



DEP Date Stamp

INITIAL APPLICATION FOR A MAINE REDEMPTION CENTER LICENSE

Use this form to request a new license for a beverage container redemption center pursuant to *Manufacturers, Distributors, and Dealers of Beverage Containers* 38 M.R.S. §§ 3101-3119 and *Responsibilities under the Returnable Beverage Container Law* 06-096 CMR ch. 426.

Section 1. Company and Address Information

Redemption Center Name: _____

Physical Address: _____

Town: _____ State: _____ Zip: _____ County: _____

Owner or Corporate Name: _____

Billing Contact (if different) _____

Telephone Number: _____ Email Address: _____

Address: _____

Town: _____ State: _____ Zip: _____

Section 2. Additional Information

Proposed Opening Date: _____

Is a dealer/retailer of beverage containers operating a retail space of 5,000 square feet or more at the address of the proposed redemption center? ☐ Yes ☐ No

Are you a distributor registered with the department? ☐ Yes ☐ No

List any other redemption centers in the municipality:

Population of proposed town (most recent census): _____

If, given the number of redemption centers and the population, there is not an available redemption center license in accordance with 38 M.R.S. 3113(3), please include proof of compelling need. For examples of documentation that can be used to show compelling need, please email the regional contact, as identified in Section 9, below.

Section 3. Documentation of Good Standing with the Secretary of State, as Applicable

An application submitted by a corporation must be made in the corporation's registered corporate name and must include either documentation that the corporation is in good standing with the Maine Department of the Secretary of State, or a statement signed by a corporate officer affirming that the corporation is in good standing. You may obtain a pdf documenting good standing at the [Secretary of State's Interactive Corporate Services](#). Please attach.

Section 4. Evidence of Title, Right, or Interest (TRI)

Attach evidence that the applicant holds title, right, or interest in the property in question, in accordance with *Processing of Applications and Other Administrative Matters* 06-096 CMR ch. 2(10)(D)

Methods of demonstrating TRI include, but are not limited to, the following:

- (1) If you own the property, a copy of the deed(s) to the property must be supplied. You may obtain a pdf of a deed at the [Maine Registry of Deeds](#).
- (2) If you have a lease or easement on the property, a copy of the lease or easement must be supplied. The lease or easement must be of sufficient duration and terms, as determined by the Department of Environmental Protection (Department), to permit the proposed construction and reasonable use of the property.
- (3) If you have an option to buy or lease the property, a copy of the option agreement must be supplied. The option agreement must be sufficient, as determined by the Department, to give rights to title, or a leasehold or easement of sufficient duration and terms to permit the proposed construction and use of the property.

Section 5. Proposed Hours of Operation – Provide Separate Winter/Summer Hours, if Applicable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

Section 6. Dealer Agreements and Member Dealer Agreements

The Department cannot license a redemption center without at least one dealer or member dealer agreement. Model agreements can be found on the Department's website. Please attach.

- Dealer agreements: A “dealer” is a retailer (including restaurants, bars, cafeterias, etc.) that sells beverages in beverage containers. A dealer agreement is an agreement in which the dealer affirms that, given the location and hours of operation, the redemption center will provide a convenient redemption option for the dealer's customers.
- Member dealer agreement: A member dealer agreement is an agreement by which a redemption center fulfils the redemption responsibilities of a dealer with at least 5,000 sq. ft. of retail space and that is obligated to provide for redemption in accordance with 38 M.R.S. 3106(1).

Section 7. Public Notice of Intent to File

An applicant is required to provide public notice of intent to file in accordance with *Processing of Applications and Other Administrative Matters* 06-096 CMR ch. 2(13). To fulfill this requirement, you must complete the attached notice “Notice of Intent to File” and:

- Publish a “Notice of Intent to File” in a newspaper circulated in the area where the project is located. (A form for this notice is available on the final page of this application.) The notice should appear in the newspaper within 30 days prior to filing the application with the DEP.
- Provide a copy of the “Notice of Intent to File” to all the owners of property abutting and all persons owning land within 1,000 feet of the redemption center. Their names and addresses can be obtained from town tax maps or local public officials. Qualifying properties must receive notice within 30 days prior to filing the application with the DEP. If your project abuts a road or other public or private right-of-way, the person on the opposite side of the right-of-way must be notified.
- Provide a copy of the “Notice of Intent to File” to the chief municipal officer in the municipality where the project is to be located. If the project is located in an unorganized area, send the notice to the appropriate county commissioners. The notice must be sent within 30 days prior to filing with the DEP.
- Include a copy of the published notice and a list of those to whom notice was provided with this application.

Section 8. Signatures**SIGNATURE OF APPLICANT**

I certify the redemption center will accept and manage all beverage containers with labels that are registered in accordance with 38 M.R.S. § 3105.

I understand that I am responsible for ensuring business operations in accordance with all applicable laws and rules, including *Manufacturers, Distributors, and Dealers of Beverage Containers* 38 M.R.S. §§ 3101-3119 and *Responsibilities under the Returnable Beverage Container Law* 06-096 CMR ch. 426.

I certify under penalty of law that I have personally examined the information submitted in this document and all attachments thereto and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate, and complete. I, the property owner or lessee, authorize the Department of Environmental Protection (Department) to enter the property that is the subject of this application, at reasonable hours, including buildings, structures or conveyances on the property, to determine the accuracy of any information provided herein. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

DATE: _____

SIGNATURE: _____

NAME: _____
(Print)TITLE: _____
(If other than applicant, attach letter of agent authorization.)

Section 9. Licensing Fees

Applicants for a license must submit the \$100.00 application fee with the application.

You may submit this application and fee by mail to:

Container Redemption Program,
Attn: Ian Hunt
17 State House Station
Augusta, Maine 04333-0017

or pay online through our [Payment Portal](#)

Section 10. Department Contact Information

Based on your county, if you have questions about completing this application please contact:

Kennebec, Sagadahoc, Lincoln, Knox, Waldo, Franklin
Marisa Brennan at 207-458-7542 or Marisa.Brennan@maine.gov

Hancock, Washington, Penobscot
Ian Hunt at 207-441-9845 or Ian.Hunt@maine.gov

York, Cumberland, Androscoggin, Oxford
Martin Carriere at 207-816-2297 or Martin.Carriere@maine.gov

Aroostook, Piscataquis, Somerset
Sarah Gensel at 207-535-7123 or Sarah.Gensel@maine.gov

PUBLIC NOTICE: NOTICE OF INTENT TO FILE

Please take notice that: _____ who can be contacted at:
(Name of applicant)

(Phone number, mailing address and email address)

is intending to file a Beverage Container Redemption Center permit application with the Maine Department of Environmental Protection pursuant to the provisions of *Manufacturers, Distributors and Dealers of Beverage Containers* 38 M.R.S. §§ 3101-3119, 06-096 ch. 426 *Responsibilities under the Returnable Beverage Container Law*, and 06-096 C.M.R. ch. 2 *Processing of Applications and Other Administrative Matters* on or about:

_____.
(Anticipated filing date)

The application is for a new Redemption Center to collect beverage containers and redeem deposits in the town of: _____ at the following address:
(Municipality)

_____.
(Physical address of the proposed redemption center)

A request for a public hearing in accordance with 06-096 ch. 2 § 7 must be received by the Department in writing no later than 20 days after the application is deemed complete and accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner.

The application will be filed for public inspection at the Department of Environmental Protection's office located at 28 Tyson Drive, in Augusta. A copy of the application may also be seen at the municipal office located at _____.
(Address of municipal office)

Public comment on the application will be accepted throughout the application processing period. Written public comments may be sent by email to BottleBill.DEP@maine.gov or by mail to: Maine DEP, Bottle Bill, 17 State House Station, Augusta, Maine 04333-0017.

For more information on how to submit public comments with the DEP, please visit our website [Maine's Beverage Container Redemption Program \(Bottle Bill\)](#).