

INITIAL SITE REPORT PROCEDURES AND COMPLETENESS CHECKLIST

Outline of Requirements for Initial Site Reports

Refer to Applicable Statutes and Codes for Exact Requirements

GENERAL INFORMATION

Facility name: _____ FID # _____ License/Monitoring # _____

Facility Type: _____

Owner: _____ Consultant: _____

Principal Contact: _____ Principal Contact: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Initial Submittal: Date Received: ___/___/___ Completeness Due: ___/___/___ DNR Response: ___/___/___ (Complete: ___ yes ___ no)

Addendum # __ Date Received: ___/___/___ Completeness Due: ___/___/___ DNR Response: ___/___/___ (Complete: ___ yes ___ no)

Addendum # __ Date Received: ___/___/___ Completeness Due: ___/___/___ DNR Response: ___/___/___ (Complete: ___ yes ___ no)

Addendum # __ Date Received: ___/___/___ Completeness Due: ___/___/___ DNR Response: ___/___/___ (Complete: ___ yes ___ no)

Addendum # __ Date Received: ___/___/___ Completeness Due: ___/___/___ DNR Response: ___/___/___ (Complete: ___ yes ___ no)

- Y N Have office and work copies been designated?
Y N Has each copy been stamped with the date received?
Y N Has the initial submittal been entered into the FIST database?
Y N Have all additional information submittals been entered into FIST database?
Y N Have the acknowledgment letter and invoice been sent to the applicant? (if yes, date sent: ___/___/___)
Y N Has the invoiced plan review fee been paid? (if yes, date received: ___/___/___)

Facility Name: _____

COMPLETENESS REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
INITIAL INSPECTION - s. NR 509.04					
Has the department completed an initial site inspection? Date of inspection: ___/___/___ Date of ISI letter: ___/___/___ Entered into FIST? Y / N					
GENERAL SUBMITTAL REQUIREMENTS - s. NR 509.05					
(1) Has the review fee specified in s. 520.04 been submitted? Note: The department sends an invoice for the plan review fee to the applicant upon receipt of the report. The applicant must send payment to the department within 30 days after receipt of the invoice.					
(2) Has a cover letter detailing desired action been submitted?					
(3) Have 3 paper copies been submitted to the regional office (and 1 additional paper and electronic copy submitted to the bureau office, unless otherwise specified by the department)?					
(4) Are the report and plan sheets submitted under seal of P.E. and P.G.?					
Subsections (5), (6), (7), and (8) below are typically not applicable unless information from ch. NR 510 is included in the ISR.					
(5) Technical Procedures:					
Were all test procedures specified in the report?					
Were all technical procedures used to investigate the facility considered current standard procedures (ASTM, USGS, etc.)? ___ yes ___ no If no, was explanation and reasoning provided for any deviation from a standard method? ___ yes ___ no					
(6) Visuals: Do all maps, plan sheets, drawings, isometrics, cross-sections, and aerial photographs meet the following requirements:					
(a) No larger than 24 inches by 36 inches and no smaller than 8-1/2 x 11 inches?					
(b) Appropriate scale to show required detail?					
(c) Do the visuals meet the following requirements? ___ numbered ___ legends for all symbols ___ referenced in the narrative ___ horizontal/vertical scales ___ titled ___ drafting or origination dates					
(d) Were uniform scales used?					
(e) Were north arrows provided?					
(f) Was a USGS datum used as a basis for all elevations?					
(g) Do visuals contain a survey grid based on monuments established in the field that are referenced to state plane coordinates?					

COMPLETENESS REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(h) Are the original topography and a grid system contained on the plan sheets that show construction, operation or closure topography?					
(i) Do the cross-sections meet the following requirements? ___ show survey grid locations ___ reference major plan sheets ___ provide a reduced diagram of a cross-section location map (plan view)					
(7) Was a table of contents provided listing all sections of the submittal?					
(8) Was an appendix provided listing names of all references, all raw data, testing and sampling procedures and calculations?					
NR 509.05(2) Is the department's initial site inspection evaluation and all pertinent information submitted for the initial site inspection included in the report?					
NR 509.05(3) Content - The ISR shall identify the following:					
(a) Project title					
(b) Name, address & phone number of primary contacts, including the landfill's owner, operator and any consultants					
(c) Present property owner					
(d) Proposed facility owner & operator					
(e) Proposed landfill location (by ¼-¼ section)					
(f) Total acreage of property and anticipated limits of filling					
(g) Proposed landfill life and design capacity					
(h) Municipalities and industries to be served					
(i) Anticipated waste types and characteristics:					
(j) Anticipated volumes of each major waste stream and any seasonal fluctuations taking into account waste reduction, reuse, recycling, composting and the recovery of energy from solid waste					
(k) Anticipated cover frequency					
(l) Mode of operation					
(m) Anticipated sub-base, base and final grades					
LAND USE INFORMATION - s. NR 509.06 At a minimum, the land uses in the area within one mile of the anticipated limits of filling must be discussed in the report.					
Must discuss: ___ land uses which may have an impact on the suitability of the property for waste disposal ___ land uses which may have an impact on groundwater quality ___ address all areas where land use may affect or be affected by the proposed landfill					
(1) Does the report locate and identify all adjacent landowners whose property is contiguous to the proposed landfill's property boundaries and all residences within 1,200 feet of the anticipated limits of filling (may be presented on a plat map if it clearly and accurately shows current land ownership conditions).					

Facility Name: _____

COMPLETENESS REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(2) Does the report include a discussion of land use zoning. Note areas zoned as floodplain, conservancy, shoreland, or wetland.					
Are zoning variances required? ___ yes ___ no					
If required, has an agricultural impact statement (AIS) been completed? ___ yes ___ no Note: An AIS is required if a municipality or utility will need agricultural lands and have not yet purchased or obtained an option to purchase the land.					
(3) Does the report include a description of present land uses including known recreational, historical, archaeological, critical habitat areas, county forest lands and state or local natural areas.					
(4) Does the report include all initial communications from FAA concerning any airports within five miles of the anticipated limits of filling if landfill owner proposes to accept municipal solid waste or other putrescible waste.					
(4) Does the report discuss existing or proposed transportation routes and access roads (including any weight restrictions).					
REGIONAL GEOTECHNICAL INFORMATION - s. NR 509.07 Information may be limited to available publications. At a minimum, the regional setting within one mile of the anticipated limits of filling must be discussed, and when available, supplemented with maps of regional bedrock and glacial geology, along with USGS topographical maps, NRCS soil maps and regional water table maps.					
(1) Topography (the existing topography including predominant topographic features)					
(2) Hydrology (surface water drainage patterns and significant hydrologic features, including surface waters, springs, surface water drainage basins, divides, and wetlands)					
(3) Geology (origin, nature and distribution of bedrock; origin, texture, thickness and distribution of the unconsolidated units; and texture and classification of surficial soils)					
(4) Hydrogeology: ___ depth to groundwater ___ aquifer(s) ___ groundwater flow directions ___ principal aquifers used by water supply wells ___ groundwater divides					
(5) Water quality (information on groundwater and surface water quality available from the USGS, WSGNHS, DNR, UW-Extension, and regional planning commissions)					

COMPLETENESS DETERMINATION:

INCOMPLETE: _____ Ref

reference incompleteness items:

Facility Name: _____

COMPLETE: _____

INITIAL SITE REPORT OPINION (Due within 60 days of the completeness letter)

Note: The initial site report opinion letter must include a statement informing the applicant that if a feasibility report is submitted, the applicant is required to notify each affected municipality and apply for local approvals at least 120 days prior to the submission of the report and that the Waste Facility Siting Board has specific requirements which apply to the municipal notification. The following language is suggested:

“If you plan to submit a feasibility report for this proposal, ss. 289.22 and 289.23, Wis. Stats., provide that you must notify all affected municipalities and apply for all specified local approvals at least 120 days before you can submit a feasibility report to the Department (the exact time period depends upon the municipal response). The Waste Facility Siting Board has specific requirements which apply to the municipal notification. For additional information on these requirements, please contact the Wisconsin Waste Facility Siting Board, 5005 University Avenue, #201, Madison, Wisconsin 53705.”

The Department’s initial site opinion is not a final determination by the Department. **Do not include chapter 227 appeals language in the ISR opinion letter.**

Route draft copies for review by:

Regional waste team supervisor: ____/____/____

Assigned environmental engineer: ____/____/____

Initial site report opinion letter sent: ____/____/____

Entered into FIST database: ____/____/____

_____/_____/_____
DNR Reviewer (Signature) (Date)

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 or the 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.