



DEPARTMENT OF PUBLIC HEALTH
CITY OF CHICAGO

**CDPH Guidelines Regarding Permitting Process
For Consequential Large Recycling Facilities***

(1) Permit Application Receipt, Posting, Public Comment, and Community Meeting.

Within **five (5) business days** from receipt of a full application, CDPH will post the application (minus any Confidential Business Information ("CBI"), which is designated as such through CDPH's CBI process) on the City's website. CDPH will accept written comments on the permit application for **thirty (30) days** from the date that CDPH posts the permit application. Interested members of the public may submit comments to CDPH through envcomments@cityofchicago.org, a dedicated email address which has been used in the past for comments on proposed rules and variance applications. All written comments will be posted on the City's website.

In addition, where there is a significant degree of public interest in the application, CDPH will schedule a community meeting within the **thirty (30) period** referenced above to explain the permitting process and hear local concerns. CDPH will provide at least **ten (10) days'** notice of the community meeting.

To help ensure a meaningful sharing of information, CDPH requests that public comments on the application address whether or not the application meets all applicable requirements in the Rules for Large Recyclers and the General Recycling Facility Rules (collectively, the "Rules"), and the Recycling Facility Ordinance (the "Ordinance"), and that they be as concrete and specific as possible.

(2) Permit Application Review, Review of Public Comments on Application, Completeness Determination.

No sooner than five (5) days and no later than thirty (30) days from the end of the public comment period on the application, CDPH will review the public comments and complete a review of the application per the standards set forth in the Rules and the Ordinance. Within this same time period, CDPH will make a determination regarding whether the application is complete and meets all requirements of the Rules and Ordinance.

*"Consequential Facility" is defined in CDPH's Rules for Large Recycling Facilities, which can be viewed at www.cityofchicago.org/environmentalrules.

(3) Deficient Application.

If CDPH finds any deficiency(ies) in the application or has questions during its review of the application, CDPH will notify the applicant and request a written response and/or supplementary information as the deficiency(ies) are identified. CDPH will post each such notification on the City's website. Within **five (5) business days** from receipt of the applicant's response, CDPH will post the response (minus any designated CBI) on the City's website.

If, after reviewing all of the applicant's responses, CDPH finds that the application is still incomplete or does not meet all requirements, CDPH will either notify the applicant of the remaining deficiencies and provide a final opportunity to remedy them, or will issue a permit denial letter, depending on the nature and extent of the deficiencies. If the permit is denied, the applicant will be informed of the appeal process per Code requirements.

(4) Draft Permit and Public Comments on Draft Permit.

If, within **sixty (60) days** of posting of the application or supplemental application, CDPH finds that the application is complete and meets all requirements of the Rules and Ordinance, CDPH will prepare and post a draft permit on the City's website for public review and comment. Interested members of the public may submit comments on the draft permit to CDPH through envcomments@cityofchicago.org. CDPH requests that public comments address whether or not the draft permit meets all applicable requirements in the Rules and the Ordinance, and that they be as concrete and specific as possible.

CDPH will accept and consider written public comments on the draft permit for **thirty (30) days** from posting of the draft permit.

(5) Permit Issuance and Summary Document.

Within **thirty (30) days** of the close of the public comment period on the draft permit, CDPH will review all public comments and will make any necessary adjustments to the draft permit. If all requirements for permit issuance are met, CDPH will finalize the permit and prepare a summary document that takes into account the public comments received (both written and expressed verbally at the community meeting) and describes the basis for CDPH's decision regarding the permit application and issuance of the permit. If CDPH determines that all requirements for permit issuance are not met, CDPH will either request supplemental information from the applicant (following the process described above) or else will issue a permit denial letter and inform the applicant of the appeal process per Code requirements.

The final permit and response summary document will be posted on the City's website when the permit is issued.