



# NEW Yard Waste Notification Form - Instructions

## NC Division of Waste Management, Solid Waste Section

### About this form

- Instructions for completing the Notification Form for **NEW Yard Waste facilities** that is to be **submitted to DWM prior to beginning operations** for any new yard waste facility. The form is designed to be completed and submitted through the DWM's online application portal.
- **NOTE:** *This document is a basic guidance document. It does not replace, change, or substitute any requirements contained in the N.C. General Statutes or local government requirements.*

### This form is for Yard Waste facilities that meet the following criteria:

- ✓ Operational area is less than two (2) acres in size.
- ✓ Volume of material contained onsite at any given time (including finished product) is no more than 6,000 yds<sup>3</sup>.
- ✓ Facility only accepts what is considered "Type I" waste (commonly referred to as *Yard Waste*). Yard waste is defined in the Solid Waste Management Rule [15A NCAC 13B .0101](#) and includes "yard trash"; "land clearing debris"; and unpainted and untreated wood. **Yard trash** is material resulting from landscaping and yard maintenance including brush, grass, leaves, tree limbs, and similar vegetative material. **Land clearing debris** is material generated solely from land clearing activities and includes stumps, limbs, leaves, and grass.

*Note: For sites accepting leaves ONLY, up to 30 cubic yards of separated leaves can be received on an annual basis without obtaining a yard waste notification.*

### Yard Waste Facilities must also follow these practices:

#### Buffer Requirements

- ✓ **50 feet** from all property lines and **operation** areas, perennial streams, and rivers.
- ✓ **100 feet** from all operation areas and all wells, except monitoring wells.
- ✓ **200 feet** from all operation areas to residences or dwellings not owned and occupied by the permittee.
- ✓ **25 feet** minimum clearance between all operation areas and swales and berms to allow access for firefighting equipment.

#### Operational Requirements per Rule .1406

- ✓ **Adequate erosion control** measures to prevent on-site erosion and to prevent the movement of soil or contaminants off-site.
- ✓ **Surface water** must be diverted from the operational and storage areas.
- ✓ **Leachate** shall be contained on site or properly treated prior to off-site disposal.
- ✓ **A site located in a floodplain** must not restrict the flow of the 100-year flood.
- ✓ **Facilities or practices** shall not cause point or non-point source pollution of water of the state to an extent that violates assigned water quality standards.

**Note:**  
Yard Waste Notification sites are not approved for permanent storage.

## Facilities seeking Disaster Debris Funds:

If you are planning to accept waste that is generated by a disaster and wish to apply for a FEMA reimbursement for the management and disposal of the waste, the facility must first be pre-approved by the DWM. Please contact the Solid Waste Section Field Operations Branch inspector assigned to your county to begin the approval process. *Be aware the process can take up to several months.*

Contact information for the Field Operations Branch can be found here:

[SWS Field Operations Staff Assignments](#)

## YWN Form Instructions on Specific Questions

- **Question #1:** include the *name of your facility*.
- **Question #2:** You must include an *aerial photo map* of the site and the area surrounding the facility for at least one quarter mile. The map should be at a scale of at least 1 inch equal to 400 feet of land or less. A color photograph is preferred. If you submit a black and white photograph, it must be clear enough that features are distinguishable from each other. Until we receive **both** the notification form and the *aerial photograph*, your application is incomplete.
- **Question #3:** New facilities require a letter or other documentation from the unit of government having zoning jurisdiction over the site that states that the proposed use is allowed within the existing zoning, if any, and that any necessary zoning approval or permit has been obtained.
- **Question #4:** Include the *physical address* for the facility site.
- **Question #5:** Include the *Primary Facility Contact's* information. The *Primary Facility Contact* is the person who will meet an inspector at the site. This can be the site manager or owner but is not limited to those positions. **NOTE:** You may write "*Property Owner*" or "*Site manager*" in lieu of the name only if the contact information will be copied from another section.
- **Question #6:** Include all the contact information requested for the *Property Owner*.
- **Question #7:** Include all the contact information requested for the *Site Manager* as it pertains to the facility.
- **Question #8:** include the property deed book and page, as well as County where deed is recorded in the register of deeds.
- **Question #9:** First select the broad category for the type of yard waste(s) that you will accept:
  - a) Land Clearing Debris; b) Yard Trash; and/or c) Other (specify):Next, from the dropdown menu, select all the **specific items** you plan to accept at your facility:
  - ✓ Exclusive types of *yard waste* are: *grass, shrubs, leaves, and vegetative yard trimmings*.
  - ✓ Exclusive types of *land clearing debris* are *stumps, whole trees, and untreated wood*.
  - ✓ Whether or not *tree limbs* or *branches* are considered yard waste or land clearing debris depends on the product end use. Waste that is composted is *yard waste*, and waste that is chipped/ground for mulch or boiler fuel is *land clearing debris*. **Note:** *If you select an item without selecting a broad category, the form will prompt you to select yard trash or land clearing debris.*
- **Question #10:** Please select if you intend to store the waste on site without processing until it is taken to a separate facility that can accept the stored yard waste and process it or if you process the material accepted on site yourself.
- **Question #11:** This only applies to a Temporary Holding Site. List the names of all facilities that the temporarily stored yard waste is taken to.

- **Question #12:** Required of facilities that accept *yard trash* items. Composting is the controlled decomposition of organic waste by naturally occurring bacteria, yielding a stable, humus-like, pathogen-free final product. The compost process must include the formation of windrows and the annual turning of the compost materials. Open burning of solid waste is prohibited, and fire equipment shall be provided to control accidental fires. **Note:** *if you are composting temperature records must be maintained that show at least 131°F was maintained for three consecutive days per week to meet minimum pathogen reduction requirements before final compost is distributed. These records must be maintained for the field inspector upon request.*
  
- **Question #13:** describe the mulching process. Only *woody yard trash* (tree limbs, untreated wood, and non-engineered wood/wood products) can be mulched at a facility that has a yard waste notification. Also, explain if the mulching process will include “yard trash” other than “high carbon nitrogen” material as described in NC G.S. 130A-290(45). Any *yard trash* that is mulched must be used for boiler fuel **ONLY**.

### Submittal Instructions and Contact Information:

- You can sign the completed application form using electronic signature. Do not forget to upload your **Site location Aerial Photo map** in Question #2 AND the **Zoning Authorization Letter** in Question #3. Your application is not complete without these and will not be approved.
  
- Submit the completed form simply by clicking the **Submit** button. You will receive a response from the Section within 10 business days.

### For Questions or Assistance, Please Contact the following:

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