

LANDFILL INITIAL SITE INSPECTION REQUEST COMPLETENESS CHECKLIST

SECTION NR 503.07, WISCONSIN ADMINISTRATIVE CODE – C&D AND ONE-TIME DISPOSAL LANDFILLS
SECTION NR 509.04, WISCONSIN ADMINISTRATIVE CODE – ALL OTHER LANDFILLS

Refer to Applicable Codes for Exact Requirements

General Information

Applicant:

Applicant Name: _____

Contact/Title: _____

Address: _____

Phone #: _____

FID #: _____

Site Location: _____

Date of Initial Site Inspection Request: _____

Consultant:

Consultant Name: _____

Contact/Title: _____

Address: _____

Phone #: _____

Date Project Entered into FIST System: _____

Date ISI is Due (Max. 22 bus. Days after receipt of request):

Legal Note:

This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

GENERAL SUBMITTAL REQUIREMENTS - NR 503.07(2) or 509.04(2)		Y	N	NA	LOCATION	COMMENTS
1.	Report sent to region and central office					
2.	Current standard technical procedures used and test methods specified – NR 500.05(5)					
3.	Visuals - NR 500.05(6)					
a.	8.5x11 to 32x44 inches in size					
b.	Appropriate scale to show all required details with sufficient clarity					
c.	Be numbered; referenced in the narrative; have a title, legend, horizontal and vertical scales; and drafting or origination dates					
d.	Uniform scales					
e.	North arrow					
f.	Mean sea level as basis for all elevations					
g.	Survey grid based on field monuments and utilizing a coordinate system acceptable to the department					
h.	Original topography and grid system on plan sheets showing construction, operation or closure topography					
i.	Cross-sections include survey grid location, reference to major plan sheets and reduced diagram of cross-section location plan view map					
3.	Table of contents – NR 500.05(7)					
4.	Appendix listing all references, raw data, testing and sampling procedures and calculations – NR 500.05(8)					

Facility Name _____

LANDFILL REQUEST MINIMUM REQUIREMENTS - NR 503.07(4) or 509.04(4)		Y	N	NA	LOCATION	COMMENTS
1.	Cover Letter					
	a. Applicant identified					
	b. Authorized contact identified					
	c. Current property owner identified					
	d. Type of landfill being proposed					
	e. Project location by ¼, ¼ section					
	f. Present land use					
2.	Known potential impacts to endangered and threatened species - NR 29					
3.	Known potential impacts to historic, scientific or archeological areas, including prior studies or surveys, identified - s. 44.40, Wis. Stats.					
4.	Enlarged 7.5 minute USGS map or equivalent (minimum 1"=500')					
	a. Ground surface relief within one mile of project					
	b. Surface water bodies within one mile of project					
	c. Floodplains within one mile of project					
	d. Existing land use within one mile of project					
	e. All water supply wells and residences within one mile of project					
5.	Preliminary identification of all potential conflicts with locational criteria and performance standards in: <ul style="list-style-type: none"> • for C&D and one-time disposal landfills, NR 503.04 • for all other landfills, NR 504.04 excluding NR 504.04(4)(d) to (f) 					