



Livestock Facility Siting

Application Checklist -- Producer

This checklist will help ensure that the application you turn into the local permitting agency is complete. It can also help you keep track of important dates in the application process.

Yes No N/A

Application

1. Attached the *area map* with the appropriate items identified and labeled?
2. Attached the *site map* with the appropriate items identified and labeled?
3. Attached an *Employee Training Plan* that meets the requirements?
4. Attached an *Environmental Incident Response Plan* that meets all requirements?
5. Attached the optional *Odor Management Plan*
6. Reviewed the list of “*other applicable laws*” Signed the application?
7. Paid any application fee?

Worksheet 1

1. Completed and signed worksheet 1?

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Worksheet 2

2. Completed and signed worksheet 2 or checked exemption box and signed worksheet 2?

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Worksheet 3

3. Completed and signed worksheet 3 or attached WPDES permit?
 - a) Part A (all applicants)
 - b) Part B (all applicants)
 - c) Part C (applicants over 500 AU or with inadequate land base in Part B)

Worksheet 4

4. Completed and signed worksheet 4 or attached WPDES permit?
 - a) Attached design specifications for new or substantially altered waste storage facilities?
 - b) Attached closure specifications, if applicable?
 - c) Signed by registered professional engineer or a certified agricultural engineering practitioner?

Worksheet 5

5. Completed and signed worksheet 5 or attached WPDES permit?
 - a) Attached design specification for new and substantially altered animal lots?
 - b) Attached sheet that identifies animal lots and minor alterations?
 - c) Attached design specification for new and substantially altered feed storage structures?
 - d) Signed by registered professional engineer or a certified agricultural engineering practitioner?

Important Application Dates

1. Date application submitted: _____
2. Date completeness determination received (must be within 45 days): _____
3. Was application determined complete? Yes/No and date _____
 - a) If no, date additional information submitted: _____
 - b) If no, date second completeness determination received (must be within 14 days of receiving requested information) _____
4. Date application approved or denied (must be within 90 days of application being determined complete): _____
5. Application Decision: _____
6. Application returned with approval clearly marked? Yes/No and date _____
7. Appeal filed to Livestock Facility Siting Review Board? _____
 - a. If yes, date appeal filed (must be within 30 days of decision of within 30 days of exhausting any local appeals process) _____
 - b. If yes, date local government submitted record to appeal board (must be within 30 days of appeal being filed) _____
 - c. If yes, date of appeal decision (must be within 60 days of receiving the local record) _____