



# City of Monterey Park Debris Management

## 1

### Complete PART ONE of the Debris Management Report

- Monterey Park Municipal Code 6.08.150 states that no one other than a franchise service collector (either Athens Services or Ware Disposal) is allowed to remove refuse from property within the City. However, self-hauling of construction and demolition debris from your own job site is permitted. If you need to contract for a roll-off or temporary bin service, you must call either Athens Services at (888) 336-6100 or Ware Disposal at (877) 714-9273. Both of these companies will process the construction and demolition debris collected to recover recyclable materials.
- If you use the City's franchise service collector, fill out PART ONE of report and attach a receipt from either Athens Services or Ware Disposal.
- If you plan to self-haul your waste material to a state-approved facility, the City must know that you are recycling at least 65% of the waste amount. Fill out PART ONE of report and get ready for steps two and three below for PART TWO.

## 2

### Save Your Receipts

- As your project progresses, it is important that you save your receipts from any facility (both recycling and landfill) that you take waste materials from your jobsite. If materials were taken for reuse to another jobsite, we also need documentation.

If you need to locate a recycling facility, the City of Los Angeles has a list of all construction and demolition debris recycling facilities that guarantee 65% or more diversion, approved by the California Department of Resources Recycling (CalRecycle) at: <https://www.lacitysan.org>. On the homepage hover over "What We Do" at the top of the page and click on "Recycling." Then click on "Construction & Demolition Recycling" on the left side of the page. Los Angeles County also has a list of approved recycling facilities that can be accessed at:

[https://dpw.lacounty.gov/epd/CD/cd\\_attachments/Recycling\\_Facilities.pdf](https://dpw.lacounty.gov/epd/CD/cd_attachments/Recycling_Facilities.pdf)

## 3

### Complete PART TWO of the Form and Attach Your Facility Receipts

- When you are done with construction, you need to complete and submit PART TWO of report prior to final permit sign-off. Attach your receipts from both recycling and landfills facilities and/or documentation from jobsite for reuse to PART TWO of report. A complete PART ONE and PART TWO along with receipts attached must be signed off by city staff.

# City of Monterey Park Debris Management Report



## INSTRUCTIONS

Are you aware that material generated from your project can be recycled?

Monterey Park Municipal Code 16.13.010 incorporates the California Green Building Standards Code 2016 Edition that requires a minimum of 65 percent of the non-hazardous construction and demolition debris generated at the job site to be recycled and/or salvaged.

*You are allowed to self-haul all waste material to a state approved recycling facility but you are not allowed to hire a company that does not have a franchise from the City to collect, transport, and dispose of the waste materials.* Furthermore, if you self-haul your own material from the jobsite you will be required to provide documentation showing that you have diverted 65% of your project's waste from landfill disposal regardless of size in square footage.

**Violation of these requirements will result in requiring you to post a performance security for future projects. A repeat violation may result in the inability to pull a construction or demolition permit with the City for one year.**

### **Step 1: Before Project Begins:**

- Complete PART ONE of report. If you use the City's franchise service collector, attach a receipt from either Athens Services or Ware Disposal to PART ONE of report and return completed form to Public Works Department. Keep a copy of the form and receipt for your records.
- If your project involves only roofing material and/or Household Hazardous Waste (HHW), check the appropriate box and return PART ONE of report to Public Works Department and you are finished.
- If your project involves only electrical and/or plumbing, this application form is NOT required.

### **Step 2: During the Project:** *(self-haul projects regardless of square footage)*

Save all weight receipts and/or documentation from disposal sites (recycling centers, landfills, and jobsite reuse, etc.) where materials were taken.

### **Step 3: Before Final Inspection:** *(self-haul projects regardless of square footage)*

Complete PART TWO of this form and submit receipts/documentation (original or photocopies) verifying that a minimum of 65% of the debris or material generated was diverted from landfill disposal. Final inspection will not be conducted until documentation has been submitted.

For more information, please contact the City of Monterey Park Public Works Department at (626) 307-1320.

# City of Monterey Park Debris Management Report

## PART ONE



**Only completed application will be accepted and processed.**

Today's Date: \_\_\_\_\_ Permit Number(s): \_\_\_\_\_

Job Address(es): \_\_\_\_\_

Job Description: \_\_\_\_\_

Square Footage: \_\_\_\_\_ sq. ft. Date projected for completing job: \_\_\_\_\_

Project Type: *New construction* *Demolition* *Renovation* *Other*

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

### Please check the appropriate box:

- The project is a New Residential or New Commercial.
- The project is a Residential Addition or Alteration where it increases the Building's Condition area, volume, or size.
- The project is Commercial with a permit valuation of \$200,000 or more.
- The project involves only roofing material and/or Household Hazardous Waste (HHW).  
*(STOP HERE – Debris Management is not required for roofing material and/or HHW only. Return PART ONE of report to Engineering Division and you are finished.)*

### Please check the appropriate box for how the Debris Management is to be accomplished:

- I am contracting with Athens Services (888) 336-6100. A receipt is attached with this form.
- I am contracting with Ware Disposal (877) 714-9273. A receipt is attached with this form.
- I am self-hauling my material from the site. I agree to divert at least 65% of my waste to a state-approved facility for recycling and understand I must complete and submit PART TWO of report with receipts attached prior to final inspection showing waste material properly recycled.

### Expected debris from this project: check all that apply.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Asphalt/Concrete                        | <input type="checkbox"/> Glass   | <input type="checkbox"/> Roofing material |
| <input type="checkbox"/> Brick/Masonry Tile                      | <input type="checkbox"/> Metals  | <input type="checkbox"/> Soils            |
| <input type="checkbox"/> Doors, windows, Cabinets, fixtures, etc | <input type="checkbox"/> Mixed Loads (i.e. Trash, plastics, packaging, etc.) | <input type="checkbox"/> Wood             |
|  |  | <input type="checkbox"/> Drywalls         |

***\*REMINDER: Failure to submit PART TWO (if required) will require you to submit a \$500 cash bond for your next project. The third violation will result in the inability to pull a permit for one year.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Monterey Park Debris Management Report

**PART TWO** – complete only if required.



Today's Date: \_\_\_\_\_

Permit Number(s): \_\_\_\_\_

Job Address(es): \_\_\_\_\_

Projects regardless of any size that self-haul waste materials generated from this site, this report must be completed and submitted *prior* to your final inspection. Failure to do so or comply with the City's 65% diversion requirement will require you to post a \$500 performance security bond for future projects and may result in you being unable to pull a construction or demolition permit with the City for one year. For further information, please contact the Public Works Department at (626) 307-1320.

**You must attach copies of weight receipts, recycling reports, and/or jobsite reuse documentation after completing this form to be signed off by city staff.**

Material	Amount Generated	Amount Recycled	Amount Disposed	Name of Facility/Vendor/ Jobsite Reuse	Date Taken to Facility
	<i>Indicate cubic yards or tons</i>				
Asphalt/Concrete					
Brick/Masonry/Tile					
Doors, Windows, Cabinets, Fixtures					
Glass					
Metals					
Soils					
Wood					
Mixed Loads (i.e. trash, plastics, packaging, etc.)					
Others:					
<b>TOTAL:</b>					

**FOR CITY USE ONLY:** *Project Status:*

Approved  Denied  Additional Documentation Requested (see attached)  Approved for Exemption

Reviewed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_