

Procedure Solid Waste Site and Facility Application Procedures	Last Update: December 5, 2006
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References: County Policy Manual- Solid Waste Site and Facility Fund

Purpose: To establish a procedure for the issuance of a Certificate of Designation

A. Application

1. Any person desiring to own or operate a solid waste disposal facility shall make an application to the Board of County Commissioners. The application must include:
 - a. The location of the site and facility
 - b. The type of site and facility
 - c. The type of processing to be used, such as sanitary landfill, composting or incineration
 - d. The hours of operation
 - e. The methods of supervision
 - f. Other information required by the County; and
 - g. Engineering, geological, hydrological and operational data as may be required by the rules and regulations of the Colorado Department of Public Health and Environment.
 - h. The acreage of the site and facility, determined by the number of acres intended to be used for all facilities associated with the proposal.
 - i. The anticipated amount of cubic yards, determined by the volume of materials received at the gate that is intended to be processed, disposed of, treated, stored, or otherwise handled at the facility.
 - j. Nonrefundable Application fee, or amendment fee.
 - k. Rates to be charged, if any.

B. Application Review

1. Prior to issuance of a Certificate of Designation, the Colorado Department of Public Health and Environment must review the application.
2. The Colorado Department of Public Health and Environment shall make a recommendation to approve or disapprove the application.
3. Any conditions of approval recommended by the Colorado Department of Public Health and Environment must be incorporated as requirements in the Certificate of Designation.
4. If the Colorado Department of Public Health and Environment recommends disapproval, the Board of County Commissioners cannot approve the application and issue a Certificate of Designation.
5. The Jefferson County Public Health shall review and comment of the application.

C. Public Hearing

1. Notice of the Public Hearing shall be published in a newspaper having general circulation in the County at least ten, but no more than thirty, days prior to the date of the hearing. Notice shall contain the time and place of the hearing, state the matter to be considered in the application, and provide a description of the proposed site and facility and a description of the geographic area that is within three miles of the proposed site and facility.
2. Notice of the Public Hearing shall also be posted at the County building.

3. The applicant will be responsible for posting a sign(s) on the subject property which serves as public notice that the application will be heard by the Board of County Commissioners at a public hearing. The sign(s) will be given to the applicant at least 31 calendar days prior to the scheduled hearing. It is the applicant's responsibility to post the sign(s) on the property a minimum of 30 calendar days prior to the Board of County Commissioners hearing). One (1) sign must be posted on each boundary of the property for each 500 feet of frontage on either a public or a private street, up to a maximum of 6 signs. If the property does not have any street frontage at the time of posting, then a minimum of one (1) sign must be posted on the property at the location most visible to the general public. The Case Manager may require the posting of off-site signs, in the number and location deemed appropriate if, in the opinion of the Case Manager, signs on the property would not be readily seen by the general public. The property must remain posted for the 30 calendar days prior to the public hearing and must remain in place until a decision is rendered by the Board of County Commissioners.
4. The Board of County Commissioners shall receive testimony and evidence on the application from governmental entities and all individuals who reside within the County, or within three miles of the proposed site and facility or who own property within three miles of the proposed site and facility, without regard to which county or municipality such individuals reside within.
5. The Board of County Commissioners shall take the following into consideration:
 - a. The effect that the solid waste disposal site and facility will have on the surrounding property, taking into consideration the types of processing to be used, surrounding property uses and values, and wind and climatic conditions.
 - b. The convenience and accessibility of the solid waste disposal site and facility to potential users.
 - c. The ability of the applicant to comply with health standards and operating procedures and the rules and regulations of the Colorado Department of Public Health and Environment.
 - d. The recommendations of the Colorado Department of Public Health and Environment.
 - e. The recommendations of the Jefferson County Public Health.