



K A N S A S

DEPARTMENT OF HEALTH AND ENVIRONMENT

PERMIT TRANSFER APPLICATION FOR SOLID WASTE FACILITY

Check with the Bureau of Waste Management-Solid Waste Permits Section before completing this form. New permit applications may be required for some changes in ownership or control of permitted facilities. Refer to K.S.A. 65-3407(i) & (j). For example, a new permit application form will be required if the applicant intends to manage different waste (types or characteristics), significantly alter the facility or operate it differently.

1. Current Permit Reference

Current Permit Number _____

Current Permittee _____

Current Facility Name _____

Facility Location _____

2. Applicant Contact Information

Applicant's Name _____

Address _____
(Street or Rural Route) (City & State) (Zip)

Person to contact _____ Title _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

3. Applicant type (check one):

Local Government _____

State Agency _____

Federal Government _____

Private Individual or Company _____

Other (explain) _____

The following items must be completed by the applicant (or note if not applicable).

4. Disclosure Statement

_____ Submit Business Concern Disclosure Statement or Public Entity Disclosure Statement, as appropriate. Forms and instructions are available on the Bureau of Waste Management's website. Large companies (100 or more employees) or companies based in other states should use Form 1. Small companies (less than 100 employees) based in Kansas may use Form 2. If a disclosure statement is submitted to KDHE for a hazardous waste facility permit transfer for the same facility, a separate disclosure statement is not required for the solid waste permit transfer.

5. Certificate of Filing

_____ Submit a copy of the certificate of filing with the Kansas Secretary of State. This requirement does not apply to government entities.

6. Financial Assurance

_____ Submit financial assurance forms per K.A.R. 28-29-2101 et seq. Forms are available on the Bureau of Waste Management's website.

7. Liability Insurance

_____ Submit a certificate of liability insurance per K.A.R. 28-29-2201.

8. Violations/Deficiencies

_____ Submit plans or other items to correct any existing permit violations or deficiencies. If the applicant believes that there are no existing violations or deficiencies to correct, submit a signed statement to that effect.

9. Transfer of Documents

_____ Submit written confirmation that the applicant has received copies of all approved plans and specifications, correspondence, inspection reports, monitoring records (if any), and other relevant records for this facility.

10. Operating Agreement

_____ Submit a copy of an operating agreement between the current permittee and the applicant. Permit transfers typically occur before or after the ownership change. Hence, there is usually a period when the current owner and current permittee are separate entities. A written agreement is required to address responsibilities for operation of the facility during the interim.

11. Minor Modifications

_____ Submit a letter outlining any requested amendments to the facility plans, and submit supporting documents (amended drawings, text, calculations, etc.).

12. Local Government Permits

_____ Submit a copy of documentation from the county or city where the facility is located indicating whether the special use permit, conditional use permit, and/or other permits (e.g., landfill permit) for the facility has/have been transferred and is/are in good standing, if local permit(s) is/are required.

Submit three sets of the application and supporting documents to:

**Kansas Department of Health and Environment
Bureau of Waste Management
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366**

At least one set of the application form, disclosure statement, and financial assurance forms must contain original signatures.

Renewal Fees

Refer to K.A.R. 28-29-84 for annual renewal fee amounts. Reminder letters will be issued when renewal fees are due. A city, county, or other political subdivision or state agency is exempt from the renewal fees.

Tonnage Fee

Refer to K.S.A. 65-3415b for tonnage fee information. A fee of \$1.00 per ton of non-exempt waste disposed must be submitted to the Kansas Department of Health and Environment. Reporting forms will be issued when tonnage fees are due, typically on a monthly or quarterly basis.

General Note

Application forms, related forms, statutes and regulations, policies and technical guidance documents are available on the Bureau of Waste Management web site at <www.kdhe.state.ks.us/waste>.

Applicant's Certification:

I hereby certify that the information in this application and in the supporting documents is true and correct to the best of my knowledge.

Signature of Applicant

Name (Print or Type)

Date

Title

Organization

Revised October 20, 2005