



## **GENERAL INFORMATION**

The following sections are required for the all permits, regardless of type:

- PART 1: OWNER'S/OPERATOR'S INFORMATION
- PART 2: FACILITY INFORMATION
- PART 3: WATERSHED OF RECORD
- PART 4: PERMIT APPLICATION PREPARATION
- PART 5: REASON FOR APPLICATION
- PART 6: OTHER PERMITS, LICENSES, CERTIFICATIONS, ETC.
- PART 7: CONFIDENTIAL INFORMATION
- PART 8: CERTIFIED LIVESTOCK MANAGER
- PART 9: LOCAL NOTIFICATION
- PART 10: COMPLIANCE INFORMATION
- PART 11: TYPES OF ANIMAL CONFINEMENT BUILDINGS
- PART 12: ANIMAL CAPACITY

## OWNER'S/OPERATOR'S INFORMATION

**INSTRUCTIONS:** Identify the owner(s) of the lots, buildings, or structures where animals are or will be housed or confined. All owners, operators, officers, directors, partners, or others that have a right to control or in fact control management of a facility or the selection of officers, directors or managers of a facility must be identified. If more space is needed, attach a separate piece of paper with the required information. At least one owner/operator must sign and certify the permit application (Rule 901:10-1-02). If any owner, operator, partner, or controlling person is a corporation, limited liability company (LLC or Ltd.), or limited liability partnership (LLP), identify the officers, directors, partners, or members of that company using Form DLEP-3900-001b – Additional Owner/Operator Information Form.

**1. OWNER**       **OPERATOR**  (Check one or both)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**2. OWNER**       **OPERATOR**  (Check one or both)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**3. OWNER**       **OPERATOR**  (Check one or both)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**4. OWNER**       **OPERATOR**  (Check one or both)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**5. OWNER**       **OPERATOR**  (Check one or both)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SIGNATURE AND CERTIFICATION:**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified 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 information, the information is, to the best of my knowledge and belief, true and accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."  
[Rule 901:10-1-02(A)(8)]

Check one or both:       Name of Owner       Name of Operator

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

FORM DLEP-3900-001, PART 2: GENERAL INFORMATION

**FACILITY INFORMATION**

Name of Facility: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Facility Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

FORM DLEP-3900-001, PART 3: GENERAL INFORMATION

**WATERSHED OF RECORD**

The name of the watershed can be located on the U.S. Environmental Protection Agency Watershed Information Network web site: <http://viewer.nationalmap.gov/viewer/> For assistance please contact the Ohio Department of Agriculture, Livestock Environmental Permitting Program at (614) 387-0470 or through the ODA web site at: <http://www.agri.ohio.gov/divs/DLEP/dlep.aspx>.

Watershed Name: \_\_\_\_\_  
Address (8 digit code): \_\_\_\_\_

FORM DLEP-3900-001, PART 4: GENERAL INFORMATION

**PERMIT APPLICATION PREPARATION**

**PERMIT APPLICATION PREPARED BY** (Rule 901:10-1-02[A][8]):

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**PERMIT TO INSTALL PREPARATION BY PROFESSIONAL ENGINEER** (Rules 901:10-2-03, 901:10-2-05, 901:10-2-06):

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

## REASON FOR APPLICATION

### A. PERMIT TO INSTALL (Rules 901:10-2-01 to 901:10-2-06)

- Proposed construction of a new CAFF or MCAFF.
- Proposed construction of a new manure storage or treatment facility at an existing CAFF or MCAFF by more than 10%.
- Proposed modification of an existing PTI ("modification" is defined in Rule 901:10-1-01).
- Proposed expansion of design capacity at an existing animal feeding facility (AFF) to the size of a CAFF or a MCAFF.
- Proposed expansion of design capacity at an existing CAFF or existing MCAFF by more than 10% increase.
- Proposed expansion of design capacity at an existing CAFF to a MCAFF.
- Other (List and describe in detail):

### B. PERMIT TO OPERATE OR MAJOR OPERATIONAL CHANGE (Rules 901:10-2-07 to 901:10-2-20 and 901:10-1-09)

- Proposed operation of a CAFF or MCAFF.
- Proposed expansion of animal numbers at an existing AFF to the size of a CAFF.
- Renewal of an expiring PTO
- Major Operational Change (MOC)
- Proposed modification of an existing PTO
- Other (List and describe in detail):

### C. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) (Rules 901:10-2-07 to 901:10-2-11, 901:10-2-13 to 901:10-2-16, 901:10-2-18, 901:10-2-20)

- Designated as a concentrated animal feeding facility (CAFF).
- Proposed new discharge.
- Other (List and describe in detail):

**General National Pollution Discharge Elimination System (NPDES) (901:10-4 OAC)**

**Individual National Pollution Discharge Elimination System (NPDES) (Rules 901:10-2-07 to 901:10-2-11, 901:10-2-13 to 901:10-2-16, 901:10-2-18, 901:10-2-20, 901:10-3-01 to 901:10-3-11)**

### D. FEES:

- |  |            |
|--|------------|
| <input type="checkbox"/> Permit to Install           | \$2,250.00 |
| <input type="checkbox"/> Permit to Operate           | \$1,000.00 |
| <input type="checkbox"/> Permit Modification         | \$1,000.00 |
| <input type="checkbox"/> Permit Transfer             | \$ 500.00  |
| <input type="checkbox"/> Major Operational Change    | \$ 500.00  |
| <input type="checkbox"/> Certified Livestock Manager | \$ 50.00   |

### E. CONSTRUCTION STORM WATER NPDES PERMIT (Rules 901-10-2-04[E] and 901:10-3-11)

During the construction described in your permit application, will one acre or more be disturbed?

- Yes. You **WILL** need to apply for a Construction Storm Water NPDES Permit.
- No. You **WILL NOT** need to apply for a Construction Storm Water NPDES Permit.



F. PUBLIC DRINKING WATER (25 or more employees):

Yes Permit I.D.: \_\_\_\_\_  
 Status (Pending-issue date-etc.) \_\_\_\_\_  
 No \_\_\_\_\_  
 N/A Source: \_\_\_\_\_

G. MORTALITY COMPOSTING CERTIFICATION:

Yes Status (Pending-issue date-etc.) \_\_\_\_\_  
 No Issuing Agency: \_\_\_\_\_  
 N/A

H. COMPOSTING License (If selling or giving compost away for application on land of others):

Yes License I.D.: \_\_\_\_\_  
 Status (Pending-issue date-etc.) \_\_\_\_\_  
 No \_\_\_\_\_  
 N/A Source: \_\_\_\_\_

I. 401/404 CERTIFICATE (Ohio EPA/Army Corps of Engineers):

Yes Certificate I.D.: \_\_\_\_\_  
 Status (Pending-issue date-etc.) \_\_\_\_\_  
 No \_\_\_\_\_  
 N/A Source: \_\_\_\_\_

J. OTHER PERMITS OR LICENSES (List and describe in detail):

Yes Permit I.D.: \_\_\_\_\_  
 Status (Pending-issue date-etc.) \_\_\_\_\_  
 No \_\_\_\_\_  
 N/A Source: \_\_\_\_\_

Contact the Ohio Department of Agriculture, Division of Livestock Environmental Permitting (614) 387-0470, or the ODA web site at <http://www.agri.ohio.gov/divs/DLEP/dlep.aspx> for assistance or more information.

For NPDES purposes, please note: Agricultural activities which are subject to this permit are generally reported under one or more of the following North American Industry Classifications (NAIC) [formerly referred to as SIC codes] as found in the 2002 NAIC Manual:

NAIC 112112	Beef	NAIC 112210	Swine
NAIC 112410	Sheep/Goats	NAIC 112120	Dairy
NAIC 112320	Broilers	NAIC 112310	Eggs, Layers, Starter Pullets
NAIC 112330	Turkeys	NAIC 112340	Pullets, Hatchery
NAIC 112390	Horses	NAIC 112920	Horses

## CONFIDENTIAL INFORMATION

Rule 901:10-1-05 of the Ohio Administrative Code allows an applicant to submit a claim of "trade secret" or "confidential business information" as Ohio law defines these terms. **It is the applicant's responsibility to provide detailed information and supporting reasons for making such a claim before the application is submitted.** It is the applicant's responsibility to mark the information or the pages or to otherwise describe in detail those parts of the application and supporting documents and enclosures for which the claim of confidentiality is sought. If the Director agrees with the reasons provided with the claim, then the information will be managed by ODA as "confidential," but with certain exceptions that are also set forth in Rule 901:10-1-05. The Director's decision with respect to a claim of confidentiality may be subject to legal challenge in Ohio under Ohio's public records laws.

## CERTIFIED LIVESTOCK MANAGER

Are you applying for a Permit to Install or a Permit to Operate for a Major Concentrated Animal Feeding Facility (MCAFF)? [See Ohio Revised Code 903.01(N)].

Yes     No

If "Yes" and you currently employ a Certified Livestock Manager, please complete the information below and provide a copy of the CLM certificate.

Name of  
CLM: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

If "Yes," and you currently do not employ a Certified Livestock Manager, please complete Form DLEP-3900-012 CERTIFIED LIVESTOCK MANAGER and submit with the permit application.

## **LOCAL NOTIFICATION**

### **FOR CAFF's**

If you are submitting a PTI application, you must provide documentation or correspondence that verifies you have notified local officials, including the Board of County Commissioners, the County Engineer, and the Board of Township Trustees (where the facility is, or will be located) to address infrastructure needs and financing of that infrastructure). This notification must include the following information [see Rule 901:10-1-02(A)(7)]:

This notification must include the following information [see Rule 901:10-1-02(A)(7)]:

- (a) The anticipated travel routes of motor vehicles to and from the facility;
- (b) Notwithstanding any exemptions that may be applicable under section 5577.042 of the Revised Code, the anticipated number and weights of motor vehicles traveling to and from the facility with an estimated maximum overall gross weight of vehicles upon the road surface;
- (c) Operational needs of the proposed facility for access to roads and location of such access; and
- (d) Operational needs of the proposed facility for access to tiles, culverts, off-site drainage, rights-of-way for manure transport.

To document that you have met these local notification requirements, you must include copies of the signed letters and copies of signed and dated correspondence to the local officials with your Permit Application. Send mail as "certified mail return receipt requested" and insert the original receipts of notice here with this page in the permit application.

### **FOR MCAFF's**

If you propose to establish a new MCAFF, expand an existing MCAFF's design capacity by ten percent or more, or expand an existing AFF or CAFF to an MCAFF, you are required to submit written statements from the Board of County Commissioners of the county and the Board of Township Trustees of the township in which the facility is or will be located, certifying that, in accordance with sections 307.204 and 505.266 of the Ohio Revised Code, you have provided these boards with the required written notification and that final recommendations, if any, regarding improvements and costs of improvements have been made by the boards. [Rule 901:10-1-02(A)(6)]

\*Use Form DLEP-3900-004\_MCAFF Local Notification in completing this process for an MCAFF.

## COMPLIANCE INFORMATION

Have you owned or operated a CAFF in Ohio for at least two of the five years immediately preceding the submission of this permit application?

Yes     No

If "Yes," you are required to provide the following information:

PERMIT INFORMATION	
Permit Type:	
Permit Issued By:	
Permit Number:	
Permit Issue Date:	
FACILITY INFORMATION	
Facility Name:	
Facility Address:	
County:	
Owner/Operator Name:	

If "No," please complete the DLEP 3900-002 Form – **Compliance Information** – and enclose with this permit application.

## TYPES OF ANIMAL CONFINEMENT BUILDINGS

**INSTRUCTIONS:** Complete the following two charts for 1) Types of Animal Confinement Buildings and 2) Total Design Capacity. If these forms do not provide enough space for the required information, then please make copies/duplicates of the forms to complete your application. [Rule 901:10-2-01(C)(2)]

The information to be provided here for Total Design Capacity is for regulatory purposes only. This information is to be used to assess how the facility “fits” into the regulatory program described in Chapter 903 of the Ohio Revised Code for large livestock facilities. These forms are not to be used to calculate manure production.

Provide the total design capacity of each building:					
Building Identification (state Existing, Remodeled or Proposed):					
Total Confinement (Enclosed):					
Partial Confinement (Open and Enclosed):					
Open Lot:					
Other					
Other					
Other					

For an existing facility, provide building identification (i.e.: Barn 1, Finisher 1, Freestall 1, etc.) and state whether it is an existing, to be remodeled or a proposed barn. If the design capacity of an existing or remodeled barn will be revised with this application, state existing population = “X” and proposed population = “Y” in the appropriate boxes. If the application is for a “modification” of the facility, be sure to check the definition of a “modification” in Rule 901:10-1-01 and then submit **ALL** required information below. The site map provided with the application shall clearly identify each housing building listed above and shall have the same name/identification as in this table.

## ANIMAL CAPACITY

NOTE: Proposed Design Capacity means the total number of stalls or total animal design capacity for the facility upon the completion of construction of a Permit authorizing installation of additional design capacity. If no additional design capacity is proposed, the column for Existing Design Capacity only needs to be completed.

Animal Type	Minimum Design Capacity CAFF/MCAFF	Existing Design Capacity (Leave blank if new)	Proposed Design Capacity
<b>CATTLE</b>			
• Slaughter/Feeder/Heifer	1,000/10,000		
• Mature Cow (Milked/Dry)	700/7,000		
• Veal	1,000/10,000		
<b>SWINE</b>			
• Over 55 Pounds	2,500/25,000		
• Under 55 Pounds	10,000/100,000		
<b>HORSE</b>			
• Horse	500/5,000		
<b>SHEEP</b>			
• Sheep or Lamb	10,000/100,000		
<b>TURKEYS</b>			
• Turkey	55,000/550,000		
<b>CHICKENS</b>			
• Laying Hen	82,000/820,000		
• Pullet or Broiler	125,000/1,250,000		
<b>DUCKS</b>			
• Duck	35,000/350,000		
<b>OTHER</b>			

## PAYMENT REQUIRED

Remittance of the appropriate fee(s) must be enclosed and made payable to: Ohio Department of Agriculture. Payment by check or money order only:

Permit to Install	\$2,250
Permit to Operate	\$1,000
Permit Modification	\$1,000
Permit Transfer	\$500
Major Operational Change	\$500
Certified Livestock Manager	\$50

**Payment Method:**  Money Order       Check    *Number:* \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_