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**CUMBERLAND COUNTY SOLID WASTE MANAGEMENT PLAN  
APPLICATION FILING REQUIREMENTS FOR CLASS A, B, C AND D RECYCLING FACILITIES**

The following guidelines will be used by the Cumberland County Improvement Authority (CCIA) staff and the Solid Waste Advisory Council (SWAC) for reviewing requests for the Cumberland County Solid Waste Management Plan (CCSWMP) hereinafter “Plan” inclusion of recycling centers. Plan inclusion is required for all recycling facilities pursuant to N.J.A.C. 7:26A-A-4.2 prior to operation and prior to issuance of a permit from the New Jersey Department of Environmental Protection (NJDEP), if required.

**Please note that a favorable recommendation from SWAC does not guarantee inclusion into the CCSWMP.**

**NJDEP definitions of the different types of recycling Facilities pursuant to N.J.A.C. 7:26A-1.3**

**“Class A recyclable material”** means a source separated non-putrescible recyclable material specifically excluded from Department approval prior to receipt, storage, processing, or transfer at a recycling center in accordance with N.J.S.A. 13:1E-99.34b, which material currently includes source separated non-putrescible metal, glass, paper, plastic containers and corrugated and other cardboard.

**“Class B recyclable material”** means a source separated recyclable material which is subject to NJDEP approval prior to receipt, storage, processing, or transfer at a recycling center in accordance with N.J.S.A. 13:1E99.34b, and which includes but is not limited to the following:

- a. Source separated, non-putrescible, waste concrete, asphalt, brick, block, asphalt-base roofing scrap and wood waste; and
- b. Source separated, non-putrescible, waste materials other than metal, glass, paper, plastic containers, Corrugated and other cardboard resulting from construction, remodeling, repair, and demolition operations  
Houses, commercial building, pavements, and other structures; and
- c. Source separated whole trees, tree trunks, tree parts, tree, tree stumps, brush, and leaves provided that they  
are not composted; and
- d. Source separated scrap tires; and
- e. Source separated petroleum contaminated soil.

**“Class C recyclable material”** means a source separated compostable material which is subject to NJDEP approval

Compostable material which is subject to NJDEP approval prior to the receipt, storage, processing, or transfer at a recycling center in accordance with N.J.S.A. 13:1E-99.34b, and which includes, but is not limited to, organic materials such as:

- a. Source separated food waste
- b. Source separated vegetative food waste
- c. Source separated biodegradable plastics.
- d. Source separated yard trimmings.

**“Class D recyclable material”** means, but is not limited to, the following:

- a. Used oil, as defined by N.J.A.C. 7:26A-1.3 which is subject to NJDEP approval prior to the receipt, storage or processing at a Class D recycling center in accordance with N.J.S.A. 13:1E-99.34b, and which includes, but is not limited to, the following:
  1. Used lubricant oil;
  2. Used coolant oil (non-contact heat transfer fluids)
  3. Used emulsion oil; and
  4. Any other synthetic oil or oil refined from crude oil, which has been used, and as a result of such use is contaminated by physical or chemical impurities;
- b. Batteries as defined by N.J.A.C. 7:26A-1.3; and
- c. Pesticides as defined by N.J.A.C. 7:26A-1.3; and
- d. Thermostats as defined by N.J.A.C. 7:26A-1.3; and
- e. Latex paints; and
- f. Oil base paints from household or small quantity generators; and
- g. Antifreeze.

**Cumberland County Solid Waste Management Plan Inclusion Requirements for a Class “A” Recycling Facility:**

1. For inclusion in the “Plan”, applicants must request a pre application meeting with the County Solid Waste Coordinator. The applicant must make this request in writing (see item 4 for address). The applicant must identify the facility location by block and lot as well as street address and describe the nature of the project.
2. The applicant shall also notify the host municipality in writing about its intention for inclusion into CCSWMP and provide proof to the Cumberland County Improvement Authority (CCIA) of receipt of this



letter by the host municipality. This application for inclusion shall include, ***but not limited*** to the following:

- a. The name, address and telephone number of the person or persons to own and operate the recycling center and the address of the proposed recycling center if different from above;
- b. The Applicant shall pay the fee of \$300.00 for this application. The fee shall be paid via check made out to the: **Cumberland County Improvement Authority**. This fee is non-refundable. The applicant is responsible for **ALL** of the following fees: the public notice (certified mail, proof of publication affidavits from newspapers etc.), professional fees (court reporter/stenographer etc.) and any other presentation fees that may be required.
- c. A description of the geographic location of the recycling center identified by the name of the municipality in which the recycling center is located, by a tax map showing the lot and block numbers of the proposed recycling center site.
- d. Provide a site plan drawing signed and sealed by a licensed professional engineer or surveyor which includes:
  1. Location of all equipment, buildings, activities, and areas related to the receipt, storage, processing and transferring of all unprocessed and processed recyclables materials
  2. Traffic flow in and out of the site and the vehicle routing within the site.
  3. Floodplain delineation.
  4. Wetland delineation.
  5. Storm water runoff.
  6. Unprocessed and processed materials stockpiles including dimensions of the piles.
  7. Buff zones required by NJDEP
  8. Show all current owners of adjoining properties, and by a zoning map showing the current land use of the recycling center site and of all adjoining properties.
- e. A listing of the materials, including contaminants, to be received, stored, processed, or transferred at the recycling center;
- f. The geographic location of where these materials are generated, by municipality and state;
- g. The maximum amount of each material expected to be processed at the facility per day or per week;
- h. Estimated amount of contaminants or residue material requiring disposal;



- i. The name, address, and telephone number of planned end markets for materials received, stored, processed or transferred by the recycling center;
  - j. Provide a narrative which will address both construction and regular operations that may have the potential to impact the surrounding environment with respect to: noise, traffic, dust, odor (or other air contamination), fire hazard, visual concerns, waste disposal systems or any other aspect of local and regional community. Discuss how each of potential or unavoidable impact will be managed/abated so as to minimize negative effects on the natural environment or the community. If there are no anticipated impacts, the applicant must indicate and also specify the reason why no impacts are expected.
  - k. Indicate the routing of the vehicles between the recycling center and all nearby roadways serving the site;
  - l. Demonstrate how the applicant will comply with N.J.A.C. 7:26A-4:1 which provides operational standards and general rules for recycling centers which receive, store, process, or transfer Class A recyclable material; and
  - m. Or any information deemed necessary by the County Solid Waste Coordinator to make a complete review of the application.
3. State in the proposal that appropriate representatives of the municipality and the County including but not limited to personnel from the Health Department, Recycling Office, Police Department, and the Engineer's office will have access to the site for inspections of operations and records.
4. List municipal, County, State, Federal permits/approvals that may be needed for the operation. Including air permits, soil conservation permits, planning/zoning board approvals. List the status of each.
5. The SWAC will hold a meeting so the applicant can make a presentation and review the above documentation. The SWAC members will vote on the inclusion of the facility. The SWAC will then make a resolution along with the Cumberland County Improvement Authority Board to forward the application to the County Commissioners for a public hearing on the application.
6. The Applicant must agree to provide, to each source municipality in New Jersey, the tons of material received by the facility minus processing residuals by source municipality on a yearly basis. This information MUST be supplied by February 1st for the previous year. The Applicant must determine how data is derived and if recyclables are sent to another recycling facility for further processing, provide the name of the facility. The facility must also commit to providing the Cumberland County Recycling

Coordinator with the following information on a yearly basis by February 1st for the previous year:

- a. Tons of incoming material received by the facility by source municipality
  - b. Tons of each recyclable material sent to markets, allocated by source municipality.
  - c. Documentation of tons of non-recyclable material/residue.
7. The applicant shall publish a notice in a newspaper of general circulation within the host municipality which indicates that the applicant will apply to the County for inclusion of a recycling center in the Cumberland County Solid Waste Management Plan. **The notice shall include the following:**
- a. The name of the proposed recycling center, the name of the owner or operator of the proposed recycling center and the nature of the project;
  - b. The generally recognized address of the proposed recycling center as well as the block and lot of the proposed recycling center;
  - c. An indication that a copy of the application for County Plan inclusion may be examined at the office of the County Solid Waste Coordinator or at the applicable municipal clerk's office; and
  - d. All comments regarding the application for County Plan inclusion must be submitted within 30 days of the last public notice. Comments must be submitted to the County Solid Waste Coordinator at the following address:

Solid Waste Coordinator  
Cumberland County Improvement Authority  
745 Lebanon Road  
Millville, NJ 08332

The applicant will publish two (2) notices of the proposed application, once each for two (2) consecutive weeks.

8. The applicant shall forward a copy of the notice to the Clerk of the Board of Chosen County Commissioners, the County Solid Waste Coordinator, and the NJDEP, Division of Solid Waste Management, Office of Recycling and to the municipality in which the recycling center will be operating, upon its publication.
9. No objections to the site location are raised by the host municipality, the Solid Waste Management District, the Pinelands Commission, is applicable, or any other person; provided further however, that if any such objection be raised, the proposed site and facility must be subject to the formal plan



amendment process pursuant to N.J.S.A. 13:1E-23 and 24, including notice, public hearing, approval by the Board of Chosen County Commissioners, and subsequent NJDEP approval.

10. Once the applicant has satisfied the procedural requirements, (submission requirements, newspaper notice, etc.) outlined in items 1 through 6 above and there are no objections raised, the CCIA will submit a letter to NJDEP stating the proposed recycling center is approved and is consistent with the County Plan. The CCIA may notify NJDEP that the proposed application is approved, or approved with conditions, or rejected.

***The applicant does not submit an application to the NJDEP for a Class “A” recycling facility. The only application for a Class “A” recycling facility is for inclusion into the host County Solid Management Plan. The NJDEP however requires that all recycling centers accepting Class A recyclable materials comply with operational standards set forth in N.J.A.C. 7:26A-4.1. Any applicant requesting inclusion in the County Plan for a recycling center for Class A recyclable materials should be familiar with these operational standards and how the applicant will comply with these standards prior to submitting an application to the County Solid Waste Coordinator.***

**Cumberland County Solid Waste Management Plan Inclusion Requirements for a Class “B”, “C” & “D” Recycling Facility:**

1. Applicants for inclusion in the “Plan” must request a pre application meeting with the County Solid Waste Coordinator. The applicant must make this request in writing (see item 4 for address). The applicant must identify the facility location by block and lot as well as street address and describe the nature of the project.
2. The applicant shall also notify the host municipality in writing about its intention for inclusion into CCSWMP and provide proof to the Cumberland County Improvement Authority (CCIA) of receipt of this letter by the host municipality. This application for inclusion shall include, ***but not limited*** to the following:
  - a. The name, address and telephone number of the person or persons to own and operate the recycling center and the address of the proposed recycling center if different from above;
  - b. The applicant shall pay the fee of \$600.00 for this application. The fee shall be paid via check made out to the: **Cumberland County Improvement Authority**. This fee is non-refundable. The applicant is responsible for **ALL** of the following fees: the public notice (certified mail, proof of publication



affidavits from newspapers etc.), professional fees (court reporter/stenographer etc.) and any other presentation fees that may be required.

- c. A description of the geographic location of the recycling center identified by the name of the municipality in which the recycling center is located, by a tax map showing the lot and block numbers of the proposed recycling center site.
- d. Provide a site plan drawing signed and sealed by a licensed professional engineer or surveyor which includes:
  - 1. Location of all equipment, buildings, activities, and areas related to the receipt, storage, processing and transferring of all unprocessed and processed recyclables materials
  - 2. Traffic flow in and out of the site and the vehicle routing within the site.
  - 3. Floodplain delineation.
  - 4. Wetland delineation.
  - 5. Storm water runoff.
  - 6. Unprocessed and processed materials stockpiles including dimensions of the piles.
  - 7. Buff zones required by NJDEP
  - 8. Show all current owners of adjoining properties, and by a zoning map showing the current land use of the recycling center site and of all adjoining properties.
- e. A listing of the materials, including contaminants, to be received, stored, processed, or transferred at the recycling center;
- f. The geographic location of where these materials are generated, by municipality and state;
- g. The maximum amount of each material expected to be processed at the facility per day or per week;
- h. Estimated amount of contaminants or residue material requiring disposal;
- i. The name, address, and telephone number of planned end markets for materials received, stored, processed or transferred by the recycling center;
- j. Provide a narrative which will address both construction and regular operations that may have the potential to impact the surrounding environment with respect to: noise, traffic, dust, odor (or other air contamination), fire hazard, visual concerns, waste disposal systems or any other aspect of local and regional community. Discuss how each of potential or unavoidable impact will be managed/abated so as to minimize negative effects on the natural environment or the community.

If there are no anticipated impacts, the applicant must indicate and also specify the reason why no impacts are expected.

- k. Indicate the routing of the vehicles between the recycling center and all nearby roadways serving the site;
  - l. Demonstrate how the applicant will comply with N.J.A.C. 7:26A-4:1 which provides operational standards and general rules for recycling centers and;
  - m. Or any information deemed necessary by the County Solid Waste Coordinator to make a complete review of the application.
3. State in the proposal that appropriate representatives of the municipality and the county including but not limited to personnel from the Health Department, Recycling Office, Police Department, and the Engineer's office will have access to the site for inspections of operations and records.
  4. List municipal, County, State, Federal permits/approvals that may be needed for the operation. Including air permits, soil conservation permits, planning/zoning board approvals. List the status of each.
  5. The SWAC will hold a meeting so the applicant can make a presentation and review the above documentation. The SWAC members will vote on the inclusion of the facility. The SWAC will then make a resolution along with the Cumberland County Improvement Authority Board to forward the application to the County Commissioners for a public hearing on the application.
  6. The applicant must Agree to provide, to each source municipality in New Jersey, the tons of material received by the facility minus processing residuals by source municipality on a yearly basis. This information MUST be supplied by February 1st for the previous year. The Applicant MUST determine how data is derived and if recyclables are sent to another recycling facility for further processing, provide the name of the facility. The facility must also commit to providing the Cumberland County Recycling Coordinator with the following information on a yearly basis by February 1st for the previous year:
    - a. Tons of incoming material received by the facility by source municipality
    - b. Tons of each recyclable material sent to markets, allocated by source municipality.
    - c. Documentation of tons of non-recyclable material/residue.



7. The applicant shall publish a notice in a newspaper of general circulation within the host municipality which indicates that the applicant will apply to the County for inclusion of a recycling center in the Cumberland County Solid Waste Management Plan. ***The notice shall include the following:***
  - a. The name of the proposed recycling center, the name of the owner or operator of the proposed recycling center and the nature of the project;
  - b. The generally recognized address of the proposed recycling center as well as the block and lot of the proposed recycling center;
  - c. An indication that a copy of the application for County Plan inclusion may be examined at the office of the County Solid Waste Coordinator or at the applicable municipal clerk's office; and
  - d. All comments regarding the application for County Plan inclusion must be submitted within 30 days of the last public notice. Comments must be submitted to the County Solid Waste Coordinator at the following address:

Solid Waste Coordinator  
Cumberland County Improvement Authority  
745 Lebanon Road  
Millville, NJ 08332

The applicant will publish two (2) notices of the proposed application, once each for two (2) consecutive weeks.

8. The applicant shall forward a copy of the notice to the Clerk of the Board of Chosen County Commissioners, the County Solid Waste Coordinator, and the NJDEP, Division of Solid Waste Management, Office of Recycling and to the municipality in which the recycling center will be operating, upon its publication.
9. No objections to the site location are raised by the host municipality, the Solid Waste Management District, the Pinelands Commission, is applicable, or any other person; provided further however, that if any such objection be raised, the proposed site and facility must be subject to the formal plan amendment process pursuant to N.J.S.A. 13:1E-23 and 24, including notice, public hearing, approval by the Board of Chosen County Commissioners, and subsequent NJDEP approval.
10. Once the applicant has satisfied the procedural requirements, (submission requirements, newspaper notice, etc.) outlined in items 1 through 6 above and there are no objections raised, the CCIA will submit a letter to NJDEP stating the proposed recycling center is approved and is consistent with the County Plan.

***Applicant must submit a formal application to the NJDEP for all Class “B”, “C” & “D” Recycling Facilities. The inclusion to the County Plan does not grant final approval of these facilities. The NJDEP will review the information submitted, along with the County and SWAC approvals and make its own determination and provide formal approval of the application.***

**Cumberland County Solid Waste Management Plan Fee Schedule**

**Modification Requiring a Plan Amendment (see N.J.A.C. 7:26-6.10 for a list of modifications that require a Plan Amendment)**

- |   |                 |
|---|-----------------|
| <b>1. Inclusion of a Class “A” Recycling Facility into the CCSWMP</b> | <b>\$300.00</b> |
| <b>2. Inclusion of a Class “B”, “C” &amp; “D”</b>                     | <b>\$600.00</b> |

**Modification Requiring Administrative Action (see N.J.A.C. 7:26-6.11 for a list of modifications that qualify for an Administrative Action)**

- |                                 |                 |
|---------------------------------|-----------------|
| <b>1. Administrative Action</b> | <b>\$200.00</b> |
|---------------------------------|-----------------|

