# Virginia Pollutant Discharge Elimination System Individual Permit for Concentrated Animal Feeding Operations

# Permit Application Checklist

**Disclaimer:** Checklists are provided as a tool when applying for a Virginia Pollutant Discharge Elimination System (VPDES) individual permit for Concentrated Animal Feeding Operations (CAFOs). DEQ decisions will be made by applying the State Water Control Law, VPDES Permit Program regulations, and VPDES Permit Program guidance. Refer to the VPDES Permit Program regulations (9VAC25-31), program guidance, and other references noted herein for details regarding complete applications. The information required for a complete application is in accordance with [9VAC25-31](https://law.lis.virginia.gov/admincode/title9/agency25/chapter31/).

DEQ’s Ombudsman can provide assistance or redirection. For questions about this checklist, please contact [timothy.wilke@deq.virginia.gov](mailto:timothy.wilke@deq.virginia.gov) or 804-912-0989.

Application status may be viewed on the DEQ Permit Enhancement and Evaluation Platform ([PEEP](https://portal.deq.virginia.gov/peep-search)).

| **For a complete application, provide at minimum:** | **Included**  **(Y, N, or On-file with Dept.)** | **Page Number(s)**  **Or Location(s)** |
| --- | --- | --- |
| 1. EPA Form 1 - General Information (see the form instructions for requirements to complete the form) |  |  |
| 2. EPA Form 2B - Concentrated Animal Feeding Operations (CAFOs) (see the form instructions for requirements to complete the form) |  |  |
| 2a. Attach a topographic map of the geographic area in which the CAFO is located, showing the specific location of the production area(s) |  |  |
| 2b. Attach a copy of the current Nutrient Management Plan (NMP) written, by a certified nutrient management plan writer, for the farm |  |  |
| 2c. Attach a copy of the approval letter from the Department of Conservation and Recreation for the current NMP |  |  |
| 3. CAFO Permit Application Addendum Form (see the form and instructions for additional information that is required) |  |  |
| 3a. Attach a description of the BMPs listed in Section V of the CAFO Permit Application Addendum Form or a copy of the Farm Operating Manual (if already developed) |  |  |
| 3b. Attach a description of the mortality disposal method or methods to be utilized to ensure compliance with the permit. Include a description of the site where the mortalities will be handled |  |  |
| 3c. Attach a description of the practices, procedures and methods which will be followed to ensure that chemicals and other contaminants handled at the facility are not disposed of in any manure, process wastewater, or storm water storage or treatment system unless such systems are specifically designed to treat such chemicals and other contaminants |  |  |
| 4. Local Government Ordinance Form |  |  |

| **For a complete application, indicate if the documents are being submitted at the time of application:** | **Included**  **(Y, N, N/A, or On-file with Dept.)** | **Page Number(s)**  **Or Location(s)** |
| --- | --- | --- |
| Farm Operating Manual |  |  |
| Groundwater Monitoring Plan (if applicable) |  |  |

**Optional Items to Assist in Expediting Processing:**

| **Information** | **Included**  **(Y, N, N/A, or On-file with Dept.)** | **Page Number(s)**  **Or Location(s)** |
| --- | --- | --- |
| For proposed farms: submit the site plans for the farm. |  |  |
| For proposed waste storage facilities: submit the engineering plans and specifications for the proposed waste storage facility. |  |  |

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"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."

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*Applicant Printed Name*

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*Applicant Signature Date*