**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**APPLICANT INSTRUCTIONS: PREPARING, PUBLISHING AND CERTIFYING LEGAL NOTICE**

When an application has been filed with the DEQ or when a draft or proposed permit has been prepared by DEQ, prepare the legal notice according to the attached form and as directed in the accompanying instructions.

1. Submit a working copy of the notice to the DEQ permitting representative.
2. Obtain DEQ’s approval of notice prior to publishing.
3. Publish as legal notice one time in at least one newspaper local to the proposed new site or existing facility.
4. After publication, get a signed affidavit or proof of publication from the newspaper and submit it to DEQ’s permitting representative within 20 days after the date of publication.

**NOTE:** You may include any other information in the notice you deem relevant to the application, draft or proposed permit.

If you have questions or need assistance, contact the DEQ permitting representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name)

P. O. Box 1677

707 N. Robinson

Oklahoma City, OK 73101-1677

Telephone: (405) 702-5100

Fax No: (405) 702-5101

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_

**OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY**

**NOTICE - APPLICATION FILED**

**Application filed.** A solid waste Tier (1) application has been filed with the Department of Environmental Quality (DEQ). (2)

**Applicant:** The applicant is (3) .

**Type of final permit or permit action being sought:** The applicant seeks (4) permit.

**Facility location:** The (5) is (6) at (7) . See legal description below.\*

**Activities to be regulated if the application is approved:** (8) .

**Statutes and Rules:** The DEQ will review the application for compliance with the Environmental Quality Code, including the Solid Waste Management Act, Title 27A of Oklahoma Statutes, Section 2-10-101, *et seq.*, and the rules of the DEQ, Oklahoma Administrative Code, Title 252, Chapters 4 and 515.

**Permitting procedures explained:** (9) .

**Locations where application may be reviewed:**

1. Locally at (10) .
2. The DEQ’s Central Records Section, located on the 2nd floor of the DEQ building at 707 N. Robinson, Oklahoma City, Oklahoma.
3. DEQ’s website at https://www.deq.ok.gov/land-protection-division/permit-public-participation-process/.

**For more information, contact:**

1. For applicant: (11) .
2. For DEQ: (12) , DEQ, Land Protection Division, P. O. Box 1677, Oklahoma City, OK 73101-1677; (405) 702- (13) ; Fax No. (405) 702-5101.

**\*Legal description of site:**  (14) .

**INSTRUCTION FOR COMPLETING NOTICE OF PERMIT/MODIFICATION APPLICATION AND PUBLIC MEETING OPPORTUNITY**

1. Insert “II” or “III”, as appropriate.
2. If a Tier III application, insert, “Interested persons now have the opportunity to meet with the DEQ and learn how and where they may participate in the permitting process.”
3. Insert applicant’s name and address.
4. Insert “to modify an existing” or “a new”, as appropriate.
5. Insert name or type of facility.
6. Insert “proposed to be located” or “located”, as appropriate.
7. Insert street address, city, county and/or finding directions, as necessary.
8. Give the following information:
* Identify waste type;
* Describe what is proposed (e.g., type or volume of waste stream, facility capacity or boundaries, methods of treatment, processing, disposal, storage, monitoring, etc.);
* If the application is for a modification, explain what and why changes have been requested and how they are proposed to be accomplished (e.g., new processes, equipment, units, operations, construction, etc.);
* If the application involves a variance, identify the rule name and number for which a variance is being sought and explain why it is needed;
* If the application is related to an enforcement/compliance matter, explain how and why it would aid compliance;
* Describe the effect of the application (and/or variance) approval. Discuss resulting outcomes. [*For new permits*: describe what is to be constructed and how it will be operated and closed. For example: construct, operate, maintain and close a solid waste landfill to accept and dispose approximately \_\_\_\_ tons daily of solid waste, including household waste, commercial solid waste, construction waste, demolition waste, nonhazardous industrial solid waste, non-infectious treated biomedical waste, hospital waste, non-friable asbestos waste and materials containing asbestos.] [*For modifications*: increased environmental protections, capacity changes, boundary changes, methods, drainage, monitoring, etc.]
1. For Tier II applications, insert:

“Opportunities for public comment on this application will begin when notice is given that DEQ has completed its review of the application and has prepared either a draft permit or a draft denial. At that time, written comments may be sent and a public meeting for oral comments may be requested. The application may be reviewed at the locations listed below and may be revised by the applicant as the DEQ review progresses.”

For Tier III applications, insert:

“On request, a representative of DEQ will chair a meeting to explain the steps of DEQ’s permitting process to interested persons. If a meeting is requested, there will be discussion explaining when oral and written public comments can be made on the proposal. Administrative hearing opportunities will also be discussed. To request a process meeting, send a written request to the DEQ representative named below within 30 days after the date this notice is published. Please note this is not a meeting for protests. Its purpose is to advise interested persons on participation opportunities during the permitting process. For more information about this process meeting, please contact the DEQ representative named below.

1. Insert name and address of the local review location. Include driving directions, if necessary. [NOTE: This location must be in the county where the facility is located.] The location must be open to the public during normal business hours and be staffed with an employee willing to maintain and update the local review file.
2. Insert the name, address and telephone number of the applicant’s representative, or the telephone number of the applicant.
3. Insert the name of the DEQ permitting representative.
4. Insert the telephone number of the DEQ permitting representative.
5. If the facility location does not have a street address, insert the legal description of the facility.