



## CITY OF PALOS VERDES ESTATES Construction and Demolition (C&D)

### Waste Management Plan Application

The City of Palos Verdes Estates requires a Construction and Demolition Waste Management Plan (WMP) be submitted to comply with the 2016 Green Building Standard Codes (CALGreen) and Chapter 8.14 of the Palos Verdes Estates Municipal Code, which set forth recycling requirements for construction and demolition (C&D) projects. CALGreen requires the recycling and/or salvaging for reuse at least 65% of C&D waste.

**Complete and submit the following information to the Public Works Department as indicated below. This form must be submitted and approved prior to starting any construction project or hauling any debris from a project site and the issuance of a building permit and/or encroachment permit.**

**Project Address:** \_\_\_\_\_

**Project Information:**

Permit No.: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Telephone No. #: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Residential     Non-Residential

Project Description: \_\_\_\_\_

\_\_\_\_\_

Project Valuation: \_\_\_\_\_ Project Square Footage \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**Applicant/Contractor Information:**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Telephone No. #: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Telephone No. #: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

**Applicability of C&D Waste Management Plan Requirements:**

**Covered Projects (check all that apply)**

- Total project valuation equals or exceeds \$50,000
- Re-roofing project only (valuation equals or exceeds \$10,000 or 50% or more of roof is replaced)
- Demolition project requiring Demolition Permit

**[If any of the above are checked, proceed to Step 1.]**

- None of the above (Non Covered Project; C&D WMP Not Required). **[If checked, proceed to Step 4.]**

**Step 1:**

**Please choose one of the following three options for complying with the ordinance:**

<input type="checkbox"/> <b>OPTION A</b>	<b>USE ROLL-OFF BINS PROVIDED BY ATHENS SERVICES</b>
--	--

Athens Services is contracted by the City to provide roll-off bins and to ensure at least 65% of C&D waste diversion. Contact Athens Services to order roll-off bins at **(888) 336-6100**. Inform them you are using the bins to comply with the City’s C&D Waste Management Ordinance. Divert more by requesting separate bins to source separate C&D debris onsite.

Upon consultation with Athens Services, if there is a constraint to achieve at least 65% of C&D waste diversion, submit a request for Infeasible Exemption per PVEMC Chapter 8.14.

<input type="checkbox"/> <b>OPTION B</b>	<b>SELF-HAUL ALL C&amp;D DEBRIS</b>
<input type="checkbox"/> <b>OPTION C</b>	<b>COMBINATION OF BOTH OPTIONS “A” AND “B”</b>

Please fill out and submit a Waste Management Plan (Page 4).

**Waste Management Plan** - Complete the Material Handling Estimate Worksheet on the Page 4. Identify the types of materials, estimated quantities, and how the waste material from your project will be reduced, recycled, or disposed of. Estimates must be calculated in tons (use the Materials Conversion Worksheet for conversion factors). This worksheet must be submitted and approved prior to the issuance of a building permit or public works permit for a Covered Project. Fill in the estimated diversion percentage calculated in the WMP Material Handling Estimate Worksheet on Line 1 below:

1. Diversion Percentage Estimate from WMP Material Handling Estimate Worksheet: \_\_\_\_\_ %
2. Is the percentage listed above greater than or equal to 65%?  YES  NO  
If no, submit a request for Infeasible Exemption per PVEMC Chapter 8.14.020

**Step 2**

Universal wastes are hazardous wastes that are widely produced by households and businesses. Universal wastes include televisions, household appliances, computers and other electronic devices as well as batteries, fluorescent lamps, cathode ray tubes/glass, non-empty aerosol cans, mercury thermostats, and other mercury containing equipment, among others. **Universal waste cannot be discarded in household trash nor disposed of in landfills.**

**Please indicate whether you will or will not generate universal waste:**

**I will** generate universal waste       **I will not** generate universal waste

A Universal Waste Verification Form as mandated by Section 5.408.2 of the CALGreen Building Code shall be completed and submitted with the WMP Compliance Report if the project meets the following thresholds:

- Nonresidential additions of 1,000 SF or greater; or
- Nonresidential building alterations with a permit valuation of \$200,000 or above.

Does project require Universal Waste Verification Form be submitted with WMP Compliance Report?

**No**     **Yes** (Submit Universal Waste Disposal/Recycling Requirements Form (Page 6) with this WMP.)

**Step 3:**

**Please initial below that you have read and understand the following policies:**

\_\_\_\_\_ I understand that the City of Palos Verdes Estates has an exclusive franchise agreement with Athens Services. Use of containers provided by another solid waste hauler is prohibited.

\_\_\_\_\_ I understand the use of containers owned by a licensed construction or demolition contractor or subcontractor are only permitted if used as part of the scope of work and that the containers remain on a truck.

\_\_\_\_\_ I understand it is prohibited to use residential trash, recycling, and/or green waste carts for C&D debris waste generated from this project. The property owner will be charged a contamination fee by Athens Services, and if applicable, a replacement fee for damaged carts.

\_\_\_\_\_ All subcontractors on the project must be notified of the project’s Waste Management Plan.

\_\_\_\_\_ After the end of each calendar year and at the conclusion of the project, the applicant must file a WMP Compliance Report. Obtain original receipts, weight tags; and waste haul/diversion reports (from Athens Services for Options A and C); and invoices for this project. Submit original receipts with WMP Compliance Report, and, if applicable, universal waste disposal invoices/receipts, to the Public Works Department. All subcontractors on the project must be notified of the project’s WMP Plan and sign a Subcontractor Acknowledgement Form which must be submitted with the WMP Compliance Report.

\_\_\_\_\_ I understand that failure to comply with CALGreen and Palos Verdes Estates Municipal Codes may result in the City proceeding with further action including issuing an Administrative Penalty for non-compliance and/or forfeiture of all or a portion of the refundable deposit.

**Step 4**

**Certification**

Select One:

**Covered Project Requiring Waste Management Plan**

By signing below, I hereby certify that the information reported is complete and, for applicable projects, that the tonnage diversion percentage estimates reported on this form (Options B and C) are my best estimate of the disposition of the C&D materials generated at this project site, and that I shall dispose of the C&D waste as specified in the Waste Management Plan. I acknowledge that I shall submit a WMP Compliance Report, including invoices, weight tickets and original receipts for all recycled and disposed material, after the end of each calendar year and at the conclusion of the project prior to final inspection; and that I have 120 days from the date of the Covered Project completion to apply for a refund of the security deposit; otherwise, my security deposit will be forfeited.

**Non Covered Projects**

By signing below, I hereby certify that the information reported is complete and accurate and a WMP is not required.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

<b>CITY USE ONLY:</b>	<input type="checkbox"/> OPTION A	<input type="checkbox"/> OPTION B	<input type="checkbox"/> OPTION C
<i>Plan Approval Status:</i>	<input type="checkbox"/> <i>Approved</i>	<input type="checkbox"/> <i>Further Explanation Needed (see attached)</i>	<input type="checkbox"/> <i>Denied</i>
<i>Administrative Fee:</i>	<input type="checkbox"/> <i>\$183 (Option A or Roofing Only)</i>	<input type="checkbox"/> <i>\$549 (Option B or Option C)</i>	
<i>Security Deposit: \$_____</i>	<input type="checkbox"/> <i>Cash Deposit</i>	<input type="checkbox"/> <i>LOC / Cashier's Check</i>	
<i>(3% of Valuation; \$1,000 minimum; \$10,000 max Residential; \$30,000 max Commercial)</i>			
<i>Exemption Status:</i>	<input type="checkbox"/> <i>Exemption Approved</i>	<input type="checkbox"/> <i>Exemption Denied</i>	
<i>Reviewed by:</i> _____	<i>Date:</i> _____		

**WASTE MANAGEMENT PLAN  
MATERIAL HANDLING ESTIMATE WORKSHEET**

- Column A List estimated quantities of waste generated for each material type (in tons). To convert yards to tons, use the Material Conversion Worksheet.
- Column B, C, & D List estimated quantities of material re-used, recycled, or disposed based on Column A quantities.
- Column E Name all the vendors or facilities you plan to use to re-use, recycle, or dispose of materials listed. See example below for cases where more than one facility was used for a particular material type.
- Column F Name the haulers you plan to use to transport C&D waste to recycling or disposal facilities.
- Column Totals Add up all material quantities for each column.
- Diversion Percentage Estimate Calculate the estimated diversion percentage in the section at the end of this worksheet and enter the percentage on line 2A of the WMP Compliance Report.

Materials	A	B	C	D	E	F
	Total Waste Generated (Tons)	Reuse/Salvage (Tons)	Recycle (Tons)	Disposal (Landfill) (Tons)	Destination	Hauler
<i>Example: Cardboard</i>	<i>2 tons</i>		<i>1.5 Tons</i>	<i>0.50 Tons</i>	<i>XYZ Recycling Facility or Landfill</i>	<i>ACME Hauling</i>
Concrete/Asphalt						
Brick/Masonry/Tile						
Carpet/Foam padding						
Cardboard/Paper						
Drywall						
Scrap Metal						
Unpainted Wood						
Pallets						
Green Waste						
Garbage/Trash		N/A	N/A	N/A		
Plastic						
Soil/Dirt <i>(Non-residential is required to divert 100%)</i>						
Roofing-Asphalt Composition Shingle/Shake						
Roofing-Wood Shingle/Shake						
Roofing-Concrete/Clay Tile						
Roofing – Roof Decking						
Other						
Other						
<b>Total</b>						

**Diversion Percentage Estimate:**

Column Totals: (B) \_\_\_\_\_ + (C) \_\_\_\_\_ = \_\_\_\_\_ / (A) \_\_\_\_\_ = \_\_\_\_\_ x 100% = \_\_\_\_\_



**CITY OF PALOS VERDES ESTATES**  
**Construction and Demolition (C&D)**  
**Refundable Construction and Demolition Deposit**

**Project Address:** \_\_\_\_\_

**Security Deposit Paid By (Name):** \_\_\_\_\_

Select:       **Owner**       **Applicant**       **Contractor**

**Security Deposit Refund to be Paid to:**

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

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

Telephone No. #: \_\_\_\_\_      Email: \_\_\_\_\_

**Security Deposit Amount:** \$ \_\_\_\_\_ made payable to City of Palos Verdes Estates.  
*(3% of Valuation; \$1,000 minimum; \$10,000 maximum for Residential; \$30,000 maximum for Commercial)*

**Type of Deposit:**       Cash  
                                  Cashier's Check  
                                  Letter of Credit

**Received on:** \_\_\_\_\_

This security deposit is to ensure recycling diversion of at least 65% of waste generated from any construction, demolition or renovation for a Covered Project, to comply with any provisions of Chapter 8.14 of the Palos Verdes Estates Municipal Code.

**Signed:** \_\_\_\_\_      **Date:** \_\_\_\_\_

Select:       **Owner**       **Applicant**       **Contractor**

*The deposit shall be returned, without interest, in total or in proportion, upon proof to the satisfaction of the Director, that no less than the minimum amount of diversion as established by State law of construction/demolition waste has been diverted. If a lesser percentage is diverted, a proportionate share of the deposit will be returned in accordance with a formula established by the Director. The deposit shall be forfeited entirely if there is a failure to comply with the requirements of PVEMC 8.14.*



**CITY OF PALOS VERDES ESTATES**  
**Construction and Demolition (C&D)**  
**Universal Waste Disposal/Recycling Requirements**

**Project Address:** \_\_\_\_\_

**Projects required to verify proper disposal/recycling of universal waste (per CALGreen Section 5.408.2):**

- Nonresidential additions of 1,000 SF or greater
- Nonresidential building alterations with a permit valuation of \$200,000 or above

**Universal Waste includes, but is not limited to, the following:**

- Electronic devices
- Batteries
- Electric lamps
- Mercury-containing equipment
- CRTs
- CRT glass
- Non-empty aerosol cans

Universal Wastes may not be disposed of as trash in the landfill. They must be either collected by a universal waste handler or transporter OR taken to a universal waste destination facility that is permitted to treat, store, or dispose of hazardous waste.

***For more information, see the Department of Toxic Substances Control web page at:***

<http://www.dtsc.ca.gov/HazardousWaste/universalWaste/>

**Applicant's Signature:**

I hereby certify that all Universal Waste generated by this project will be disposed/recycled properly either through collection by a universal waste handler or transporter or by materials being taken to a permitted universal waste destination facility.

I understand the requirement to retain and submit all documentation showing the proper disposal/recycling of all universal waste generated by this project through universal waste handler or transporter shipping manifests, receipts, and/or invoices; through invoices received from universal waste destination facilities; or through submittal of a signed letter stating that no universal waste was generated by this project to be submitted along with the WMP Compliance Report.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_