



Solid Waste Program

Application for Permit to Operate or Modify a Community Composting Facility

GENERAL REQUIREMENT: In accordance with sections 24-5, 24-18, and 24-47.1 of the Code of Miami-Dade County, a community composting facility permit is required for resource recovery and management facilities limited to composting.

FILING INSTRUCTIONS: A complete community composting facility permit application package with all applicable supporting information, including the appropriate permit application review fee in accordance with the latest departmental fee schedule, shall be submitted to the RER Environmental Permitting Section at the above referenced address or via email to EnvOperatingPermits@miamidade.gov.

A. APPLICANT INFORMATION

- 1. Applicant ¹ (Operating Authority, Corp/LLC/LP): _____
- 2. Mailing Address: _____
Street / P.O. Box City State Zip
- 3. Authorized Representative: _____ 4. Title: _____
- 5. Email Address: _____ 6. Phone: _____
- 7. Emergency Contact: _____ 8. Phone: _____

B. FACILITY INFORMATION

- 1. Full Facility Address: _____
Street Unit/Bay City Zip
- 2. Facility Folio No(s): _____
(List All Applicable Numbers)
- 3. Indicate proposed business use at the subject property: _____
- 4. Existing Zoning Land Use Classification / Zoning Resolution: _____
- 5. Domestic sewage disposal method serving the facility (select one):
 Public Sanitary Sewer System OSTDS/Septic Tank Other (specify): _____
- 6. Potable water source serving the facility (select one):
 Public Water Main System Well System Other (specify): _____

C. PROPERTY OWNER INFORMATION

- 1. Property Owner Name: _____
- 2. Mailing Address: _____
Street / P.O. Box City State Zip
- 3. Contact Person: _____ 4. Title: _____
- 5. Email Address: _____ 6. Phone: _____

D. AUTHORIZED AGENT / CONSULTANT INFORMATION

- 1. Authorized Agent / Consultant: _____
- 2. Mailing Address: _____
Street / P.O. Box City State Zip
- 3. Contact Person: _____ 4. Title: _____
- 5. Email Address: _____ 6. Phone: _____

E. CLASSIFICATION OF APPLICATION (select one)

- New (Annual Operating Permit)*
- Modification of Permitted Facility

*The relocation of an existing permitted facility must be filed as a "New" application.

Notes:

- 1. For corporate entities, the applicant name shall match State of Florida Division of Corporation records.

F. OPERATIONAL INFORMATION

1. Feedstock materials* (check all that apply):

Yard Trash (Vegetative Debris) Food Waste Manure Other: _____

2. In the space below provide a description of the operations to be conducted at the facility, including the types and quantities of materials to be accepted and processed. If modifying an existing permitted facility, provide a description of the proposed modification(s).

3. Daily maximum quantity of material to be processed at the facility: _____ tons/day or _____ yd³/day or _____ Lbs. / day

*Pursuant to Chapters 62-701 and 62-709, Florida Administrative Code (FAC), be advised that additional registrations, permits, and approvals from the Florida Department of Environmental Protection may also be required for the operation of the facility.

G. SUPPLEMENTAL INFORMATION

The supplemental information section (pages 3 through 8 of the application form) provides guidelines for preparing a community composting facility permit application package. This section provides information on the items required to be included as part of the permit application package (environmental control plan, etc.) and identifies additional reviews and approvals that may be required as part of the permitting process.

H. APPLICATION CERTIFICATIONS

1. Certification by Applicant

NOTE: THIS DOCUMENT MUST BE NOTARIZED

The undersigned authorized representative for the Operating Authority is fully aware that the statements made in this application for an operating permit are true, correct, and complete to the best of his/her knowledge. Furthermore, the undersigned agrees to maintain and operate the facility in such a manner as to comply with the provisions of Chapter 24 of the Code of Miami-Dade County and all applicable State and Federal regulations. The representative also acknowledges that a permit, if granted by the Department, will be non-transferable and that a prompt notification shall be provided to the Department upon sale, change of location, or legal transfer of the permitted facility.

Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

Before me, a Notary Public duly qualified under the laws of the State of _____ to administer oaths, personally appeared _____. Being by me duly sworn, deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the same is true of his/her own knowledge. IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this _____ day of _____ A.D., (year) _____.

My Commission Expires: _____

Notary Public Name: _____

NOTARY SEAL

2. Certification by Professional Engineer Registered in the State of Florida

This is to certify that the engineering features of this community composting facility have been designed / examined by me and found to conform to engineering principles applicable to such facilities. In my professional judgment, this facility, when properly maintained and operated, will comply with Chapter 24 of the Code of Miami-Dade County. The seal and signature of the certifying professional engineer must conform to the requirements established in Ch. 61G15, F.A.C. Refer to the Florida Board of Professional Engineers webpage (<http://fbpe.org>) for guidance on acceptable methods of signing and sealing (physical, digital, electronic) and associated requirements.

Name: _____

Florida Registration No: _____

Email: _____

Date: _____

Signature: _____

(affix seal)



Solid Waste Program Community Composting Facility Permit Application Form Section G – Supplemental Information

DISCLAIMER: This document is the supplemental information section of the community composting facility permit application form. All documentation responsive to the items outlined herein shall be accompanied by a complete permit application form prior to submittal for review and approval. Notwithstanding the items listed in this document, the applicant must also ensure that the design and operation of the facility complies with applicable State of Florida regulations governing Organics Processing and Recycling Facilities in accordance with chapters 62-709 and 62-701, Florida Administrative Code. The applicant shall provide proof that the facility has obtained all required registrations, permits and approvals required by said regulations for the construction and operation of the facility.

APPLICATION FOR A NEW PERMIT: All items outlined in this document shall be included as part of the permit application package.

APPLICATION FOR A PERMIT MODIFICATION: All new and modified documentation necessary for the complete evaluation of the proposed permit modification shall be provided as part of the permit application package.

PRE-SUBMITTAL MEETING: It is strongly recommended that a pre-submittal meeting be scheduled with permitting staff to discuss the proposed facility operations and to obtain guidance on site-specific documentation and submittal requirements prior to application submittal. Pre-submittal meeting requests shall be sent to permitting staff via email at EnvOperatingPermits@miamidade.gov and include the location of the proposed facility (property folio and address), a description of the proposed operation, and any other available documentation (e.g., site plan/sketch, plan of operations, etc.) relating to the proposed facility.

1. Siting Requirements:

The establishment of a community composting facility must comply with the following siting requirements in Chapter 24, Code of Miami-Dade County (“the Code”):

I. Prohibition in Wellfield Protection Areas (WPA):

Section 24-43(11) of the Code prohibits the establishment of resource recovery and management facilities (including community composting facilities) within designated WPAs. Please refer to the WPA map (<https://www.miamidade.gov/global/environment/ecosystems/wellfields.page>) to verify if the proposed facility is located within a WPA.

II. Prohibition of Non-Residential Land Uses Not served by Public Water and Sewer Utility Systems:

Sections 24-43.1(4) and 24-43.1(6) of the Code prohibit the establishment of certain non-residential land uses that are not served by a public water supply system and a public sanitary sewer system. A community composting facility shall not be subject to said prohibitions if approval of an environmental control plan that complies with the requirements of section 24-47.1 of the Code is granted by the Department. Activities unrelated to composting may still be subject to these prohibitions and not be considered permissible depending on their nature and scope. A formal evaluation to determine compliance with these prohibitions shall be performed on a site-specific basis upon review of the permit application package. Additional information may be requested as part of said evaluation including, but not limited to, the methods of potable water supply and liquid waste disposal to serve the facility, as well as the types of materials and wastes expected to be used, handled, stored, generated and disposed.

Community composting facility operating permits shall not be issued to facilities that do not comply with the siting requirements referenced above unless the property owner first obtains a variance or extension of time for compliance with the referenced code sections from the Environmental Quality Control Board (EQCB) through a public hearing in accordance with sections 24-12 and 24-13 of the Code. Furthermore, if EQCB approval is obtained, issuance of the operating permit shall also be contingent on establishing compliance with approval conditions established by the EQCB. For more information on the EQCB process, visit the webpage listed below or email EQCB@miamidade.gov. Be advised that filing a petition does not guarantee a favorable recommendation will be granted by the EQCB.

EQCB webpage: <https://www.miamidade.gov/global/government/boards/environmental-quality-control.page>

2. Zoning Authorization:

The permit application package shall include a written determination from the zoning agency or department having jurisdiction over the property confirming that the proposed community composting facility complies with all applicable zoning requirements and indicating whether any special approvals (such as a zoning hearing) are required. Applicants are advised to consult the appropriate zoning authority prior to submitting the application package.

- Facilities located in municipalities: contact the governing municipal zoning agency to obtain a formal determination of compliance with zoning requirements.
- Facilities located in unincorporated Miami-Dade County: the proposed facility must comply with Chapter 33, Code of Miami-Dade County. Community composting facilities may be permissible in the Agricultural District ("AU District") if the requirements of section 33-279 of the Code are met. Regardless of zoning classification, applicants must contact the Zoning Division of the Department of Regulatory and Economic Resources to obtain a formal determination of compliance with the zoning code. For additional information visit <https://www.miamidade.gov/zoning/overview.asp>.

3. Land Use Authorization:

The permit application package shall include documentation (e.g., a warranty deed, certified copy of a lease agreement, operating agreement or contract, etc.) indicating that the applicant either owns the property or has legal authorization from the property owner to use the site for the operation of a community composting facility.

4. Authorization to Sign/Execute Permit Application on behalf of Applicant:

The individual signing/executing the operating permit application form must be duly authorized to act on behalf of the entity (e.g., company, corporation, partnership, government agency, etc.) applying for the permit (the "applicant"). If the applicant is a corporate entity, said individual shall be a registered corporate officer listed on the State of Florida Division of Corporation records (<http://www.sunbiz.org>) or duly authorized by a registered corporate officer to act on the applicant's behalf. Adequate supporting documentation (e.g., delegation of authority letter, etc.) shall be included with the permit application that establishes proper delegation of authority between the applicant and the individual executing the application form.

5. Boundary Survey and Legal Description of Property:

The permit application package shall include a current boundary survey of the property depicting the location of all legal property boundaries and associated legal description that is prepared, signed and sealed by a professional surveyor and mapper registered in the State of Florida pursuant to chapter 472, Florida Statutes.

6. Description of Waste Management Activities:

A description of the facility's waste storage/processing activities shall be provided with the following information:

- I. A detailed description of all the types of materials to be accepted, processed and/or managed, including any bulking agents or amendments.
- II. The expected daily quantities (expressed in terms of mass per day or volume per day) of materials to be accepted and processed.
- III. A description of the sources of all materials, the methodology to ensure that materials arriving at the facility are source-separated (as required by section 24-47.1(5) of the Code), and the persons/entities responsible for conducting the separation activities.
- IV. Flow process description to include:
 - (1) The procedures for handling, storage, processing of incoming materials (e.g., containment, treatment, disposal, etc.), including the management, storage and disposition of any unacceptable material inadvertently received.
 - (2) A description of the composting methodology (e.g., windrow, static pile, aerated static pile, in vessel, etc.) to be utilized.
 - (3) Physical process (e.g., tilling, aeration, screening, etc.) information and description of treatment.
 - (4) The locations, sizes and composition of all loading, unloading, sorting, curing and storage areas.

- V. The types of equipment (fixed and mobile) to be used at the facility and describe their intended use/purpose. For processing equipment, describe the operation/function, design criteria and expected performance (e.g., processing throughput, etc.).
- VI. The maximum time materials will be stored at the facility.
- VII. The maximum quantities of materials to be handled at the facility at any one time at each of the designated materials handling and storage areas. The determination of the maximum quantities shall be consistent with the physical dimensions of all such areas as delineated and identified on facility site plans and adhere to any applicable height limitations.
- VIII. The expected disposition of waste/materials after leaving the facility. Please note the following:
 - The final products shall be offered for use or disposed of in accordance with a beneficial reuse determination from the Department as outlined in section G, item 9, of this document.
 - Leachate/contact water shall be transported by a permitted liquid waste transporter and appropriately disposed.
 - Segregated unacceptable material shall be disposed of at a facility permitted to accept said material.
- IX. The methodology for weighing or measuring the quantity of materials that enter and leave the facility.
- X. Access control features/measures to prevent unauthorized disposal of material at the facility.
- XI. A description of operational measures intended to prevent the discharge of air pollutants that cause objectionable odors or create a nuisance, or a sanitary nuisance as defined in section 24-5 of the Code.
- XII. Description of maintenance and/or repair activities to be undertaken at the facility, including secondary containment provisions for storage of hazardous materials/hazardous wastes handled and/or generated as a result of said activities.
- XIII. Recordkeeping procedures which shall include daily logs documenting the types and quantities of materials received and removed from the facility. Records shall be maintained at the facility for a minimum of three (3) years. Said records shall be reported and/or made available for inspections in accordance with applicable rules and permits.
- XIV. A listing of the persons (e.g. facility manager, supervisor, etc.) responsible for the operation and maintenance of the facility, including relevant contact information.
- XV. A description of the procedures and personnel (e.g., spotter) training of inspection/monitoring of materials received at the facility, including identification of hazardous and prohibited materials.

7. Facility Design Plan:

A signed and sealed design plan prepared by a professional engineer registered in the State of Florida under chapter 471, Florida Statutes. Said plan shall include design basis and calculations for engineered features of the facility including, but not limited to, the following:

- I. All plans shall be properly scaled, formatted, and include the following:
 - (1) A cover sheet that includes the facility/project name, sheet index, and legend of symbols.
 - (2) Title block identifying the facility name and address, revision dates and numbers, sheet title and number, the certifying engineer's name, date of signature and seal.
 - (3) A north arrow and horizontal/vertical scales.
- II. Depict and identify the legal property boundaries, location of the facility relative to adjacent properties, streets and intersections.
- III. The total acreage of the property as well as acreage designated for composting operations.
- IV. Locations of all onsite wells (potable and irrigation) and onsite sewage disposal systems (and associated drainfields), if applicable.

- V. A Receptor Survey identifying the location of all private drinking water supply wells, irrigation wells, industrial wells, wetlands, surface water bodies, and other ecologically sensitive areas located on the property and within 1000 feet of the property.

Note: In no case shall a potable water supply well be located less than 100 horizontal feet from any source of contamination.

- VI. Depict and identify all access roads as well as existing and proposed structures. For each structure, identify the type of structure (e.g., roof/canopy, enclosed building, etc.) and its intended use(s).
- VII. Setbacks from property lines, residential structures, and wells (potable and irrigation).
- VIII. Depict and identify access control features/measures (e.g., fences, etc.) to prevent unauthorized disposal of material at the facility.
- IX. Delineate and identify all unloading, loading, sorting, storage, processing and curing areas, and related equipment.
- X. Identify and describe the surface types (open ground/pervious or impervious) and finish (e.g., asphalt, concrete, gravel, soil, compacted fill, etc.). The surface shall be capable of maintaining structural and hydraulic integrity under any machinery/equipment used for material handling and transportation, as well as active composting.
- XI. Stormwater management system. The facility's stormwater management system shall be designed to divert stormwater from areas of processing, feedstock storage and preparation, active composting and curing. Design considerations shall include stormwater runoff direction based on site topography and facility grading.

The plans shall identify and depict the stormwater management system including, but not limited to, control, collection and conveyance structures (e.g., catch basins, berms, etc.) and points of discharge (e.g., exfiltration trenches, retention areas, etc.).

- XII. Leachate/contact water management system which shall provide for the collection and containment of leachate/contact water for treatment prior to onsite use/disposal or for offsite disposal via a permitted liquid waste transporter. Note that any stormwater that comes in contact with finished compost or partially composted material is defined as contact water and shall be managed as leachate. The plans shall identify and depict the leachate management system's control, collection, conveyance and storage structures.

Note: composting facilities that are limited to yard trash composting are not required to provide a leachate management system.

- XIII. Technical details of any proposed treatment system associated with leachate/contact water and stormwater.
- XIV. Aeration and emission control features (if applicable).
- XV. Design details of equipment and structures to be used for the storage of hazardous materials and liquid waste as defined in chapter 24 of the Code. This shall include details of storage tank systems and related secondary containment structures/device which shall provide a minimum of 110% net containment capacity of the largest tank.

8. Contingency / Emergency Plan:

A contingency plan covering operational interruptions and emergencies such as fires, explosions, or natural disasters adequate for the operations being permitted, shall be provided with this application. The contingency plan shall be kept at the facility at all times and shall be accessible to facility operators. At a minimum, the contingency plan shall include:

- I. Designation of persons responsible for implementation of the contingency plan.
- II. Notification procedures to appropriate local emergency response agencies, including the Department of Environmental Resources Management's 24-hour environmental complaint desk (305-372-6955).
- III. A description of emergency procedures to be followed, including the location of fire-fighting equipment and explanations of how to use this equipment.
- IV. Provisions for the immediate shut down of those parts of the facility affected by the emergency.

9. Final Product/Waste Streams Characterization / Beneficial Reuse:

A sampling plan shall be provided for the characterization of the compost final products and applicable waste streams (e.g., leachate, contact water, etc.) pursuant to the requirements below.

I. Contaminants of concern (COCs) for characterization/chemical analysis shall include:

- (1) Metals: Arsenic, Cadmium, Chromium, Copper, Iron, Lead, Nickel and Zinc.
- (2) Organics: semi-volatiles by EPA method 8270 or equivalent, and TRPH
- (3) *Pesticides: glyphosate (roundup) by EPA method 547.
- (4) *Nutrients: Nitrate, Nitrite
- (5) *Other: Ammonia
- (6) Pathogens: E. Coli, Total Coliform
- (7) Per- and polyfluoroalkyl substances (PFAS) (if waste stream includes food and food packaging)

Additional parameters may be required based on site history, site conditions, and scope of operations.

*The COC(s) shall be included in the analysis of leachate and contact water only.

- II. For solid material, the COCs shall be analyzed for both total and Synthetic Precipitation Leaching Procedure (SPLP) concentrations.
- III. The number of samples shall be appropriate to ensure proper characterization, based on volume, product, and waste streams.

FOR FINISHED COMPOST STOCKPILE SAMPLING		
Volume of Soil (yd³)	Weight of Soil (tons)	Number of Composite Samples
<200	<280	1
200 to <1,000	280 to <1,400	3
1,000 to <2,000	1,400 to <2,800	5
Each additional 1,000 yd ³	Each additional 1,400 tons	1

For Incremental Sampling Methodology (ISM) Sampling:

The decision unit and the number of samples shall be determined based on the ISM Guidelines and the intended reuse of the material. For additional guidance refer to the recommendations provided in the University of Florida/FDEP Whitepaper titled "Stockpile Sampling for Soil Reuse at a Site" available at: https://floridadep.gov/sites/default/files/Stockpile_Sampling_for_Reuse_Whitepaper.pdf

IV. Quality Assurance/Quality Control procedures (e.g., sampling protocol to ensure representative samples are collected, chain of custody records, laboratory certifications for each applicable methodology, etc.), along with original laboratory reports shall be provided.

Quality control and characterization of the finished/waste products is required pursuant to the above to demonstrate that they are safe for use and will not cause detrimental environmental impacts at the facility and the end use locations. Department approval shall be obtained prior to the beneficial reuse of these products.

10. Groundwater Monitoring Plan and Report:

Groundwater monitoring is required at all community composting facilities that utilize high pathogen source material. Additionally, at the Director's discretion, the Department may require groundwater monitoring at other community composting facilities based on site-specific conditions and the nature and scope of the operations. If deemed applicable, a Groundwater Monitoring Plan (GWMP) shall be prepared by a State of Florida registered or professional geologist or professional engineer knowledgeable in hydrogeologic investigations. At a minimum, the GWMP shall include the following:

- I. A proposal for the installation of an upgradient and a representative number of downgradient groundwater monitoring wells that will provide the ability to monitor the storage and processing areas of the compost operations

as well as any leachate storage/retention area. Well locations shall consider on-site grading, stormwater runoff direction, groundwater flow direction, storage and processing areas and the location of stormwater management structures.

- II. Monitoring well location plan map indicating the location of the proposed wells relative to all pertinent site features (e.g., processing and storage locations) and stormwater management system (e.g., french drains, exfiltration trenches, retention areas, etc.)
- III. Proposed monitoring well construction details.
- IV. A proposal for quarterly groundwater monitoring which, at a minimum, shall include the following contaminants of concern:
 - (1) Metals: Arsenic, Cadmium, Chromium, Copper, Iron, Lead, Nickel and Zinc.
 - (2) Volatile Organic Aromatics (VOAs) and Volatile Organic Halocarbons (VOHs) by EPA method 8260 or 624.
 - (3) Semi-volatile organics by EPA method 8270 or equivalent
 - (4) Total Recoverable Petroleum Hydrocarbons (TRPHs) by FL-PRO method.
 - (5) Pesticides: Glyphosate (roundup) by EPA method 547.
 - (6) Nutrients: Nitrate, Nitrite
 - (7) Ammonia as Nitrogen (N)
 - (8) Pathogens: E. Coli, Total Coliform
 - (9) Per- and polyfluoroalkyl substances (PFAS) (if waste stream includes food and food packaging)

Additional parameters may be required based on site history, site conditions, and scope of operations.

The groundwater monitoring frequency may be modified, at the discretion of the Director of the Department, subsequent to a minimum of four quarterly monitoring events, based on site specific conditions including, but not limited to the site-specific groundwater monitoring data.

- V. A Groundwater Monitoring Report (GWMR) shall be provided upon implementation of the Department-approved GWMP. The applicant shall comply with all conditions, requirements, and timeframes established in the approval for the implementation of the GWMP as well as the preparation and submittal of the GWMR.

11. Requirements For Community Composting Facilities:

Section 24-47.1 of the Code establishes specific requirements for the operation of a community composting facility. In addition to the requirements stipulated in previous sections of this document, a prospective community composting facility shall provide any additional information necessary to demonstrate compliance with the requirements of section 24-47.1 of the Code.

12. Department of Solid Waste Management (DSWM) Approval Required:

Section 24-18 of the Code establishes that no community composting facility shall be granted an operating permit without the written recommendation of approval of the Director of the DSWM, issued pursuant to the provisions of Chapter 15 of the Code. The permit application package will be forwarded to the DSWM for its formal review and recommendations. DSWM's comments and recommendations will be communicated to the applicant as part of the review process.

13. Stormwater Management System Approval:

The community composting facility must obtain all required stormwater management approvals and permits from the Water Control Section (WCS). Applicants are advised to contact the WCS prior to completing the design of the facility and for guidance concerning applicable design and permitting requirements. The WCS can be contacted at (305) 372-6681 or via email at DERMWaterControl@miamidade.gov. The issuance of a community composting facility operating permit is contingent upon establishing compliance with applicable stormwater management design, permitting and certification requirements established by the WCS.