



Solid Waste Management Facility

Application Guide Effective September 1, 2022

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GENERAL INSTRUCTIONS

Per the Southern Nevada Health District (SNHD) Solid Waste Management Authority Regulations (SWMA Regulations), which were adopted by the Board of Health on August 27, 2015, the SNHD permits any solid waste management facility in Clark County, which includes:

- Class I Disposal Site (LF1),
- Class II Disposal Site (LF2),
- Class III Disposal Site (LF3)
- Compost Plant (CP),
- Materials Recovery Facility (MRF),
- Medical Waste Management Facility (MW),
- Recycling Center (RC),
- Solid Waste Storage Bin Facility (SB),
- Transfer Station (TS),
- Waste Grease Facility (WG),
- Waste tire Management Facility (WT), and
- Waste to Energy/Fuel Facility (WE).

This Application Guide is SNHD's application guide for applying for new permits and modifications to existing permanent permits for the facility types listed above. For these facility types, Chapters 3 and 4 are the primary portions of the SWMA Regulations to refer to. When preparing an application, the applicant should understand

- *It is the applicant's responsibility to verify that their application submittal addresses all SWMA Regulations, applicable to their facility type, regardless of whether it is included in this guideline.*
- *Landfills have additional requirements, not discussed in this guide. If you are preparing a Landfill application (new or modification), contact SNHD's Solid Waste Plan Review program at 702-759-0661.*
- *Waivers and variances are not discussed in this guide. If you are requesting a waiver or a variance, contact SNHD's Solid Waste Plan Review program at 702-759-0661.*
- *The internet links in this Application Guide are provided for convenience, but they may be obsolete. It is the applicant's responsibility to verify the link.*
- *The application consists of the following three (3) PARTs, each is to be submitted separately for manageability.*

Part 1

- SNHD Application
- Land Use approval
- Property Deed or Lease Agreement
- Zoning Maps
- Site Photographs

Part 2

- Design Report, as required by the applicable SWMA Regulation(s), for the type of facility being applied for
- Operating Plan, as required by the applicable SWMA Regulation(s), for the type of facility being applied for
- Closure Statement, submitted on SNHD Closure Statement Form
- Cost Estimate, submitted on SNHD Cost Estimate Form
- All Plans, as required by the applicable SWMA Regulation(s), for the type of facility being applied for
 - Stand Alone Equipment List

- Financial Assurance Mechanism

Part 3

- Business License Application or license
- Business Entity Approval
- Certificate of Occupancy [unless an existing facility with no changes that require the certificate of occupancy be revised]
- Air Quality Approval/Permits, or exemption letter for all outdoor operations and facilities with applicable indoor operations.
- Fire Control Approvals/Permits
- Discharge Approvals/Permits [sewage, stormwater, industrial, etc.], as applicable to facility operations
- Stormwater Pollution Prevention Plan (SWPPP) unless the facility's processing and operations are fully indoors.
- Spill Prevention, Control and Countermeasures (SPCC) Plan, as applicable to facility's processing and operations.
- NvOSHA compliant Site Safety Plan (when the facility has a special process [such as catalytic converter recycling, etc.]
- Any other site-specific approvals/permits not listed that are required for the process/operation being applied for.

Not all the elements of each PART apply to every permit application, particularly if the submittal is a modification. The application must be submitted electronically via the [Solid Waste File Manager Portal](#). Color submittals are required for photographs and other documentation where use of color is intended as a distinguisher. For manageability, each PART should be submitted separately from the other two PARTs.

It is preferable that all submittals be an Adobe Acrobat *.pdf compatible file. Each page of the submittal should include the facility name, the document name, the document revision date. For each document submitted, each page must include the page number and the total number of pages in the document.

Pursuant to [NRS 239 – Public Records](#), an application submitted to SNHD is available via a [public records request](#) when it's made available for public review or when the application has been approved, whichever occurs first. If an applicant wants a document or a portion thereof to be declared confidential, a written request must be submitted with the document. The request must include the legal argument for the request. Confidential information may include private or proprietary information. If SNHD's legal counsel concurs with the applicant request, then that document or portion thereof that has been specified to be confidential will not become public records and therefore, will not be available to the public.

This application guide is intended solely as guidance. It is not intended, nor can it be relied upon, to create any rights enforceable by any party in litigation with SNHD. SNHD officials may decide to vary from the guidance provided in this document, based on analysis of specific site circumstances. SNHD also reserves the right to change this guidance at any time.

The following Sections are instructions for the information required in the application. SWMA Chapters 1, 2 and 3 are the primary portions of the SWMA Regulations to refer to when preparing the application.

PART 1

PART 1 contains the following documents, in the following order:

- SNHD Application
- Land Use approval
- Property Deed or Lease Agreement
- Zoning Maps
- Site Photographs

Instructions for SNHD Application

1. The most current application form (*provided by SNHD Plan Review, at time of request for application package*):
 - a. Fully completed, with information that is consistent with the rest of the application
 - b. Is signed and dated by the authorized agent of the applicant (facility operator or facility owner).
 - c. Is stamped, signed, and dated (per NAC 625.610 and 625.612) by a professional engineer licensed in the state of Nevada ([Nevada Board of Professional Engineers](#)) to certify that the Design Report contains provisions that are adequate to comply with the applicable requirements, and that, to the best of his/her knowledge, the information contained in the application is complete and accurate.
 - d. The Solid Waste Types Proposed for acceptance portion of the application form should be completed for all types of waste the facility intends to accept for processing. For Other/Special items, provide a detailed description under the applicable waste type category.

Instructions for Land Use Approval

Land use approval and supporting documents, **or** land use exemption from the local jurisdiction for the waste management activities conducted on the parcel(s) on which the facility will be located ([Clark County Planning](#), [City of Henderson](#), [City of Las Vegas](#), [City of North Las Vegas](#), [City of Boulder City](#), and [Mesquite](#)). ***SNHD cannot review the application without either land use approval or exemption documentation.***

Instructions for Property Deed or Lease Agreement

1. Property ownership (available on the Internet at [Clark County Assessor](#)) for each parcel on which the facility will be located.
2. If the property owner or one of its officers is a business entity (firm/partnership, corporation, or limited-liability company) Tab 2 must also contain the applicable business entity information from the Nevada Secretary of State or equivalent document which lists the names and mailing addresses of the officers (available on the Internet at <http://nvsos.gov>).
3. If the facility owner is not the property owner, a copy of the active lease agreement between the property owner and the applicant; or an equivalent approval from the property owner for each parcel on which the facility will be located.

Instructions for Zoning Maps

Zoning Map showing zoning within an approximate 1-mile radius of the facility location. This can be obtained at Clark County's GIS Management Office ([GISMO](#)) and using the tools available via the layer tool to the left of *Search OpenWeb*.

Instructions for Site Photographs

1. Provide the following, at a minimum
 - a. Aerial-view
 - b. Street-view of the facility's main entrance
 - c. Street-view of the facility's site exit (if different from main entrance location).
 - d. Interior of Facility.

PART 2

PART 2 contains the following documents, in the following order:

- Design Report, as required by the applicable SWMA Regulation(s), for the type of facility being applied for
- Operating Plan, as required by the applicable SWMA Regulation(s), for the type of facility being applied for
- Closure Statement, submitted on SNHD Closure Statement Form
- Cost Estimate, submitted on SNHD Cost Estimate Form
- All Plans, as required by the applicable SWMA Regulation(s), for the type of facility being applied for (*Engineering Plans and Specifications*)
- Stand Alone Equipment List
- Financial Assurance Mechanism

Instructions for Design Report

Section 2-4 Report of Design for a Solid Waste Management Facility, of the SWMA Regulations contains the Report of Design document requirements. The Design Report must include the proposed provisions (i.e., what will be provided and where it will be provided).

Pursuant to Section 2-4.01 (A), “The Report of Design shall be prepared under the direction of, and signed and stamped by, a professional engineer licensed in the state of Nevada.” This must be included on the Report of Design document. The current list of professional engineers licensed in the state of Nevada can be searched at ([Nevada State Board of Professional Engineers & Land Surveyors](#)).

Section 2-4.02 (Standards for design) list the minimum standards required by SNHD. The applicant must meet all applicable requirements of the appropriate agency or agencies of jurisdiction. Section 2-4.03 (Report of design) lists the information that must be included in the Design Report. It is the applicant’s responsibility to verify that all their application submittal addresses all SWMA Chapter 2-4 Standards, regardless of whether it is included in this guideline.

Report of Design Coversheet

Provides facility name, address, Assessor’s Parcel Number(s), and Stamp, signature and date of the Professional Engineer under whose direction the Report of Design was prepared.

Section 1: Facility Information

This section includes the following information.

1. The Owner and Operator of the site, including the name of a responsible person(s) and their emergency contact phone number(s).
2. The hours of operation.
3. The Materials accepted and excluded
4. Fees charged, when applicable
5. Whether or not the facility is open to the public; and if so, the hours the facility is open to the public (if different from the hours of operation).
6. The population and area to be served by the facility.

Section 2: Facility Control

This section describes barriers and appurtenances necessary to control access to the facility, including entry into the facility, exiting the facility and on-site traffic patterns.

Section 3: Management Areas

This section describes the elements listed in SWMA Chapter 2-4.03(A).

Section 3.1: Areas of Activities

This section describes each activity within the facility and its location at the facility.

The Site Plan and Process Flow Diagram should be referenced.

Section 3.2: Anticipated waste types, quantities, and sources

This Section lists the anticipated quantities and sources of SOLID WASTE to be received at the facility. It identifies the storage of waste types to be received at the facility for processing and describes the storage of processed solid waste for reuse, recycling, or resale.

The Site Plan and Process Flow Diagram should be referenced.

This section also presents the calculation of these capacities for both unprocessed wastes and for processed wastes.

The storage capacity (total permitted storage quantity limit) is the maximum quantity of waste that the facility would store. The unit of storage capacity must be (a) passenger tire equivalent (PTE) for waste tires and either (b) cubic yard (yd³) or tons for other wastes. Conversion rates must be provided.

Section 4: Environmental Controls

Section 4.1: Air Control

This section describes the equipment to be utilized for preventing and controlling air pollutants specifically attributable to the facility's operations.

Section 4.2: Fire Control

This section describes the provisions to be utilized for preventing and controlling fires within the facility.

Section 4.3: Pollution Control

This section describes the provisions to be utilized for preventing and controlling pollution from waste storage and equipment maintenance and should reference the facility's compliance with SNHDs Restricted Waste requirements [SWMA Chapter 4-3], as applicable. The SPCC Plan should be referenced, if applicable.

This section should also indicate if the facility will drain industrial waste through a sanitary sewer system to a municipal wastewater treatment plant. The appropriate discharge permit(s) from the applicable agency, to be included as part of the PART 3 submittals, must be referenced in this section.

Section 4.4: Storm Water Control

For all facility's with outdoor operations, this section should include the best management practices and controls to be utilized for controlling storm water run-on and run-off. The inclusion of a Stormwater Pollution Prevention Plan (SWPPP) prepared and compliant with current NDEP requirements should be referenced in this section. The SWPPP should be included as a PART 3 submittal.

Section 4.5: Litter Control

This section describes how the facility will prevent and control litter from accumulated on-site and leaving the site.

Section 4.6: Odor Control

If applicable, this section describes how the facility will mitigate odors.

Section 4.7: Vector Control

This section should describe the best management practices that will be utilized for preventing and controlling vectors. This must include provisions for preventing and controlling standing water and its removal within 72-hours after initial accumulation.

Section 5: Facility Specific Design Requirements

This section is reserved to address any specific facility type design criteria specified in SWMA Chapters 3-1 through 3-12, for the facility type being applied for, that differs from what is listed in Sections 1 through 3 of the Design Report.

Instructions for Engineered Plans and Specifications

This section should include the plans and specifications of the facility, as specified in SWMA Chapter 2-4.03(9). All plans must be of sufficient detail to demonstrate compliance with the design standards. The engineered plans must contain the following information.

1. Site Plan(s), prepared under the direction of, and signed and stamped by, a professional engineer licensed in the state of Nevada
 - a) Drawn to a scale of not more than 200 feet per inch and must include contour intervals of not more than five (5) feet.
 - b) Show existing and proposed contours.
 - c) Show access roads and traffic routing inside and around the facility. This includes emergency escape plan that shows the routes of ingress and egress for the facility, the evacuation route(s) in the event of an emergency, and the emergency gathering area(s).
 - d) Include provisions for the control of surface water Run-on and Run-off and show grades, berms, dikes, swales, and other devices used for drainage and control of surface water, when applicable.
 - e) Show fencing, equipment, shelter, employee facilities, on-site wells and septic systems used by the facility.
 - f) Solid Waste Processing and storage areas, waste management areas, waste management equipment storage areas, and waste management equipment maintenance areas, including vehicle wash areas (to eliminate track-in and track-out of dirt and debris), as applicable and any other appurtenance.
 - g) Show the location of other activities such as equipment storage, vehicle maintenance, sand and oil interceptors, and wash-down areas; and
 - h) Include provisions for dust and odor control necessary to prevent a public Nuisance.
2. Process flow diagram(s).
3. Any other plans required to convey the facility operations.

Instructions for the Operation Plan Document

Section 2-5 Operation Plan, of the SWMA Regulations contains the Operation Plan requirements. The Operation Plan must describe the proposed operating procedures (i.e., what will be done, where it will be done, and when it will be done) for complying with the specified requirements.

Section 2-5.01 (Operation plan requirements), Section 2-5.02 (Operating standards) and Section 2-5.03 (Operating records) lists the information that must be included in the Operations Plan. The following instructions contain all the elements required by Section 2-5, but not necessarily in the order listed in Section 2-5 of the SWMA Regulations.

Additional facility specific requirements are included in Section 16. It is the applicant's responsibility to verify that all their application submittal addresses all of SWMA Chapter 2-5 Standards, regardless of whether it is included in this guideline.

Section 1: Facility

This Section reiterates the facility location, hours of operation and emergency contact information. It also should discuss the following

- Provisions for the control of access to the facility, including traffic.
- The proposed capacity and expected life of the facility, consistent with what is included on the Application, included in PART 1
- The maximum time that unprocessed solid waste and processed solid waste will be stored at the facility.
- Provisions for Monitoring of the facility as often as necessary to ensure that there is adequate solid waste storage
- Provisions for the daily collection and proper disposal of all scattered debris at the facility and adjacent properties.

Section 2: Equipment

Section 2.1: Equipment List

This section must reference the Stand-alone Equipment List to be included in PART 1. The equipment list should list the equipment and machinery that will be used in at the facility.

SNHD must be notified of any change in equipment within 30 days of the change.

Section 2.2: Equipment Maintenance

This section includes the best management practices, and procedures to be utilized for maintaining all waste management equipment (preventive maintenance, repair, and/or replacement); for obtaining substitute waste management equipment in the event of waste management equipment break down. Maintenance area(s) need to be identified on the facility diagram/plan submittals.

This section describes the types of Solid Waste the facility will receive and manage, including the quantities and sources.

Information regarding wastes accepted/recovered by the facility, including, the items (as needed), anticipated daily quantities (as needed to determine facility capacities), sources, and conditions (if any) of acceptance for each category and type of solid waste accepted by the facility. This information must be consistent with any required posted sign. Anticipated daily quantity should be the quantity for the average operating day in units that are consistent with the corresponding storage and processing capacities of the facility.

Section 3: Types of Waste

Section 3.1: Accepted Wastes

This section lists the anticipated quantities and sources of SOLID WASTE to be received at the facility. It must be consistent with the application form included in PART 1.

This section also describes the procedures for measuring and/or weighing incoming and outgoing loads.

Section 3.2: Prohibited Wastes

This section includes procedures for detecting and rejecting prohibited wastes and for handling any prohibited waste that was inadvertently accepted. This should include training of employees, random inspections of incoming loads, an alphabetical list of wastes that the facility will not accept, a list of the names and addresses of all facilities where prohibited wastes will be directed, and a list of the names

and registration numbers, if applicable, of all companies that will transport any prohibited waste that was inadvertently accepted. The list of prohibited wastes must be consistent with any required posted sign.

An accurate record of any rejection or inadvertent receipt of prohibited wastes must be maintained by the operator at the facility or business office. SNHD shall be notified by the next working day, in writing and in a format specified by SNHD, of all rejected loads.

Section 3.3: Waste Characterization

This section must describe the facility's daily procedures for detecting and preventing the disposal of regulated HAZARDOUS WASTE and polychlorinated biphenyl wastes, ASBESTOS WASTES, and any other prohibited wastes.

Section 3.4: Waste Transportation

This section includes the procedures for implementing and documenting the following.

- Transporting solid waste accepted by the facility to another facility that has been issued a permit by the Health Authority for any other Solid Waste Management Authority and/or applicable agency of jurisdiction over the location of the facility or used in a manner that does not constitute disposal.
- The removal of putrescible residual solid waste within 24 hours of acceptance.
- The removal of non-putrescible residual solid waste within one week of acceptance.
- Or another length of time as approved by the Health Authority. Documentation of approval must be referenced and included.

Section 4: Contingency Plans

This section includes a contingency plan that describes the procedures to be implemented for the following:

- Emergencies and alternate solid waste handling procedures and which stipulates that the SNHD must be notified at the time of implementation
- A plan for fire prevention and control approved by the fire agency of jurisdiction
- A description of how the Facility will comply with the operating standards listed in SWMA Chapter 2-5.02 Operating standards.

Section 5: Operating Records

This section affirms that the facility will abide by the requirements of SWMA Chapter 2-5.03 Operating Records, including submitting the SNHD a recycling survey (on form provided by SNHD) by February 15 of each year.

Instructions for Closure Statement

Section 2-6 Closure Requirements, of the SWMA Regulations contains the requirements to close a solid waste management facility. Tab 6 (Closure) submittals must comply with Section 2-6.01 (Closure of a Solid Waste Management Facility).

Except for landfills, Closure submittals must contain the following documents:

A fully completed and signed copy of the Closure Plan statement [template to be included with the application is provided by SNHD Plan Review at time of request for application package].

For landfills, closure submittals must include all additional relevant closure requirement documents to comply with SWMA Chapters 3-1 (Class I Landfill); 3-2 (Class II Landfill) and 3-3 (Class III Landfill), as applicable.

Instructions for Cost Estimate

Pursuant to 2-6.01(A), submit a written, detailed cost estimate for full removal of the total permitted storage capacity to a Class I, II, or III, or other permitted disposal site approved by the Health Authority. This cost estimate, once approved by the Health Authority will be the amount of the Financial Assurance Mechanism. This will be for the Health Authority to direct the closure of the facility including the hiring, by the Health Authority, of an unrelated person or party to remove and dispose of all Solid Waste. The cost estimate cannot consider the resale value of equipment or other materials at the facility. The cost estimate must be submitted on the *SNHD's cost of closure estimate form*, printed on the company's letterhead, and must be dated and signed by an authorized agent of the company [*The SNHD cost of closure estimate form is provided by SNHD Plan Review at the time of request for an application package*].

Instructions for Financial Responsibility

Section 2-7 Financial Assurance, of the SWMA Regulations contains the facility Financial Assurance requirements. Financial Responsibility submittals must comply with Section 2-7.01 (Financial assurance compliance), 2-7.02 (Financial assurance compliance) and 2.7.03 (Financial assurance mechanisms).

The application must contain satisfactory documentation of financial assurance equal to the submitted cost estimate. Pursuant to 2-7.01(B), entities of the State of Nevada or the Federal Government and whose debts and liabilities are the State of Nevada or the Federal Government are exempt from these requirements. Documentation of financial assurance may be submitted after SNHD approves the cost estimate.

The mechanism(s) used to demonstrate financial assurance must ensure that the money necessary to meet the cost of closure will be available to the Chief Health Officer whenever it is needed.

The financial assurance may be in any of the following forms (*some options may not be appropriate for all facility types*):

1. A **surety bond** guaranteeing payment or performance, meeting the requirements of 2-7.03(A)(1). The surety bond must be worded exactly as indicated in the most current version of the SNHD's surety bond template. The surety company issuing the surety bond must be on the U.S. Department of the Treasury's current [Listing of Approved Sureties](#) (referred to as Department Circular 570).
2. A **letter of credit**, meeting the requirements of 2-7.03(A)(2). The issuing institution must be an entity which has the authority to issue letters of credit and whose operations are regulated and examined by a federal or state agency. The irrevocable standby letter of credit must be issued for a period of at least 1 year and must provide that the expiration date will be automatically extended for a period of at least 1 year unless the issuing institution has cancelled the letter of credit.
3. An **insurance policy**, meeting the requirements of 2-7.03(A)(3). The insurer must be licensed by the [Nevada Division of Insurance](#).
4. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Certificate of deposit (CD)**. The CD must meet the requirements of 2-7, inclusive.
5. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Corporate financial test**, meeting the requirements of 40 CFR §258.74(e).
6. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Local government financial test**, meeting the requirements of 40 CFR §258.74(f).
7. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Corporate guarantee**, meeting the requirements of 40 CFR §258.74(g).
8. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Local government guarantee**, meeting the requirements of 40 CFR §258.74(h).
9. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **State assumption of responsibility**, meeting the requirements of 40 CFR §258.74(j).
10. An alternate SNHD-approved mechanism [2-7.03(A)(4)] - **Trust fund (For Landfills only)**. The trustee must be an entity which has the authority to act as a trustee and whose trust operations are regulated and examined by a federal or state agency. The trust agreement must indicate that the

owner or operator shall annually make payments into the trust fund over the term of the period for payment into the fund. The amount of each payment must be determined by the formula $(CE-CV)/Y$, except that the amount of the first payment for corrective action must be determined by the formula $((CE/2)-CV)/Y$, where CE is the current cost estimate, CV is the current value of the trust fund, and Y is the number of years remaining in the period for payment into the fund. Period for payment into the fund means: (a) In the case of a trust fund for closure or post closure, the remaining life of the municipal solid waste landfill unit (b) In the case of a trust fund for corrective action, over one-half of the estimated length of the program for corrective action. If the owner or operator establishes a trust fund after having used one or more alternate mechanisms, the first payment into the trust fund must be at least equal to the amount which the fund would have contained if the trust fund were established initially and annual payments made.

11. An alternate SNHD-approved mechanism [2-7.03(A)(4)] – **Restrictive Covenant**, for facilities that own the parcel(s) the facility is located on. *A restrictive covenant would be required for each parcel.* All Restrictive Covenants need to be filled out per Clark County Recorder's requirements. SNHD has a template that is provided if this alternative SNHD-approved mechanism is utilized.

PART 3

PART 3 contains the following documents, in the following order:

- Business License Application or license
- Business Entity Approval
- Certificate of Occupancy [unless an existing facility with no changes that require the certificate of occupancy be revised]
- Air Quality Approval/Permits, or exemption letter for all outdoor operations and facilities with applicable indoor operations.
- Fire Control Approvals/Permits
- Discharge Approvals/Permits [sewage, stormwater, industrial, etc.], as applicable to facility operations
- Stormwater Pollution Prevention Plan (SWPPP) unless the facility's processing and operations are fully indoors.
- Spill Prevention, Control and Countermeasures (SPCC) Plan, as applicable to facility's processing and operations.
- NvOSHA compliant Site Safety Plan [when the facility has a special process (such as catalytic converter recycling, etc.)]
- Any other site-specific approvals/permits not listed that are required for the process/operation being applied for. This includes approvals such as Fictitious firm name approval, easement approvals, Corps of Engineers 404 permits.