

AFO APPLICANT PROCEDURAL CHECKLIST (For Use by Kosciusko County & Applicants)

A concise, step-by-step compliance checklist.

KOSCIUSKO COUNTY AFO PERMIT APPLICATION CHECKLIST

STEP 1 — Confirm Eligibility

- ✓ Meets AFO definition (≥ 299 animals)
 - ✓ Meets or exceeds all local, state, federal requirements
 - ✓ Premises ID (PremID) number obtained from BOAH for applicable species
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STEP 2 — Prepare Site Plan

Provide:

- Scaled site drawing
 - Parcel boundaries
 1. Front yard setback ≥ 100 feet
 2. Side yard setback ≥ 100 feet
 3. Rear yard setback ≥ 100 feet
 - Lot area ≥ 20 acres
 - Existing & proposed agricultural structures
 - AFO's within 2,640 feet, equivalent to one-half (1/2) mile; structure to structure
 - Setback from sensitive uses ≥ 400 feet
 - All water wells ≥ 100 feet
 - Topographic layout ≥ 400 feet
 - Lakes, shorelines, drainageways, wetlands ≥ 100 feet
 - PremID number (345 IAC 1-2.5) from the BOAH website:
<https://www.in.gov/boah/traceability-and-premise-id/indiana-premises-registration/>
 - Animal Species:
 - Total Number of Animals:
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STEP 3 — Public Notice Requirements

Applicant must:

- Prepare mailing list of all owners within 2,640 feet, equivalent to one-half (1/2) mile
 - Include **both mailing address & physical property address**
 - Send notices via **certified mail**
 - Pay all mailing costs
 - Retain all signature receipts
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STEP 5 — Submit Application to APC

Include:

- Completed permit application
 - Site plan
 - All certified mail receipts with signatures
 - Copies of all public notices
 - PremID number
 - Drainage Board Approval
 - Health Department Approval
 - Recorded Agricultural Disclaimer Acknowledgment Form
 - County Highway entrance/drive authorization
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STEP 6 — APC Review

APC will review for:

- ✓ Ordinance compliance
 - ✓ Setbacks
 - ✓ Notice requirements
 - ✓ Manure storage plan
 - ✓ PremID number
 - ✓ Public comments
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STEP 7 — Permit Decision

The APC may:

- Approve
- Approve with conditions
- Table for additional information
- Deny the permit

STEP 8 — Post-Approval Requirements

If approved:

- Maintain compliance with all ordinance provisions
- Maintain PremID number
- Maintain records for manure application (Category 14)
- Maintain manure storage system to 327 IAC 19 technical standards
- Maintain compliance with fertilizer material and manure application requirements under 355 IAC 8, as administered by the Office of the Indiana State Chemist.
- Mortality Disposal: Animal Feeding Operations shall comply with dead animal disposal requirements under 345 IAC 7.
- Permit modifications require new review if changes are substantial