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**METRO**

[www.oregonmetro.gov](http://www.oregonmetro.gov)

# **Solid Waste License Application**

## **Mixed Non-Putrescible Waste Material Recovery Facility**



METRO

## METRO SOLID WASTE FACILITY LICENSE APPLICATION PACKET

Issued:  
August 2010

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This packet contains an application for a Metro Solid Waste Facility License. You may also want to review the relevant sections of the Metro Code. The Metro Code can be accessed via the Metro web site at [www.oregonmetro.gov](http://www.oregonmetro.gov). Solid waste facilities within the Metro boundary generally may operate only under the authorization of a License or Franchise.

### **Application for a new Solid Waste Facility License**

Those wishing to apply for a new Metro Solid Waste Facility License must schedule a pre-application conference prior to submitting a final application form. Applicants should prepare for the pre-application conference by reviewing the application forms and drafting answers prior to the conference with Metro. To schedule the pre-application conference, contact Metro's Solid Waste Compliance and Cleanup Division at (503) 797-1835. The purpose of the pre-application conference is to determine what parts of the Metro Solid Waste Facility License Application you will need to submit, and to identify any potential issues specific to your proposal. Applications for new licenses are generally granted or denied within 120 days of the filing of a complete application. (See Metro Code section 5.01.060.) The fee for filing a license application is \$300.

### **Renewal of an Existing License**

Those wishing to renew an existing authorization without substantive changes to the current authorization must submit a completed *Renewal Application Form*, unless otherwise directed by Metro staff. License renewal applications must be submitted not less than 60 days prior to expiration of the existing license. Failure to submit applications in a timely fashion may result in a lapse of authority to operate. (See Metro Code section 5.01.087.) The fee for filing a license renewal application is \$300.

### **Change of Authorization to an Existing License**

A change in authorization of an existing license requires an application for a formal license amendment. The applicant cannot implement the change of authorization until it has been approved by Metro. (See Metro Code section 5.01.095.) The fee for filing an application for a change of authorization is \$100.

### **Change of Ownership or Control of an Existing License**

To transfer ownership or control of an existing license, an application for a formal license amendment is required. The applicant cannot transfer ownership or control of an existing license until it has been approved by Metro. (See Metro Code section 5.01.090.)



METRO

MAIL THIS APPLICATION TO:

Metro Finance and Regulatory Services  
Solid Waste Compliance and Cleanup  
600 NE Grand Avenue  
Portland, OR 97232-2736  
(503) 797-1835

DATE RECEIVED BY METRO:

FEB 25 '13 PM2:29

Date of Pre-Application Conference: February 21, 2013 \_\_\_\_\_

## Solid Waste License Application Material Recovery Facility

### PART 1 – Standard License Application Information

Applicants applying to conduct material recovery must provide the following information:

1. Applicant (Proposed Licensee)	
Facility Name:	NSR – NW Site
Company Name:	Northwest Shingle Recyclers, LLC
Street Address:	2345 NW Nicolai Street
Mailing Address:	PO Box 12213, Portland, OR, 97212-0213
City/State/Zip:	Portland, OR 97210
Registered Agent	Kirkham Hay
Contact Person:	Greg Bolt
Phone Number:	503-544-2696
Fax Number:	503-761-2499
E-mail Address:	<a href="mailto:bt@nwshinglerecyclers.com">bt@nwshinglerecyclers.com</a>

2. Proposed Licensee's Owner or Parent Company (provide information for all owners)	
Name:	Greg Bolt
Address:	PO Box 12213
City/State/Zip:	Portland, OR, 97212-0213
Phone Number:	503-544-2696
Fax Number:	Above

E-mail Address:	<u>gb@nwshinglerecyclers.com</u>
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**3. Site Operator (if different from Proposed Licensee)**

Company Name:	NSR
Contact Person:	Ron Roth
Street Address:	Same
Mailing Address:	Same
City/State/Zip:	Same
Phone Number:	(503) 793-2894
Fax Number and E-mail Address:	<u>Raroth62@hotmail.com</u>

**4. Site Description**

Tax Lot(s):TL 2100	Section:28	Township:1N	Range:1E
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**5. Land Use**

Present Land Use Zone:	Industrial
Is proposed use permitted outright?	Yes
<input type="checkbox"/> If yes, attach a copy of a completed Metro or DEQ Land Use Compatibility Statement. (See also, Attachment F requirements)	
Is a conditional use permit (CUP) necessary for the facility?	No
<input type="checkbox"/> If yes, attach a copy of the CUP.	
Are there any land use issues presently pending?	No
If yes, explain:	
Are any DEQ permits required?	Yes, permit for Solid Waste Disposal Site, in progress
<input type="checkbox"/> If yes, list them and attach copies with this application. (See also, Attachment G requirements)	
Are any other local permits required? If yes, list them (see Attachment H requirements).	

6. Land Owner	
Is the applicant the sole owner of the property on which the facility is located?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If you answer "NO", complete the rest of the information requested in this section and attach a copy of the Property Use Consent Form, signed by the owner(s) of the property. See Attachment J)
Name of Property Owner:	Francis Development LLC
Mailing Address:	110 SE Washington Ave
City/State/Zip:	Portland, OR, 97214
Phone Number:	503-236-1195

7. Public/Commercial Operations			
Will the facility be open to the public?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO Pre-screened, preferred customers only	
Will the facility be open to non-affiliated commercial solid waste collectors?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Will the facility be open to solid waste collection companies that collect waste from outside the boundary of Metro?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Operating Hours and Traffic Volume:	PUBLIC	COMMERCIAL AFFILIATED	COMMERCIAL NON-AFFILIATED
Operating Hours		7 to 6 M-F, 7 to 12 Sat	
Estimated Vehicles Per Day		20 Max.	

8. Solid Waste To Be Accepted and Activities Conducted	
For each material type accepted at the facility, list the expected posted public tip fee: (attach additional pages if necessary)	
WASTES / MATERIALS TO BE ACCEPTED	EXPECTED PUBLIC TIP FEE
Composition roofing shingles and tear off debris associated with residential roofing	\$71.75 per ton
Describe the purpose (activities to be performed and waste types to be received) of the proposed facility. Include an estimate of the quantity of waste to be received annually.	

WASTE TYPE	PURPOSE	QUANTITY
Composition shingles	Grind for hot asphalt mix	10,000 tons annually

Solid Waste, and/or Solid Waste Residual from processing of Solid Waste, delivered to this facility will be reloaded for transport to the following facility or facilities: (Please list all facilities and include additional pages if necessary.)

FACILITY NAME	WASTE TYPE	WASTE QUANTITY	PURPOSE *
Metro Metals	Metal	4% of gross tonnage	Useful material
Waste management	Paper, plastic, trash	2% of gross tonnage	Useful material
S+H Landscape Supplies and Recycling	Wood	4% of gross tonnage	Useful material

\* For example: Disposal, Inert Fill, or Useful Material

Provide the name, address and function of all subcontractors involved in the facility operations:

NAME	ADDRESS	FUNCTION
RA Roth Construction	9675 SE 132 <sup>nd</sup> Ave., Portland, OR, 97086	Trucking, grinding operations

List the anticipated quantity of wastes to be accepted annually.

BY GENERATOR TYPE:

	Tons Received	Tons Recovered	Tons Residual
• Commercial:			
• Industrial:			
• Residential:	10,000	9,800	200
<b>TOTAL</b>	<b>10,000</b>	<b>9,800</b>	<b>200</b>

<u>BY WASTE TYPE:</u>	Will you recover materials from this waste?			Estimate of the maximum and typical lengths of time required to process each day's receipt of each waste / material type:
	Tons	YES	NO	
• Non-Putrescible Wastes:	10,000	X		Same day processing
• Source-Separated Recyclables:			X	
• Source-Separated Yard Debris:			X	
• Special Wastes:			X	
• Inerts:			X	
• Petroleum Contaminated Soil:			X	
• Other:			X	

## **PART 2 – Standard Attachments to License Application** (License application continued)

- ❑ All of the following attachments (Attachments A – J) are required and must be submitted in order for a license application to be considered complete. Each attachment must be clearly labeled.
- ❑ Application submittals such as facility design, building plans, site plans and specifications must be prepared, as appropriate, by persons licensed in engineering, architecture, landscape design, traffic engineering, air quality control, and design of structures.
- ❑ Applicants who have previously submitted copies of permits, site plans, facility design plans, or other attachments required herein, are not required to re-submit such documents if the documents on file at Metro are current.

### **ATTACHMENT A: SITE PLAN**

The applicant must submit a facility site plan that includes scaled maps and drawings showing the location of the facility at an appropriate scale, and no smaller than one inch equals 30 feet. The following information must be provided:

- (1) Boundaries of the facility.
- (2) Property boundaries, if different.
- (3) Location of all buildings on the property (existing and proposed) and other pertinent information with respect to the operation of the facility, to include:
  - a) scale location
  - b) scale house
  - c) sorting line and other major materials recovery equipment
  - d) fencing and gates
  - e) access roads
  - f) paved areas.
- (4) Location of receiving, processing, reload and storage areas, as applicable, for solid waste, source-separated recyclable materials, recovered materials, waste residuals, exterior stockpiles, hazardous waste, and other materials.
- (5) Identify any exterior stockpile footprints, the type of materials and the maximum height of each exterior material stockpile.
- (6) Identify water sources for fire suppression.
- (7) Designate the load checking areas on the facility site plan.
- (8) Designate the location for the storage of prohibited wastes removed during the load checking process that is separately secured or isolated. Containment areas shall be covered and enclosed and constructed to prevent leaking and contamination
- (9) Designate on-site traffic flow patterns.

(10) Identify where the sign(s) will be located on the facility site plan.

Signs must be posted at all public entrances to the facility, and in conformity with local government signage regulations. These signs shall be easily and readily visible, and legible from off-site during all hours and shall contain at least the following information:

- General facility information
  - Name of the facility
  - Address of the facility;
  - Emergency telephone number for the facility;
  - Operating hours during which the facility is open for the receipt of authorized waste;
  - Fees and charges for public customers;
  - Metro's name and telephone number (503) 234-3000; and
  - A list of authorized and prohibited wastes.
- Vehicle / traffic flow information or diagram.
- Covered load requirements.

#### **ATTACHMENT B: FACILITY DESIGN PLAN AND REPORT**

The applicant shall submit a facility design plan and report that address the following:

(1) Dust, airborne debris and litter.

- a) Submit a proposed design providing a roofed structure enclosed on at least three sides and an impervious surface (e.g. asphalt, concrete) for the tipping floor, processing (sorting) areas, storage areas and reloading areas.
- b) Describe control measures to prevent fugitive dust, airborne debris and litter. Describe how the facility design will provide for shrouding and dust prevention for the receiving area, processing area, storage area, reload area, and all dry waste processing equipment and all conveyor transfer points where dust is generated.
- c) Describe any additional facility design measures and procedures for the control of dust, windblown materials, airborne debris, litter and for the handling of the waste in the case of major processing facility breakdown.

(2) Facility capacity.

- a) Provide engineering plans, reports and specifications to document that the size and configuration of the facility grounds, building and equipment, including the facility layout, drainage structures, building design, and major facility equipment, processing systems and storage areas are of sufficient capacity to accommodate seasonal throughput of all materials that will be delivered to and generated by the facility.
- b) Provide the estimated capacity (cubic yards) of the facility storage area(s) for incoming solid waste waiting to be processed, the estimated capacity (cubic yards) for storage of recovered materials, and the estimated capacity (cubic yards) for storage of processing residual.

(3) Fire prevention.

Submit proof of compliance with local and state fire codes.

- (4) Adequate vehicle accommodation.

Provide documentation to demonstrate that adequate on-site area at the facility's entrance, scales, loading and unloading points and exit points shall be provided to allow the number and types of vehicles expected to use the facility during peak times to safely queue off the public roads and right-of-way.

- (5) Water contaminated by solid waste and solid waste leachate.

Submit a DEQ (or equivalent) approved plan with pollution control measures to protect surface and ground waters, including runoff collection and discharge and equipment cleaning and washdown water.

### **ATTACHMENT C - MATERIAL RECOVERY PRACTICES**

Describe how material recovery will be conducted at the facility. Attach as many additional pages as necessary to address each of the following:

- (1) A detailed description of how the proposed facility will further recycling or materials recovery processing within the Metro region.
- (2) A detailed description of the methods you will use for measuring and keeping records of incoming solid waste.
- (3) A detailed description of the methods you will use to distinguish loads of incoming source-separated recyclables from other materials.
- (4) A detailed description of the steps you will take to recover materials from solid waste. Include the material recovery methods and equipment to be used on site (e.g., sorting lines, hand picking, magnets, etc.)
- (5) The general markets for the materials recovered at the facility.
- (6) A detailed description of the methods you will use for measuring and keeping records of materials received, recovered from processing, and solid waste disposed - consistent with Metro's reporting requirements.

### **ATTACHMENT D: OPERATING PLAN**

The applicant is required to develop and submit an operating plan for review and approval by the Manager of the Metro Solid Waste Regulatory Affairs Division. This section lists the procedures that must be included in the required facility operating plan. A proposed facility operating plan must be submitted with the completed license application subject to any additional elements as required in the license - if one is approved and issued. The operating plan shall describe at a minimum:

- (1) The types of solid wastes to be accepted and handled at the facility.
- (2) A detailed description of how you will distinguish and manage loads of incoming source-separated recyclables from other materials.
- (3) Procedures for inspecting loads. The operating plan shall establish:
  - a) Procedures for inspecting incoming loads for the presence of prohibited or unauthorized wastes.
  - b) A set of objective criteria for accepting and rejecting loads.
  - c) An asbestos testing protocol for all material that appears as if it may contain asbestos.

- (4) Procedures for processing and storage of loads. The operating plan shall establish procedures for:
- a) Processing of all authorized solid wastes.
  - b) Reloading and transfer of authorized solid wastes.
  - c) Managing stockpiles.
  - d) Storing authorized solid wastes
  - e) Minimizing storage times, and avoiding delay in processing and managing of all authorized solid wastes and recovered materials.
- (5) Procedures for rejecting or managing prohibited wastes. The operating plan shall describe procedures for rejecting, managing reloading and transporting to appropriate facilities or disposal sites any prohibited or unauthorized wastes discovered at the facility. The plan shall include procedures for managing:
- a) Hazardous wastes.
  - b) Other prohibited solid wastes (e.g., putrescible waste, special waste).
  - c) Procedures and methods for notifying generators not to place hazardous wastes or other prohibited wastes in drop boxes or other collection containers destined for the facility.
- (6) Procedures for odor prevention. The operating plan shall establish procedures for preventing all objectionable odors for being detected off the premises of the facility. The plan must include:
- a) A management plan that will be used to monitor and manage all objectionable odors of any derivation including malodorous loads delivered to the facility.
  - b) Procedures for receiving and recording odor complaints, immediately investigating any odor complaints to determine the cause of odor emissions, and remedying promptly any odor problem at the facility.
- (7) Procedures for emergencies. The operating plan shall describe procedures to be followed in case of fire or other emergency.
- (8) Procedures for preventing and controlling nuisances, including noise, vectors, dust, litter, and odors. Include a description of how you will encourage delivery of waste in covered loads.
- (9) Procedures for fire prevention, protection, and control measures used at the facility.

**ATTACHMENT E: INSURANCE**

Include proof of the following types of insurance, covering the applicant, its employees, and agents:

- (1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations, and product liability. The policy must be endorsed with contractual liability coverage.
- (2) Automobile bodily injury and property damage liability insurance.
- (3) Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$1,000,000.
- (4) Metro, its elected officials, departments, employees, and agents must be named as ADDITIONAL INSUREDS.

**ATTACHMENT F: LAND USE COMPATIBILITY STATEMENT (LUCS)**

The following information must be provided:

A copy of a completed Metro LUCS or DEQ LUCS. Metro LUCS is available at [www.oregonmetro.gov](http://www.oregonmetro.gov).

**ATTACHMENT G: DEQ PERMIT APPLICATIONS AND INFORMATION**

The following information must be provided:

A duplicate copy of all applications for necessary DEQ permits and any other information required by or submitted to DEQ, including closure plans, financial assurance for the costs of closure of the facility, and conditional use permit or land use compatibility statement, if applicable.

**ATTACHMENT H: OTHER REQUIRED PERMITS**

The following information must be provided:

A copy of any required federal, state, county, city or other permits, licenses, or franchises that have been granted or issued, not including materials required by Attachment G, or a copy of any applications for such other permits, licenses, or franchises. Copies of correspondence pertaining to such permits, licenses or franchises may be requested.

**ATTACHMENT I: CLOSURE PLAN AND FINANCIAL ASSURANCE**

The following information must be provided

- (1) If a closure plan and financial assurance are required by DEQ, copies of these documents should be included with the application per Attachment G.
- (2) If DEQ does **not** require a closure plan for the facility, attach a closure document describing closure protocol and associated costs. Closure means those activities associated with restoring the site to its condition prior to engaging in the licensable activity. Closure may include, but is not limited to removal of all on-site solid waste stockpiles accumulated after being issued a Metro Solid-Waste Facility License. The Closure protocol is the written protocol that specifies the activities required to properly close the facility and cease further solid waste activities.
- (3) If DEQ does **not** require any financial assurance for the costs of closure of the facility, attach proof of financial assurance for the costs of closure of the facility. Cost of closure means the costs associated with restoring the site to its condition prior to engaging in the licensable activity.

These costs may include but are not limited to:

- a) the cost to load and transport accumulated solid waste stockpiles to an authorized disposal site or recycling facility;
- b) the cost to "tip" the waste at an authorized landfill or recycling facility; and
- c) other related costs such as site grading or additional disposal costs associated with restoring the site.

Examples of acceptable forms of financial assurance include, but are not limited to the following: surety bond, irrevocable letter of credit, closure insurance, escrow account.

If the DEQ does not issue a permit or require financial assurance, then the COO may waive the requirement for financial assurance if the applicant provides written documentation demonstrating that the cost to implement the closure plan will be less than \$10,000.

**ATTACHMENT J: PROPERTY USE CONSENT FORM**

If required by Section 6 of Part 1 of this application. Form is available at [www.oreognmetro.gov](http://www.oreognmetro.gov).

**APPLICANT CERTIFICATION:** This form cannot be processed without a signature

***I certify under penalty of law that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.***

SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_

*Greg Bolt*

TITLE \_\_\_\_\_

*President*

PRINT NAME \_\_\_\_\_

*Greg Bolt*

DATE \_\_\_\_\_

*11/1/12*

PHONE \_\_\_\_\_

*503-544-2696*

METRO SOLID WASTE FACILITY LICENSE APPLICATION:  
NORTHWEST SHINGLE RECYCLERS, LLC  
NW Portland Site

ATTACHMENT A: SITE PLAN

See attached site plan developed by engineer Darren Welborn, P.E.

ATTACHMENT B: FACILITY DESIGN PLAN AND REPORT

1. Dust, airborne debris and litter.
  - a. Indoor dust, airborne debris and litter prevention: Dust will be suppressed by a misting hose, if necessary, during the sorting process. Trucks will be covered and secured during transfer to eliminate off-site material litter.
  - b. Each employee is responsible for daily clean-up of any litter. Final site patrol will be completed prior to closing business/gates each day.
  
2. Facility capacity.
  - a. Sufficient capacity: see attached site diagram.
  - b. Estimated waste capacity:
    - i. Incoming solid waste – 50 tons
    - ii. Recovered materials and storage of shingles – 95 tons
    - iii. Processing residual – 5 tons
  
3. Fire prevention: Proof of compliance will be established once job site is operational.
  
4. Adequate vehicle accommodation: See attached site diagram.
  
5. Water contaminated by solid waste leaching. Stormwater contamination will be non-existent as we will be keeping all materials inside and covered.

ATTACHMENT C: MATERIAL RECOVERY PRACTICES

1. NSR NW will further recycling and material recovery by intercepting approximately 10,000 tons annually of material previously taken to Metro or unlicensed dumpsites by separating and delivering composition shingles to the end user (hot mix asphalt plants).
  
2. Documentation of incoming solid waste will be measured and recorded by a computerized scale program, which will also serve for creating receivables. Trucks will be weighed before and after dumping.

3. Loads will be visually inspected upon arrival and rejected if they contain any prohibited materials. If prohibited materials are included in the load, they will either be rejected, or if the load has already been tipped, the prohibited materials will be sorted and disposed of properly and they will be charged a premium dump fee. Once tipped onto the concrete pad, materials will be hand separated into designated bins for wood, plastic, paper and metal. The recyclable materials will be sent to their respective markets.
4. The shingles will be separated from the paper, wood, plastic, and metal in the roofing materials. The shingles will be separated and stored in the areas labeled RAS storage. The paper, wood, plastic and metal will be deposited into their respective drop boxes. This will be done mostly by hand and with basic hand tools such as rakes and shovels. A small loader such as a Bobcat will be used to push the RAS into their respective piles.
5. General Markets
  - a. Shingles: The recovered materials will be delivered to an end user to be used as an additive to Hot Mix Asphalt of up to 5%.
  - b. Metal: Metro Metals, general metal recycler.
  - c. Wood: Sold to wood-grinding contractors for hog-fuel.
  - d. Paper: Picked up by Waste Management (or equal paper recycler).
  - e. Plastic: Picked up by Waste Management (or equal plastic recycler).
6. The scale database program will keep records of materials received, receivables will document recovered material sold to an end user, and payable reports will track solid waste disposal. Loads coming in will be weighed and loads to be delivered will be weighed. The difference in these two numbers signifies recycling rates of waste recovered. Logs will be available to Metro, DEQ and other governmental agencies as necessary for reporting purposes.

ATTACHMENT D: OPERATING PLAN (See attached proposed Operating Plan)

ATTACHMENT E: INSURANCE

Insurance will be binding once this application is approved. Our insurance agent is Jeff Bieker with Assurety NW.

ATTACHMENT F: LAND USE COMPATABILITY STATEMENT

See attached.

ATTACHMENT G: DEQ PERMIT APPLICATIONS AND INFORMATION

See attached.

#### ATTACHMENT H: OTHER REQUIRED PERMITS

NSR has a city of Portland Business license.

#### ATTACHMENT I: CLOSURE PLAN AND FINANCIAL ASSURANCE

It is the goal of Northwest Shingle Recyclers to limit on-site stock piles. We plan to have trucks looping each day to deliver the ground shingles to end users, therefore we do not foresee having to close due to an abundance of amassed materials. In reference to Attachment D.4.c, e “Managing Stockpiles,” if bins reach 95% of capacity, no further loads of new material will be accepted. If, under extenuating circumstances, we are forced to shut down due to overflowing stockpiles, we anticipate the following breakdown of costs to transport the existing shingles and/or residual waste to an end user or landfill:

Projecting an average amount on hand of 100 tons and based on the commercial disposal rate of \$88/ton, the cost would equal \$8,800 in dumping fees. With the going rate for gas at about \$3.50/gallon, our 32 ton trucks achieving 6 miles to the gallon, the Metro Central Transfer Station being exactly 14.4 miles away, and approximating \$600 for drivers’ wages, we predict our closure fees to total approximately \$9,400.

As this will be our third Metro facility, and with a proven track record, we are asking that financial assurance for this facility be also waived as it has been for NSR SE and NSR SW. Financial statements for NSR, LLC, are available upon request.

#### ATTACHMENT J: PROPERTY CONSENT FORM

See attached.

METRO SOLID WASTE FACILITY  
NORTHWEST SHINGLE RECYCLERS, LLC

Proposed Operating Plan  
NSR Northwest

1. The types of solid wastes to be accepted and handled at the facility.
  - a. Accepted (standard fee items): Asphaltic shingle refuse from roof removal projects, including 3-tab composition roofing, standard residential roofing with felt paper, nails and tarpaper.
  - b. Accepted (premium fee items): Wood shingles or shakes, minimal amounts of construction and demolition debris attached to the roofing waste are acceptable, but should not make up more than 10% of the load. (Examples of the construction and demolition debris can include: Fascia boards, parts of roof joists, flashing and vent covers.)
  - c. Not accepted: Mixed loads of hot tar roofing or built-up roofing, asbestos containing built-up roofing, putrescible waste, special wastes (friable and non-friable asbestos containing materials, septage, sewage, sludges and grits), creosote-treated wood waste, lead acid batteries, liquid waste for disposal, vehicles, infectious, biological or pathological waste, radioactive waste, hazardous waste, or any other waste prohibited by DEQ, Metro or the City of Portland.
  
2. How to distinguish and manage loads of incoming source-separated recyclables from other materials.
  - a. A visual inspection will take place prior to unloading, in order to prevent any dumping of prohibited materials.
  - b. After inspection, the roofing truck dumps tear-off debris onto the concrete sorting floor.
  - c. Loads will be individually assessed on receiving pad prior to sorting. Loads that contain prohibited materials other than metal, wood, plastic, or paper will be noted and set into prohibited material bins, relocated to the appropriate transfer station and charged a premium dump fee.
  - d. Ground crew separates by hand and small tools: metal, wood, plastic, and paper into designated bins.
  
3. Procedures for inspecting loads.
  - a. A visual inspection will take place initially after weighing and then again by hand on concrete pad by a trained technician. Employees will receive on the job training upon hiring with supervision for the first two weeks and annual review. All employees and personnel will be trained in the following:
    - The tasks to be completed.

- The equipment to be operated.
  - The Personal Protective Equipment to be worn and used properly.
  - The monitoring of all incoming loads.
  - Dust/Nuisance prevention and control procedures.
  - The identification of ACWM and procedures for handling friable and non-friable asbestos containing waste material.
  - Emergency procedures to include fire, medical, violence and accidents.
  - Fire fighting equipment and procedures.
  - Spill prevention and response. A separate Spills Procedures document is on site at NSR.
- b. Dumped loads containing more than 10% of prohibited materials will be set aside in the prohibited waste bin or container and charged a premium dump fee. We have a preferred customer agreement with contractors, listing acceptable/unacceptable items for dumping, as well as a sign at the entrance listing prohibited materials. We will work with our preferred customers to trace any load that comes into our facility.
  4. Asbestos Testing Protocol: All loads will be checked by a visual inspection. Questionable loads will be noted before delivery to our end user. NW Shingle Recyclers will be testing all loads at that site, through a private asbestos testing lab, EMSL out of San Leandro, CA.
  5. Procedures for processing and storage of loads.
    - a. Processing of authorized solid wastes: After initial weighing in our scale, the trucks will be guided inside our building to the unloading area. An initial inspection will be done to ensure clean loads. After it is determined that the load is clean, the truck will dump the load onto the concrete pad for inspection and sorting. Load material will be hand-sorted into appropriate bins for further recycling.
    - b. After unloading, the truck will be guided back onto the scale to be weighed again to determine the weight of the load.
    - c. A ticket will be produced showing the initial weight of the truck, the after weight of the truck, and the weight of the load (the difference of the two). The time, date, and customer idea will also be on the ticket.
    - d. The driver will sign the ticket and will be given a copy.
    - e. NSR will keep a copy of all tickets and will use those to generate our monthly log to DEQ and Metro.
    - f. For outgoing loads of RAS or other recyclables: All recyclables will be reloaded into our pre-weighed and covered DOT vehicles, weighed to determine the weight of the outgoing load, and transported to the end user (i.e. hot mix asphalt plant).
    - g. Managing stockpiles: No stockpile of RAS shall exceed size on site plan, or 70% of bin capacity, based on visual inspection.
    - h. Storing authorized solid wastes: Recycled asphalt shingles will be stored indoors, and in their appropriate area. Metals will be stored in the MetroMetals bin indoors/outdoors. Woods and plastics will be stored indoors in designated bins.



- iv. Spill Response – Oregon Emergency Response System: 1-800-452-0311
- v. Spill Response – National Response Center: 1-800-424-8802
- b. Emergency Management Phone Numbers
  - i. Ron Roth: 503-793-2894
  - ii. Greg Bolt: 503-544-2696

8. Nuisance prevention procedures:

- a. Odors: Workers on site will log objectionable odors in the daily log. The odor's origin will be identified and removed and delivered to a landfill or composting facility, or dealt with as appropriate. The visual inspection upon arrival and after dumping includes the detection of putrescible waste. Odor complaints will be dealt with according to our Complaint Procedures in this operating plan.
- b. Vectors: Putrescible waste, which may invite vectors, is prohibited. In the case that incidental putrescible waste is received, it will be immediately placed into a covered container and delivered to a proper disposal site as soon as possible. This procedure will help to keep out any roaming vectors. If there is evidence of vectors at the facility, a vector control contractor will be hired to rid the area of vectors. Vector complaints will be dealt with according to our Complaint Procedures in this operating plan.
- c. Noise: All equipment will have the appropriate mufflers or other noise reducing mechanisms installed. Noisy operations will be limited to zoning requirements. Noise complaints will be dealt with according to our Complaint Procedures in this operating plan.
- d. Dust: All operations at NSR are inside our covered facility. Our preferred customers enter our facility with their covered loads. After inspection, the load is dumped onto the sorting floor. The material is handled as carefully as possible, to not create multiple movements of the material and to keep dust at a minimum. Wood, plastic, metals, and trash are picked out by hand, leaving just the RAS. The RAS is pushed by a loader into the appropriate area for storage. Dust complaints will be dealt with according to our Complaint Procedures in this operation plan.
- e. *NSR will be a contained facility and gates will be closed and locked at night to prevent vectors and/or forbidden dumping.* Persons and vehicles entering the facility are controlled. Signs will be posted on the front entrance listing prohibited materials. Prohibited or Hazardous wastes that cannot be reloaded onto the offenders' vehicle will be isolated and removed. DEQ will be notified immediately upon discovery of dumped materials that are either hazardous or prohibited.

9. Procedures for fire prevention, protection, and control measures used at the facility.

- a. Address identification visible to emergency responders from the street fronting the property.

- b. Maintain exit-ways, stairways and fire escapes unobstructed.
- c. Clearly marked exits; illuminated exit signs fully lit at all times.
- d. Provide cover plates to all electrical boxes and switches.
- e. Maintain 30" clearance in front of, and clear access to, all electrical panels.
- f. Inspect fire extinguishers regularly.
- g. Fire extinguishers, smoke detectors, fire alarms and sprinklers will be located in the main sorting area.
- h. Permanent electrical fixtures plugged into dedicated outlets.
- i. Routine fire inspections every 2 years.
- j. Safety training for employees.
  - i. In the event of a fire, dial 911.
  - ii. Fire extinguishers and water hoses are available if it is small and can be extinguished. If it cannot be put out by site personnel, everyone is to evacuate to a location away from the fire and the supervisor will account for each person.
  - iii. In the event of a medical emergency, dial 911 and attempt to assist the injured person until relieved by medical personnel.
  - iv. Any facility fires, accidents, emergencies and other significant incidents will be reported by Management to Metro at 503-797-1650 within 24 hours of their occurrence.

10. Hours of Operation. NSR will be open Monday through Friday, the hours will vary from summer hours of 7:00 a.m. to 6:00 p.m., Saturdays from 7:00 a.m. to 12:00 p.m. to winter hours of Monday through Friday 8:00 a.m. to 5:00 p.m. The facility will be closed on Sundays.

11. Clean up of area. Each employee is responsible for daily clean-up of any litter. Final site patrol will be completed prior to closing business/gates each day.

12. Truck washing. Truck washing will not be a part of the business of NSR. All loads from our pre-screened customers will be covered loads to prevent dust and odor nuisances.

13. Road maintenance. NSR will keep our driveways, asphalt areas outside our facility, and cement floor inside our facility in good working condition. We will keep all areas of our property covered with either asphalt or cement.

14. Complaint procedures. Complaints may be received in person or by phone. A sign posted at the front entrance will display the designated phone number. A complaint form will be completed and the issue resolved by management. Complaints will remain on file for five years and may be made available to Metro/DEQ or other government officials upon request. The completed complaint form will include the following information:

- i. The date of the complaint.

- ii. The name, address and telephone number of the person filing the complaint.
- iii. A description of the complaint.
- iv. Actions taken to resolve the issue.
- v. Documentation of the process of communication.

**From:** "Sara Sellin" <Sara.Sellin@assuretynw.com>  
**Subject:** 2345 NW Nicolai Street | Location  
**Sent date:** 02/21/2013 01:13:36 PM  
**To:** <bt@nwshinglerecyclers.com>  
**Attachments:** 4 attachments - [Download all attachments \[ 8 KB \]](#)  
[image001.gif \[ 4 KB \]](#), [image002.gif \[ 1 KB \]](#), [image003.gif \[ 1 KB \]](#), [image004.png \[ 871 B \]](#)

Inline content has been blocked for your safety.  
[Show content](#)

Hi Bryan,

Per our recent telephone conversation, once we receive the underwriting information for this location and the equipment/auto details we'll be able to add it to your current policy. Let us know when you are ready to move forward so we can get this taken care of for you. Have a nice day!

If you have questions or require additional information, please do not hesitate to contact me.

Thank you!

**Sara Sellin** Commercial Account Team Lead  
8931 SE Foster Rd, Suite 200, Portland, OR 97266  
Direct: 503-205-8102 | Fax: 503-205-8192 | [www.assuretynw.com](http://www.assuretynw.com)  
Email: [Sara.Sellin@assuretynw.com](mailto:Sara.Sellin@assuretynw.com)

 Follow us!

Check our calendar for upcoming [Continuing Education Classes & Events](#)

*This email is confidential and intended only for the named recipient(s) above and may contain information that is privileged or exempt from disclosure under applicable law. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender at 503-205-8102 and delete this e-mail from your computer.*

 Think Green before printing!

EMPLOYMENT PRACTICES LIABILITY  
POLICY RENEWAL CERTIFICATE

Please attach this Renewal Certificate to your expiring Policy.

UNITED STATES LIABILITY  
INSURANCE COMPANY

WAYNE, PENNSYLVANIA

ORIGINAL

In consideration of the renewal premium stated below, expiring Policy Number EPL1022190 is renewed for the Policy Period stated below. The Company will issue a complete copy of this Policy upon receipt of a written request from the Insured.

The New Policy Number is EPL1022190A .

The Application (if any) for this renewal, and all previous Applications made to the Company for this insurance, including any material submitted therewith, shall be made a part of this Renewal Policy as if physically attached hereto. PLEASE REFER TO YOUR POLICY FOR THE DEFINITION OF "APPLICATION."

POLICY DECLARATIONS

ITEM I. PARENT ORGANIZATION AND PRINCIPAL ADDRESS

Northwest Shingle Recyclers, LLC  
6110 SE 111th  
Portland, OR 97266

ITEM II. POLICY PERIOD: (MM/DD/YYYY)  
FROM 11/10/2012 TO 11/10/2013

12:01 AM STANDARD TIME AT  
YOUR MAILING ADDRESS SHOWN

ITEM III. LIMITS OF LIABILITY: \$500,000 EACH CLAIM  
\$500,000 ANNUAL AGGREGATE

ITEM IV. RETENTION: \$1,000 EACH CLAIM

ITEM V. PREMIUM: \$848

ITEM VI. RETROACTIVE DATE: FULL PRIOR ACTS

ITEM VII. COINSURANCE: 0.00%

Policy Premium	\$848.00
Wholesaler Broker Fee	\$100.00
	-----
	\$948.00

NOTICE: DEFENSE COSTS SHALL BE APPLIED AGAINST THE RETENTION.

ITEM VIII. Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

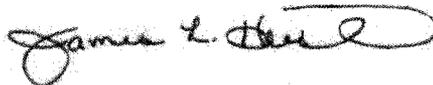
EPL 144 (09-07) Third Party Coverage Endt	EPL-OR (09-07) Oregon State Amendatory Endt
EPL-162 (05-10) Fair Labor Standards Act Sub-Limit	EPL Jacket (09-10) Employment Practices Liability Policy
Endorsemen	EPL J (09-07) Employment Practices Liability Insurance Poli
EPL-167 (05-09) Amended Definition of Loss	

Endorsements marked with an asterisk(\*) have been added to the policy or have a new edition date and are attached with this certificate.

Date Issued: 10/15/2012

Agent: INDEMNITY EXCESS & SURPLUS AGENCY, INC. [1223]

USL EPL-CERT (06/06)



By



Authorized Representative



Oregon Department of Environmental Quality  
 LAND USE COMPATIBILITY STATEMENT (LUCS)

p. 1 of 2

**SECTION 1 - TO BE COMPLETED BY APPLICANT**

<b>A. Applicant Name:</b> NORTHWEST SHINGLE RECYCLING	<b>B. Project Name:</b> NSR NW
<b>Contact Name:</b> GREG BOLT	<b>Physical Address:</b> 2345 NW NICOLA ST.
<b>Mailing Address:</b> PO BOX 12213	<b>City, State, Zip:</b> PORTLAND OR 97210
<b>City, State, Zip:</b> PORTLAND OR 97212-0213	<b>Tax Lot #:</b> TL 2100
<b>Telephone:</b> 503 544 2696	<b>Township:</b> 1N <b>Range:</b> 1E <b>Section:</b> 28
<b>Tax Account #:</b> 1376117-3	<b>Latitude:</b> 45.541602 N
	<b>Longitude:</b> 122.700561 W

**C. Describe the project, include the type of development, business, or facility and services or products provided (attach additional information if necessary):**  
 We will recycle used composition shingles from residential tear-off roofs, with the end user being hot mix asphalt plants.

**D. Check the type of DEQ permit(s) or approval(s) being applied for at this time.**

<input type="checkbox"/> Air Quality Notice of Construction	<input type="checkbox"/> Hazardous Waste Treatment, Storage, or Disposal Permit
<input type="checkbox"/> Air Contaminant Discharge Permit (excludes portable facility permits)	<input type="checkbox"/> Clean Water State Revolving Fund Loan Request
<input type="checkbox"/> Air Quality Title V Permit	<input type="checkbox"/> Wastewater/Sewer Construction Plan/Specifications (includes review of plan changes that require use of new land)
<input type="checkbox"/> Air Quality Indirect Source Permit	<input type="checkbox"/> Water Quality NPDES Individual Permit
<input type="checkbox"/> Parking/Traffic Circulation Plan	<input type="checkbox"/> Water Quality WPCF Individual Permit (for onsite construction-installation permits use the DEQ Onsite LUCS form)
<input type="checkbox"/> Solid Waste Land Disposal Site Permit	<input type="checkbox"/> Water Quality NPDES Stormwater General Permit (1200-A, 1200-C, 1200-CA, 1200-COLS, and 1200-Z)
<input type="checkbox"/> Solid Waste Treatment Facility Permit	<input type="checkbox"/> Water Quality General Permit (all general permits, except 600, 700-PM, 1700-A, and 1700-B when they are mobile.)
<input type="checkbox"/> Solid Waste Compost Facility Registration or Permit	<input type="checkbox"/> Water Quality 401 Certification for federal permit or license
<input type="checkbox"/> Solid Waste Letter Authorization Permit	
<input checked="" type="checkbox"/> Solid Waste Material Recovery Facility Permit	
<input type="checkbox"/> Solid Waste Energy Recovery Facility Permit	
<input type="checkbox"/> Solid Waste Transfer Station Permit	
<input type="checkbox"/> Waste Tire Storage Site Permit	
<input type="checkbox"/> Pollution Control Bond Request	

**E. This application is for:**  Permit Renewal  New Permit  Permit Modification  Other:

**SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL**

**Instructions:** Written findings of fact for all local decisions are required; written findings from previous actions are acceptable. For uses allowed outright by the acknowledged comprehensive plan, DEQ will accept written findings in the form of a reference to the specific plan policies, criteria, or standards that were relied upon in rendering the decision with an indication of why the decision is justified based on the plan policies, criteria, or standards.

**A. The project proposal is located:**  Inside city limits  Inside UGB  Outside UGB

**B. Name of the city or county that has land use jurisdiction (the legal entity responsible for land use decisions for the subject property or land use):** PORTLAND

Oregon Department of Environmental Quality  
LAND USE COMPATIBILITY STATEMENT (LUCS)

**SECTION 2 - TO BE COMPLETED BY CITY OR COUNTY PLANNING OFFICIAL**

**Applicant Name:** NWSnagle Reminders **Project Name:** NSF NW - 12-192625 PR

**C. Is the activity or use allowed under Measure 49?**  No, Measure 49 is not applicable  Yes; if yes, then check one:  
 Express; approved by DLCD order #:  
 Conditional; approved by DLCD order #:  
 Vested; approved by local government decision or court judgment docket or order #:

**D. Is the activity or use compatible with your acknowledged comprehensive plan as required by OAR 660-031?**  
*Please complete this form to address the activity or use for which the applicant is seeking approval (see 1.C on the previous page). If the activity or use is to occur in multiple phases, please ensure that your approval addresses the phases described in 1.C. For example, if the applicant's project is described in 1.C as a subdivision and the LUCS indicates that only clearing and grading are allowed outright but does not indicate whether the subdivision is approved, DEQ will delay permit issuance until approval for the subdivision is obtained from the local planning official.*

The activity or use is not regulated by the acknowledged comprehensive plan; explain:  
 YES, the activity or use is pre-existing nonconforming use allowed outright by (provide reference for local ordinance):  
 YES, the activity or use is allowed outright by (provide reference for local ordinance):  
*Industrial Services uses are allowed per 33.440.100*  
 YES, the activity or use received preliminary approval that includes requirements to fully comply with local requirements; findings are attached.  
 YES, the activity or use is allowed; findings are attached.  
 NO, see 2.C above, activity or use allowed under Measure 49; findings are attached.  
 NO, (complete below or attach findings for noncompliance and identify requirements the applicant must comply with before compatibility can be determined):  
Relevant specific plan policies, criteria, or standards:  
  
Provide the reasons for the decision:  
#####

Additional comments (attach additional information as needed): #####

**Planning Official Signature:** *Kim Freeman* **Title:** *City Planner*  
**Print Name:** *Kim Freeman* **Telephone #:** *503-823-5163* **Date:** *11/2/12*

*If necessary, depending upon city/county agreement on jurisdiction outside city limits but within UGB:*  
**Planning Official Signature:** **Title:**  
**Print Name:** **Telephone #:** **Date:**

9	OUT	8	9
845	102	65.1	56.8
399	135	10.5	9.7
7	10		
8	1076		
1153			
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State of Oregon  
Department of  
Environmental  
Quality

## Application For A New Solid Waste Disposal Site Permit

Oregon Department of  
Environmental Quality

(Attach Additional Sheets If Necessary)

**DEQ USE ONLY – BUSINESS OFFICE**

Date Received: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Check No.: \_\_\_\_\_

Deposit No.: \_\_\_\_\_

Forward confirmation of fee payment for  
Eastern Region applications to:  
DEQ – The Dalles  
Northwestern Region applications to  
DEQ-NWR – Portland  
Western Region applications to:  
DEQ - Salem

**A. REFERENCE INFORMATION** (Please Print clearly.)

<p>1. <u>NORTHWEST SHINGLE RECYCLERS - NW</u> Legal Name of Registered Applicant (See #22 below.)</p> <p>2. Ph. <u>503 760 7033</u> FAX _____</p> <p>3. <u>NORTHWEST SHINGLE RECYCLERS LLC</u> Legal Name of Business (May be same as above)</p> <p>4. <u>same as</u> → Mailing Address of Applicant</p> <p style="text-align: center;">City _____ State _____ Zip _____</p> <p>5. <u>FRANCIS DEVELOPMENT LLC</u> Legal Name of Property Owner</p> <p>6. <u>110 SE WASHINGTON AVE</u> Mailing Address of Property Owner</p> <p style="text-align: center;">City <u>Portland</u> State <u>OR</u> Zip <u>97214</u></p> <p>7. Ph. <u>236-1195</u> FAX _____</p>	<p>8. <u>NSR NW</u> Common Name of Facility</p> <p>9. <u>2345 NW NICOLA ST.</u> Facility Physical Address</p> <p style="text-align: center;">City <u>Portland</u> State <u>OR</u> Zip <u>97210</u></p> <p>10. <u>PO Box 12213</u> Facility's Mailing Address</p> <p style="text-align: center;">City <u>Portland</u> State <u>OR</u> Zip <u>97212</u></p> <p>11. <u>bt @ nwshinglerecyclers.com</u> E-Mail for Operator/Contact</p> <p>12. <u>Ron Roth</u> Name of Facility Operator</p> <p>13. <u>MULTNOMAH</u> County in which Facility is Located</p>
--	--

13. Enter Facility Location by LATITUDE and LONGITUDE, SECTION, TOWNSHIP, and RANGE.

Section	<u>28</u>	Township	<u>1N</u>	Range	<u>1E</u>
---------	-----------	----------	-----------	-------	-----------

LATITUDE			LONGITUDE		
Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
45	54	602 N	122	70	561 W

**B. TYPE OF PERMIT REQUESTED** I am applying for the following permit (check one): Please call the solid waste permit coordinator at the nearest DEQ office if you have any questions about the permit type or need further information (see map on page 2 for DEQ offices).

- |  |   |
|--|---|
| <p><input type="checkbox"/> 14. Closure Permit</p> <p><input type="checkbox"/> 15. Composting Facility Permit or Registration (Environmental Screening)</p> <p><input type="checkbox"/> 16. Energy Recovery Facility Permit</p> <p><input type="checkbox"/> 17. Incineration Facility Permit</p> | <p><input type="checkbox"/> 18. Land Disposal Site Permit (Landfill)</p> <p><input type="checkbox"/> 19. Solid Waste Letter Authorization Permit (short-term projects only)</p> <p><input type="checkbox"/> 20. Solid Waste Treatment Facility Permit</p> <p><input checked="" type="checkbox"/> 21. Transfer Station/Material Recovery Facility Permit</p> |
|--|---|

**C. SIGNATURE** I hereby certify by my signature below that the information contained in this application, and the documents I have attached, are true and correct to the best of my knowledge and belief.

	<p style="font-size: 1.2em; margin: 0;">GREG BOLT</p>	<p style="font-size: 1.2em; margin: 0;">PRESIDENT</p>	<p style="font-size: 1.2em; margin: 0;">4/1/12</p>
22. Signature of Legally Authorized Representative	Print Name	Title	Date

**D. ATTACH TO THIS PERMIT APPLICATION** (You must check all of the following in order for this application to be complete.)

- 23. I have attached a completed LAND USE COMPATIBILITY STATEMENT which identifies: 1) the type of activity/ facility proposed (composting facility, material recovery facility, anaerobic digestion facility, etc.), 2) the specific location of the facility and 3) the amount of solid waste the facility will receive.
- 24. I have contacted a DEQ solid waste staff person to determine if I must get a WRITTEN RECOMMENDATION from the local government unit having jurisdiction of solid waste in my area.
- 25. I have attached a CERTIFICATE OF BUSINESS REGISTRY of this business with the State of Oregon.
- 26. I have attached a LIST OF DEQ PERMITS issued or applied for under the business name listed above.  
 Check here if no other permits issued or applied for.
- 27. I have reviewed the instructions applicable to the type of facility applying for, which describes steps necessary to submit a completed application. I have attached additional materials, if any, as listed on that instruction sheet. (Please contact the nearest DEQ solid waste permit coordinator if you have questions).

**E. FEES – MUST ACCOMPANY THIS APPLICATION**

Choose either 28a or 28b, and 28c if required.

28a	Composting Facility Screening Fee*:	\$ 150.00
28b	Application Filing Fee, non-composting facility:	\$
28c	Compliance Fee (if required):	\$

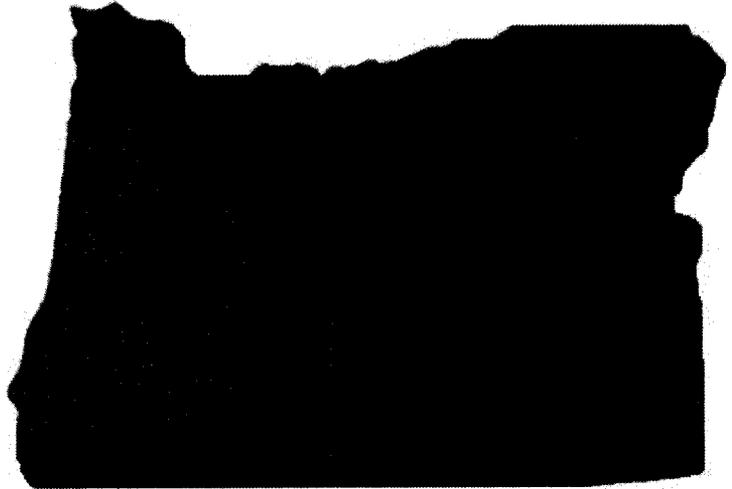
TOTAL FEE(S): \$ 150

\*If applying for a composting permit, pay only the screening fee (28a). The application filing fee (28b) is not required. Screening will determine whether additional fees are required.

**Make checks to Oregon DEQ.**

**Please mail the original application and one copy of the completed packet to the appropriate regional office. Note that action will not begin on an application until a complete application packet is received. Incomplete applications may be returned.**

1. Eastern Region  
Department of Environmental Quality  
400 E Scenic Drive, Ste 2.307  
The Dalles, OR 97058  
(541) 298-7255 ext. 221
2. Northwest Region  
DEQ Solid Waste Programs  
2020 SW Fourth Ave. Ste 400  
Portland, OR 97201  
(503) 229-5353
3. Western Region  
DEQ Solid Waste Programs  
750 Front St. NE Suite 120  
Salem, OR 97301  
(503) 378-5047





METRO

MAIL THIS APPLICATION TO:

DATE RECEIVED BY METRO:

Metro Finance and Regulatory Services  
Solid Waste Compliance and Cleanup  
600 NE Grand Avenue  
Portland, OR 97232-2736  
(503) 797-1835

### Solid Waste Application Supplemental Form Property Use Consent

<b>1. Property Owner.</b>	
Name:	Francis Development LLC.
Mailing Address:	2345 NW <del>Grand</del> Ave. NW # NICOLA ST
City/State/Zip:	Portland OR 97210
Phone Number:	503 236 1195

<b>2. Site Description:</b> R 316319 Multnomah County			
Tax Lot(s):	TL 2100	Section:	28
Township:	1N	Range:	1E
Address:	2345 NW NICOLA ST, PORTLAND OR, 97210		

<b>3. Describe the applicant's proposed use of this property.</b>
Recycle asphalt shingles from residential roofing materials.

<b>4. Describe the property interest held by the prospective Licensee or Franchisee (Applicant).</b>
Leased through landowner above

<b>5. Describe the duration of the interest.</b>
Year by year contract, TBD

6. Attach copy of agreement between Property Owner and Applicant.

**APPLICANT CERTIFICATION:** This form cannot be processed without a signature.

*I certify under penalty of law that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.*

SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_

TITLE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_

**PROPERTY OWNER(S):** This form cannot be processed without a signature.

*"I consent to the applicant's proposed use of this property as described on this form. I have also read and agree to be bound by the provisions of Section 5.01.180(e) of the Metro Code if the applicant is granted a franchise or license and that franchise or license is subsequently revoked or if renewal of that franchise or license is refused." Metro Code Section 5.01.180(e) states: "Upon revocation or refusal to renew the Franchise or License, all rights of the Franchisee or Licensee in the Franchise or License shall immediately be divested."*

*I certify under penalty of law that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.*

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

PHONE \_\_\_\_\_



REVENUE BUREAU, LICENSE & TAX DIVISION, 111 SW COLUMBIA ST., SUITE 600, PORTLAND, OR 97201-5814  
PHONE: (503) 823-5157, FAX: (503) 823-5192, TDD: (503) 823-6868

## CERTIFICATE OF COMPLIANCE



DATE ISSUED: November 7, 2012

Verify compliance at [www.pdxbl.org](http://www.pdxbl.org)

ACCOUNT: 698594

TAXPILER: NORTHWEST SHINGLE RECYCLERS LLC  
PO BOX 12213  
PORTLAND OR 97212-0213

LOCATION: 6110 SE 111TH AVE  
PORTLAND OR 97266

Is in compliance with the City of Portland Business License Tax Law and Multnomah County  
Business Income Tax Law as of November 7, 2012.

*A Certificate of Compliance indicates that on the date of issuance the business was in compliance with applicable tax laws. It does not exempt the holder from annual filing requirements, nor does it entitle the holder to engage in any business activity not otherwise allowed by federal, state, and/or local laws.*

# Business Registry Business Name Search

[New Search](#)

## Business Entity Data

11-07-2012  
12:53

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
478423-98	DLLC	ACT	OREGON	11-20-2007	11-20-2013	
<b>Entity Name</b> NORTHWEST SHINGLE RECYCLERS, LLC						
<b>Foreign Name</b>						

[New Search](#)

## Associated Names

<b>Type</b>	PPB	PRINCIPAL PLACE OF BUSINESS			
<b>Addr 1</b>	6110 SE 111TH AVENUE				
<b>Addr 2</b>					
<b>CSZ</b>	PORTLAND	OR	97266	<b>Country</b>	UNITED STATES OF AMERICA

*Please click [here](#) for general information about registered agents and service of process.*

<b>Type</b>	AGT	REGISTERED AGENT		<b>Start Date</b>	11-20-2007	<b>Resign Date</b>	
<b>Name</b>	KIRKHAM	E	HAY				
<b>Addr 1</b>	1200 SW MAIN ST						
<b>Addr 2</b>							
<b>CSZ</b>	PORTLAND	OR	97205	<b>Country</b>	UNITED STATES OF AMERICA		

<b>Type</b>	MAL	MAILING ADDRESS				
<b>Addr 1</b>	PO BOX 12213					
<b>Addr 2</b>						
<b>CSZ</b>	PORTLAND	OR	97212	0213	<b>Country</b>	UNITED STATES OF AMERICA

<b>Type</b>	MGR	MANAGER			<b>Resign Date</b>	
<b>Name</b>	GREG		BOLT			
<b>Addr 1</b>	10123 SE BRITTANY COURT					
<b>Addr 2</b>						
<b>CSZ</b>	CLACKAMAS	OR	97015	<b>Country</b>	UNITED STATES OF AMERICA	

[New Search](#)

## Name History

--	--	--	--	--	--	--	--

<b>Business Entity Name</b>	<b>Name Type</b>	<b>Name Status</b>	<b>Start Date</b>	<b>End Date</b>
NORTHWEST SHINGLE RECYCLERS, LLC	EN	CUR	11-20-2007	

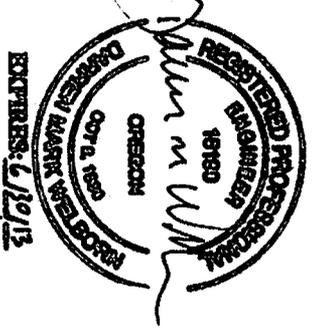
Please read before ordering Copies.

New Search

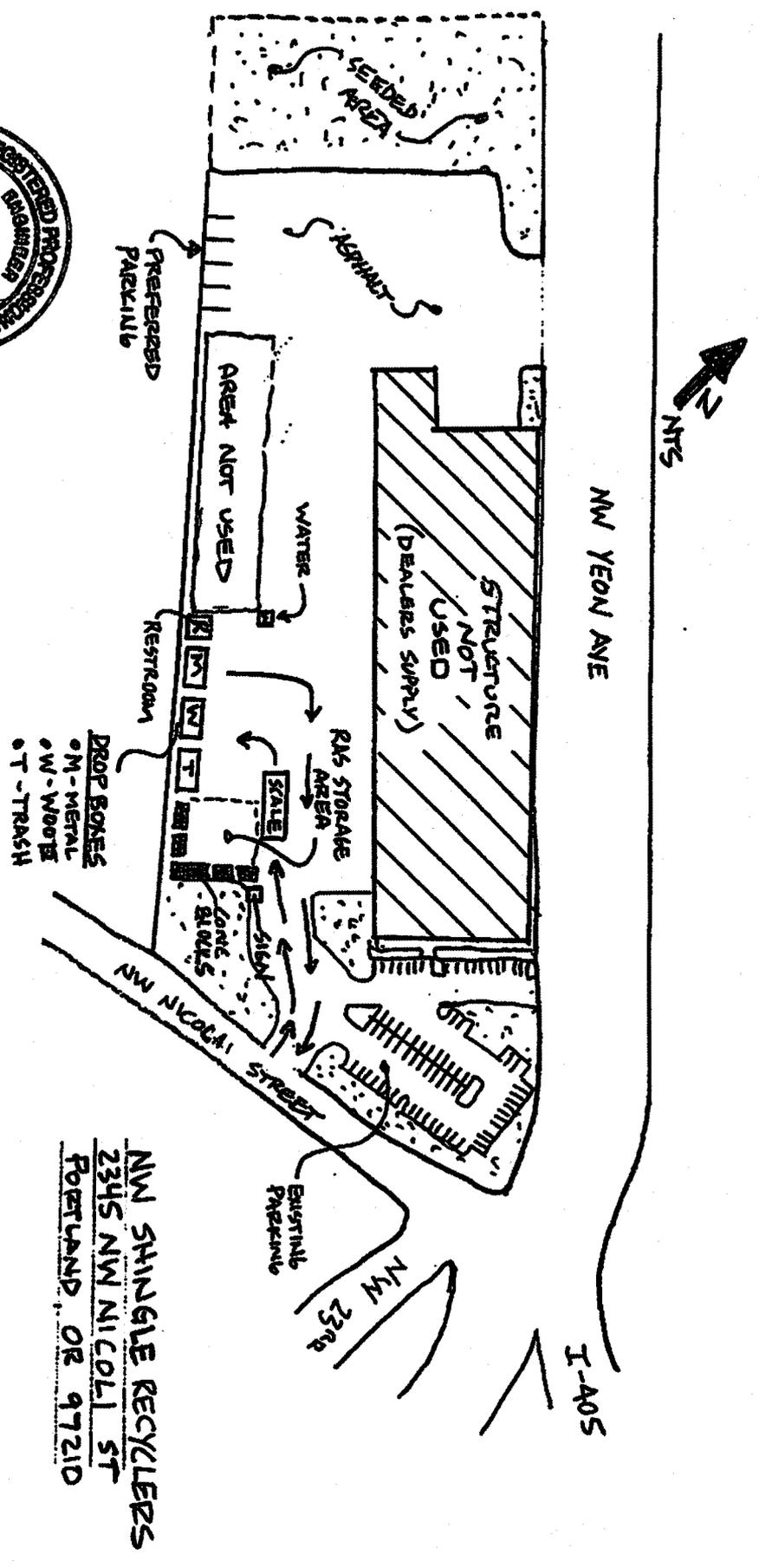
Summary History

<b>Image Available</b>	<b>Action</b>	<b>Transaction Date</b>	<b>Effective Date</b>	<b>Status</b>	<b>Name/Agent Change</b>	<b>Dissolved By</b>
	AMENDED ANNUAL REPORT	11-06-2012		FI		
	AMENDED ANNUAL REPORT	10-18-2011		FI		
	ANNUAL REPORT PAYMENT	10-20-2010		SYS		
	ANNUAL REPORT PAYMENT	11-12-2009		SYS		
	AMENDED ANNUAL REPORT	01-02-2009		FI		
	NOTICE LATE ANNUAL	11-21-2008		SYS		
	ARTICLES OF ORGANIZATION	11-20-2007		FI	Agent	

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SITE PLAN  
 NTS



NW SHINGLE RECYCLERS  
 234S NW NICOLI ST  
 PORTLAND, OR 97210



PTU 25 18 #10/25

Warren Johnson —

We will get you copy of lease with  
our tenant, NW Dealers Supply, as soon  
as we get it in hand.

Everything else should be updated +  
complete. Thanks for your advice.

Please let me know what else you may  
need.

Thanks

Bryan

503-706-8082

(l) The time for performance of any of Lessee's or Lessor's obligations hereunder will be extended for a period equal to any hindrance, delay, or suspension in the performance of that Party's obligations, beyond the Party's reasonable control and directly impacting the Party's ability to perform, caused by any of the following events: Unusually severe acts of nature, including floods, earthquakes, hurricanes, and other extraordinary weather conditions; civil riots, war, terrorism, or invasion; any delay occurring in receiving approvals or consents from any governmental authority, including DEQ or other agency review of environmental reports (as long as an application for the approval or consent was timely filed and thereafter diligently pursued); major fire or other major unforeseen casualty; labor strike that precludes the Party's performance of the work in progress; or extraordinary and unanticipated shortages of materials (each a "Force Majeure Event"). Lack of funds or willful or negligent acts of a Party will not constitute a Force Majeure Event hereunder. Further, it will be a condition to any extension of the time for a Party's performance hereunder that the Party notify the other Party within five (5) Business Days following the occurrence of the Force Majeure Event and diligently pursue the delayed performance as soon as is reasonably possible.

(m) This Lease, together with all Exhibits attached hereto and by this reference incorporated herein, constitutes the entire agreement between Lessor and Lessee with respect to the leasing of the Premises.

(n) This Lease may be executed in one or more counterparts.

IN WITNESS WHEREOF, the Parties have executed this Lease to be effective as of the Effective Date.

LESSOR

LESSEE

Dealers Best, LLC,  
a Delaware limited liability company

Northwest Shingle Recyclers, LLC,  
an Oregon limited liability company

By:

Ken Francis

By:

\_\_\_\_\_

Print Name:

Ken Francis

Print Name:

\_\_\_\_\_

As Its:

Manager

As Its:

\_\_\_\_\_