



Maine Department of Environmental Protection (DEP)  
Maine Department of Agriculture, Conservation & Forestry (DACF)  
**Application for Maine Pollutant Discharge Elimination  
System Permit/Maine Waste Discharge License  
And Livestock Operating Permit  
Concentrated Animal Feeding Operation (CAFO)**

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Regulatory requirements for the preparation and filing of applications may be found in Chapters 2, 521 and 522 of the DEP's rules and Chapter 565 of DACF rules.

### **GENERAL INSTRUCTIONS**

1. This general form is to be used to make application for the discharge of pollutants to the surface waters and or ground waters of the State by obtaining a Maine Pollutant Discharge Elimination System (MEPDES) permit from DEP and a Livestock Operating Permit from DACF.
2. Applicants are responsible for publishing public notice of their application at the time it is filed with the DEP and DACF.
3. For a proposed new discharge of waste water of more than 25,000 gallons per day or a project involving licenses from more than two bureaus in DEP, an applicant must conduct a public informational meeting before submitting an application to the DEP.
4. In some circumstances an applicant must have a pre-application or pre-submission meeting with the DEP and or DACF prior to filing of an application.
5. At the time an application is filed with the DEP and DACF, a copy must be provided to the municipal office and notice provided to all abutters by certified mail.
6. DEP fees are charged on an annual basis and application fees are not required with an application for permit renewal.
7. Attach additional sheets as necessary in answering specific questions. Be sure to number each sheet to identify the question to which it pertains.
8. Failure to fully complete all required forms or to pay necessary application fees will result in the application being returned.

9. After completing the application, submit two (2) copies to the DACF at the following addresses:

Maine Department of Agriculture, Conservation & Forestry  
Division of Animal and Plant Health  
Attn: Nutrient Management Program Manager  
28 State House Station  
Augusta, Maine 04333-0028

10. Please read the entire application form before furnishing any information. If you need any assistance in filling out the form or required attachments, please contact the DACF at the above address or by calling the DACF at (207) 287-7608.

This application is for:

New discharge  
Renewal  
Increased discharge  
Transfer of owner  
Modification  
Other:

If assigned:

MEPDES Permit number: ME  
  
DEP Waste Discharge License number: W  
  
DACF Livestock Operating Permit #

FACILITY AND APPLICANT INFORMATION
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1. Farm Name:

2. Farm Location:

*(Road Name)*

*(Town)*

3. Name of Potential Receiving Water(s):

4. Name of Owner:

Telephone:

Address:

e-mail:

Town:

State:

Zip:

5. Person to whom correspondence regarding this application should be sent (if different from owner)

Name:

Telephone:

Address:

e-mail:

Town:

State:

Zip:

6. Is this treatment facility or activity located on Indian Lands?    Yes    No

7. List other existing or required environmental permits needed for operation of the facility

Permit	Permit Number	Remarks
Sludge disposal or use		
Air emissions		
Hazardous waste		
Site location		
Underground Injection		
Other (specify)		
Other (specify)		

8. Nutrient Management Plan (NMP):

- a. Does the farm have an approved (certified) NMP?    Yes    No
- b. What is the expiration date of the NMP?
- c. Who certified the NMP and what is their license number?
- d. Please include a copy of the NMP at the time of submission of this application.

<b>SUPPORTING MATERIALS AND REQUIRED ATTACHMENTS</b>
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9. Please check here if this is a new or transfer application. If checked, provide documentation of proof of title, right or interest in the property or properties on which manure spreading/storage, the treatment system and outfall pipes and structures are or will be located. A deed, lease or purchase agreement is required. If any part of the facility or outfall is located on property owned or controlled by another person, submit a copy of a lease, deed easements or other written agreements.
10. For **transfer applications only**, answer the following and skip to the Certification on page 6.
  - A. Name of current/former owner:
  - B. Describe any planned changes in the current discharge:
  - C. Provide a statement describing the technical and financial capacity to comply with the current permit conditions and applicable laws and rules.
11. Provide a topographic map (or other map if a topographic map is unavailable) extending one mile beyond the property boundaries of the farm, depicting the farm property boundaries and each of its structures and significant topographic features including, but not limited to; barn(s), manure storage pit(s), lagoon(s), stacking sites, surface water bodies, springs and drinking water wells.

12. If modification of an existing permit is being requested, describe or attach a statement describing the nature of the modification and the reasons or circumstances necessitating the change.

TREATMENT AND DISCHARGE INFORMATION
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Use attachments as necessary to provide details for each discharge point and treatment system.

13. a. Briefly describe current handling practices and treatment/storage facilities for process waste waters (such as equipment and animal wash downs, animal wastes and manure, parlor wastes, etc.) generated from the CAFO.
- b. Are the treatment/storage facilities properly designed, constructed, maintained and operated to hold all process waste waters generated and all runoff associated with a 25 year, 24-hour rainfall event? Provide a narrative description to support an affirmative response. If not, provide a scope of work and schedule to do so.
- c. Are more storage pit(s) designed to adequately store manure production for up to 180 days based on the current or proposed animal units? If not, provides a scope of work and schedule to do so.
- d. Has a plan been prepared to dispose of animal carcasses in an emergency situation? If not, provide a scope of work and schedule to do so.

14. Describe each potential discharge location from lagoon(s) and or manure storage pit(s) including all overflows, bypasses, emergency discharge points, etc.

15. If this is a renewal application, please describe any modifications to the treatment and/or storage facilities since the last permit application was filed.

16. Are new or expanded treatment facilities or structures being proposed?    Yes    No  
If yes, briefly describe a scope of work and schedule for new or proposed facilities.

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Additionally, by signing below, I certify that (1) notice of this application has been made by publication in \_\_\_\_\_ on or about \_\_\_\_\_ a copy of the advertising form is included  
*(Name of Newspaper)* *(Date)*

in this application) (2) notice and a copy of this application have been provided to the clerk of the municipality(ies) where the discharge and or manure spreading activity is located and (3) that the farm is being operated in compliance with a certified Nutrient Management Plan and 4) notice has been provided to owners of land abutting the farm where a discharge from a lagoon and or manure storage pit is possible. The forgoing steps have been taken in accordance with the instructions attached to this application and the provisions of DEP's Chapters 2, 521 and 522 rules and DACF's Chapter 565 rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PrintedName: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Assisting Parties. If the applicant has been assisted in preparing this application, the person assisting must sign below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Professional Registration or Certification: \_\_\_\_\_

See following pages for requirements on public notice, public meetings, pre-applications meetings and pre-submission meetings.

**Instructions for providing notices of the application.** For all applications, items 1-3 below must be completed.

1. Publication of Public Notice. Applicants for MEPDES permits and Livestock Operating Permits are required to publish a public notice that the application is being filed with the DACF. The notice must be published anytime within a 30-day period prior to the application being sent to the DACF. The notice should be published in the legal advertisement section of a daily or weekly newspaper having general circulation in the area where the discharge will occur. If the public notice is not published at the proper time or if the application is returned because it is incomplete, you may be asked to have the notice published a second time.

Using the form on the next page, fill in the blanks with the appropriate information. The form may then be sent to the newspaper that is to publish the notice. Additionally, include a copy of the form with the application filed with the DACF.

2. Notice to Abutters. Applicants are also required to send a copy of the public notice by certified mail to all abutting property owners (contiguous to and with a one mile radius) to the farm where lagoon(s) and or manure storage pit(s) have the potential to discharge within the 30-day period prior to the application being filed with the DACF.
3. Notice to Municipal Office. Applicants are required to send a copy of the public notice by certified mail to the town or city clerk of each municipality where the discharge is located within the 30-day period prior to the application being filed with the DACF. Applicant must also file a copy of the application with each municipality.

After all required notices have been made, sign the statement on the Certification page of the application.

## NOTICE OF INTENT TO FILE

Maine Pollutant Discharge Elimination System (MEPDES) Permit  
Maine Waste Discharge License (WDL)  
Livestock Operating Permit (LOP)

Please take note that, pursuant to 38 MRSA, Sections 413 and 414-A, and 7 M.R.S.A.

Section 4205 of  
(name) (municipality)

intends to file an application for a MEPDES permit/WDL and Livestock Operating Permit with the Department of Environmental Protection (DEP) and Department of Agriculture, Conservation & Forestry (DACF) respectively. The application is for the operation of a concentrated animal feeding operation (CAFO) located in ,  
Maine. (municipality)

The application be filed on or about and will be available for public  
(date)

inspection at DEP's and DACF's Augusta offices during normal business hours. A copy may also be seen at the municipal offices in  
(municipality)

A request for a public hearing or request that the Board of Environmental Protection (Board) assume jurisdiction over the MEPDES permit/WDL application must be received by the DEP, in writing, no later than 20 days after the application is found acceptable for processing, or 30 days from the date of this notice, whichever is longer. Unless otherwise provided by law, a hearing is discretionary and may be held if the Commissioner of the DEP or the Board finds significant public interest or there is conflicting technical information. Requests shall state the nature of the issue(s) to be raised.

A written request for a public hearing on the application for the LOP must be submitted to the Commissioner of the DACF no later than 20 days after the application is found acceptable for processing, or 30 days from the date of this notice, whichever is longer.

During the time specified above, persons wishing to receive copies of draft permits when available, may request them from DEP and or DACF. Persons receiving a draft permit shall have 30-days in which to submit comments or to request a public hearing on the draft permits.

Public comment will be accepted until a final administrative action is taken to approve, approve with conditions or deny this application. Written public comments or requests for information may be made to the Department of Environmental Protection, Bureau of Land & Water Quality, Division of Water Resource Regulation, State House Station #17, Augusta, Maine 04333-0017 at (207) 287-3901 and the DAFRR at the Office of Agriculture, Natural and Rural Resources, Nutrient Management Division, 28 State House Station, Augusta, Maine 04333-0028 at (207) 287-1132.



**Pre-application meetings.** Pre-application meetings between the applicant and the DACF are an opportunity for the applicant to determine the statutory and regulatory requirements that apply to a specific project and to identify DACF staff assigned to the application. The purpose of these meetings is to identify issues, processing times, fees and the types of information and documentation necessary for the Department to properly assess the project. The applicant shall consult the appropriate DACF staff to determine what information the applicant must provide before or during a pre-application meeting. Any applicant may request a pre-application meeting. The DACF shall make a date available for the meeting as expeditiously as possible. The DACF shall prepare a written summary of all pre-application meetings.

For MEPDES permits, pre-application meetings are required prior to submission of or acceptance by the Department of an application for activities requiring new or amended licenses involving more than two bureaus.

**Pre-submission meetings.** Pre-submission meetings between the applicant and the DACF occur after the applicant has finished preparing the application for submission. These meetings are an opportunity to review the assembled application to ensure that the necessary information has been included prior to filing the application with the DACF.

For MEPDES permits, a pre-submission meeting is required prior to submission of or acceptance by the DEP of an application that has been previously rejected by the DEP (see Chapter 2, Section 7-B of the Department's rules).

**Waivers.** The requirement of a pre-application or pre-submission meeting may be waived by written notice from the DEP or DACF and agreement by the applicant. The DEP and or the DACF will agree to waive a pre-application or pre-submission meeting if the DEP and or DACF is satisfied that such a meeting would be of no value in achieving the purposes noted above.