERSON<br>2222 LONGWAY<br>HDOOLE TX 76836 |

**Facility Easement Holders\***

- |  |  |
|--|--|
| 1. GULF PIPELINE<br>11200 S FANNIN<br>HOUSTON TX 77002 | 2. TEXAS STAR UTILITIES<br>8100 COMMERCE ST<br>DALLAS TX 75230 |
|--|--|

**Figure 2. Example landowners list for including in application.**

**Mailing Labels [30 TAC 281.5(7)]**

Provide mailing labels for the property owners on the adjacent and potentially affected landowners list included in the application pursuant to 30 TAC 330.59(c)(3). Provide the mailing labels in an electronic file in Avery 5160 format, with 30 labels to a page.

The labels must contain only the name, mailing address, city, state, and zip code with no reference to the lot number or lot location. Each letter in the name and address must be capitalized, contain no punctuation, and must include the appropriate two-character abbreviation for the state. Each entity listed must be blocked and spaced consecutively.

Do not include elected officials and other interested parties that are not adjacent and potentially affected landowners on the landownership map, list, and labels.

**General Location Maps [30 TAC 330.59(c)(2)]****Texas Department of Transportation (TxDOT) County Map [30 TAC 330.59(c)(2)]**

Submit at least one general location map at a scale of one-half inch equals one mile. This map shall be all of or a portion of a county map prepared by TxDOT. If TxDOT publishes more detailed maps of the proposed facility area, the more detailed maps shall also be included in Part I. Use the latest revision of all maps.

**General Topographic Maps [30 TAC 330.61(e)]**

Submit a topographic map, ownership map, county highway map, or a map prepared by a registered professional engineer or a registered surveyor which shows the facility and each of its intake and discharge structures and any other structure or location regarding the regulated facility and associated activities.

The maps must be of material suitable for a permanent record, shall be no larger than 11 inches by 17 inches, and shall be on a scale of not less than one inch equals one mile.

The map shall depict the approximate boundaries of the tract of land owned or to be used by the applicant and shall extend at least one mile beyond the tract boundaries sufficient to show the following:

- each well, spring, and surface water body or other water in the state within the map area;
- the general character of the areas adjacent to the facility, including public roads, towns and the nature of development of adjacent lands such as residential, commercial, agricultural, recreational, undeveloped, etc.;
- the location of any waste disposal activities conducted on the tract not included in the application; and
- the ownership of tracts of land adjacent to the facility and within a reasonable distance from the proposed point or points of discharge, deposit, injection, or other place of disposal or activity.

**Verification of Legal Status/Legal Authority (certificate of incorporation) [30 TAC 281.5 and 330.59(e)]**

Provide verification of legal status. Normally, this is a one-page certificate of incorporation (Certificate of Fact) issued by the Texas Secretary of State. If you choose to provide a verification of the legal status by another mechanism, provide it under the Legal Status/Legal Authority attachment. Also, provide a list of all persons having over a 20% ownership in the proposed facility. See example table provided below:

**Table 1. Example table listing persons having greater than 20% ownership in the facility.**

Name	Title	Contact Information

**Evidence of Competency [30 TAC 330.59(f)]**

At a minimum, provide the information identified in the example tables below to comply with 30 TAC 330.59(f) for the facility type for which the application is submitted.

**Table 2. Example table for listing Texas solid waste sites owned or operated within the last ten years.**

Site Name	Site Type	Permit/Reg. No.	County	Dates of Operation

**Table 3. Example table for listing solid waste sites in all states, territories, or countries in which the owner or operator have a direct financial interest.**

Site Name	Location	Dates of Operation	Regulatory Agency (Name & Address)

**Table 4. Example table for listing names of principals and supervisors of owner's and operator's organization, and previous affiliations with other organizations engaged in solid waste activities.**

Name	Previous Affiliation	Other Organization

For landfill permit applications only, evidence of competency to operate the facility shall also include landfilling and earthmoving experience if applicable, and other pertinent experience, or licenses as described in 30 TAC Chapter 30 possessed by key personnel. The number and size of each type of equipment to be dedicated to facility operation should be specified in greater detail on Part IV of the application within the site operating plan.

**Table 5. Example table for listing landfilling, earthmoving, and other experience and licenses.**

Landfilling/Earthmoving Equipment Types	Personnel Experience or Licenses

For mobile liquid waste processing units, submit a list of all solid waste, liquid waste, or mobile waste units that the owner and operator have owned or operated within the past five years. Submit a list of any final enforcement orders, court judgments, consent decrees, and criminal convictions by the state or federal government within the last five years relating to compliance with applicable legal requirements relating to the handling of solid or liquid waste under the jurisdiction of the commission or the United States Environmental Protection Agency. Applicable legal requirement means an environmental law, regulation, permit, order, consent decree, or other requirement.

**Table 6. Example table for applicants for mobile processing units for listing waste units owned or operated within the past five years, and orders, judgments, decrees, and criminal convictions.**

Solid waste, liquid waste, or mobile waste units owned or operated within past 5 years	Texas and federal final enforcement orders, court judgments, consent decrees, and criminal convictions

### **Signatory Authority Documentation [30 TAC 305.44 and 330.59(g)]**

Provide documentation that the person signing the application meets the requirements of 30 TAC 305.44, Signatories to Applications. If the authority has been delegated, provide a copy of the document issued by the governing body of the Site Operator or Operator authorizing the person that signed the application to act for the owner or operator.

### **TCEQ Core Data Form(s) [30 TAC 281.5(7)]**

A TCEQ [Core Data Form \(TCEQ 10400\)](#)<sup>17</sup> (CDF) is required with all applications. Information from the CDF is recorded in the TCEQ Central Registry. You can check the status of your information in Central Registry on-line at [www.tceq.texas.gov/goto/centralregistry/](http://www.tceq.texas.gov/goto/centralregistry/).

<sup>17</sup>[www.tceq.texas.gov/goto/coredata](http://www.tceq.texas.gov/goto/coredata)

### **Core Data Form for Site Operator**

Complete a CDF for the Site Operator (Permittee or Registrant) and submit it with the application, even if there are no changes to the core data. "Site Operator" is defined in 30 TAC 330.3.

List the facility as the Regulated Entity (RN).

List the Site Operator as the Customer (CN). The permit or registration would be issued in the name of the Site Operator.

### **Core Data Form for Operator**

Complete a CDF for the Operator if different from the *Site Operator* and submit it with the application, even if there are no changes to the core data. "Operator" is defined in 30 TAC 330.3.

Indicate the same Regulated Entity (RN) information as on the Core Data Form for the Site Operator but list the *Operator* as the Customer (CN).

### **Core Data Form for Property Owner**

Complete a CDF for the Property Owner if different from the *Site Operator* or *Operator* and submit it with the application.

Indicate the same Regulated Entity (RN) information as on the other Core Data Forms but list the *Property Owner* as the Customer (CN).

## **Attachments Table 2—Additional Attachments as Applicable**

### **Plain Language Summary Form TCEQ-20947 [30 TAC 39.405(k)]**

Provide a completed Plain Language Summary Form [TCEQ-20947](#)<sup>18</sup>, if the application is for a permit or permit amendment. Also provide the complete form in an alternative language if an alternative language is required.

### **Public Involvement Plan Form TCEQ-20960**

Provide a completed Public Involvement Plan Form [TCEQ-20960](#)<sup>19</sup>, if applicable. Information about how to determine if a plan is required is available in the [instructions for form 20960](#)<sup>20</sup>.

### **Fee Payment Receipt**

Include a copy of the fee payment confirmation or receipt.

### **Confidential Documents**

If the application relies on confidential information, the confidential information should be described in non-confidential terms throughout the application, cross-referenced, and

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<sup>18</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/20947-instr.pdf](http://www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/20947-instr.pdf)

<sup>19</sup> [www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/pip-form-tceq-20960.pdf](http://www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/pip-form-tceq-20960.pdf)

<sup>20</sup> [www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/instructions-for-pip-form-tceq-20960.pdf](http://www.tceq.texas.gov/downloads/agency/decisions/hearings/environmental-equity/instructions-for-pip-form-tceq-20960.pdf)

submitted as a separate document or binder, and clearly marked CONFIDENTIAL. Refer to ***Confidential Documents*** section of these instructions for more information.

**Waste Storage, Processing and Disposal Ordinances [Texas Health and Safety Code, Section 363.112<sup>21</sup>]**

If the facility is in an area in which the governing body of the municipality or county has prohibited the disposal or processing of municipal or industrial solid waste, provide a copy of the ordinance.

**Final Plat Record of Property Description**

For property that is platted, provide a copy of the final plat with the county, book, and page number or other generally accepted identifying reference of the final plat record that includes the acreage encompassed in the application, in addition to a written legal description.

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<sup>21</sup>[statutes.capitol.texas.gov/Docs/HS/htm/HS.363.htm#363.112](http://statutes.capitol.texas.gov/Docs/HS/htm/HS.363.htm#363.112)