

**City of Chicago  
Department of Environment**

**Construction Site Reprocessing Authorization  
Application Requirements**

All requests for a Construction Site Reprocessing Authorization shall include the following information:

1. Applicant's name, address, telephone number, and fax number.
2. Site developer's name and address.
3. A copy of the property owner's written consent to the reprocessing activity and temporary storage of reprocessed materials.
4. The anticipated starting and completion dates for the proposed reprocessing operation. (Note: The authorization shall be valid for no more than three months. If crushing is not completed within three months, you must apply for an extension.)
5. List of the specific types of material to be reprocessed. (Note: Only broken concrete, bricks, rock, stone, or paving asphalt may be reprocessed.)
6. A statement that only materials generated from Site demolition activities will be reprocessed at the Site and that such reprocessed materials will be used only at the Site. (Note: This applies to non-governmental projects only.)
7. Estimate of the total quantity of material (in tons) that will be reprocessed throughout the project duration.
8. Detailed description of the methods that will be used to control dust, mud, and track-out.
9. Description of the planned use of the subject property once construction and demolition activities are complete.
10. List of the names and locations of all facilities where incidental debris will be disposed of. (Note: Section 11-4-1910 of the Municipal Code of Chicago defines incidental debris as "...uncontaminated dirt, metal, mortar, gypsum, plasterboard, wood, and sand which are derived from a construction or demolition site and intermingled with reprocessable material." Such incidental debris must be disposed of at a properly permitted facility. Under no circumstances shall incidental debris be disposed of on-site.)
11. A complete site sketch, to scale, indicating the locations of the reprocessing equipment, raw material stockpiles, finished product stockpiles and all water sources. Site plans must be 8 ½" x 11" or 11" x 17" in size only. Blue prints are not acceptable for site plans.
12. On the site plan, a statement of the approximate distances from public right-of-ways, adjacent properties, including, but not limited to, residential buildings, mixed occupancy buildings with a residential use, schools, childcare facilities, nursing homes, hospitals, and parks. (Note: Section 11-4-1935(a)(3) of the Municipal Code requires a 200-foot

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setback from schools, childcare facilities, hospitals, and buildings with a residential use; and a 100-foot setback from other buildings, public ways, and parks.)

13. Description of the planned end-use for the reprocessed material including where it will be used on-site.
14. If the planned end-use for the reprocessed material is on the demolition site, or is a government-to-government transfer, skip to #17. Otherwise, if the planned end-use for the reprocessed material is for a property adjacent to the demolition site, specify the distance between the demolition site and the construction site on the site sketch requested in #9 and in the planned end-use description. (Note that the demolition site must be adjacent to the construction site.) For definitions of “demolition site” and “construction site” and additional regulatory requirements regarding the use of processed material on properties adjacent to the demolition site, please refer to the Department of Environment (DOE) regulations entitled Construction Site Reprocessing Rules and Regulations. The regulations can be found on the Department’s website at [www.cityofchicago.org/environment](http://www.cityofchicago.org/environment), or you may request a copy by calling (312) 744-3645.
15. If the project site encompasses adjacent properties within 1/4 mile of the demolition site, provide proof of common ownership and common developer or contractor for all properties within the site.
16. If the project site encompasses adjacent properties that are more than 1/4 mile but less than one mile from the demolition site, provide the information requested in item 12 above, plus a plan describing the pollution control measures, monitoring, and recordkeeping that will be implemented to ensure compliance with the Municipal Code and the regulations promulgated pursuant thereto.
17. Provide a copy of a certified letter and return receipt to the alderman within whose ward the construction site reprocessing operation will be located, setting forth the intention and nature of use.
18. Enclose a check in the amount of \$750 times the number of months or fraction of each month for which the authorization is sought, as specified in Section 11-4-1935 of the Municipal Code.

Upon receipt of the above information, DOE will perform an initial completeness review and may request additional information as deemed necessary. Please note that filing an application with DOE does not grant you authorization to begin reprocessing activities. You may not operate any reprocessing equipment until you have received written authorization signed by the Commissioner of the Department of Environment, and you have signed the authorization letter in the space indicated and returned a copy to DOE.

In addition to providing the information listed above, you must obtain Air Pollution Control (APC) permits from DOE for all reprocessing equipment used on-site as required under Section

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11-4-620 of the Municipal Code. Please contact DOE Chief Air Engineer Otis Omenazu, at (312) 744-7206, for information regarding APC permits.

If you have any questions about these application requirements, please call DOE Environmental Engineer Eric Soriano, at (312) 744-3645.