CITY OF HIDDEN HILLS

RECYCLING AND WASTE REDUCTION FORM
(Construction and demolition recycling/diversion required for all construction, remodeling, or demolition projects involving 1,000 square feet or having an estimated cost of $50,000 or more)

This Document includes the following sections:

I. Recycling and Waste Reduction Application **(Must be submitted prior to issuance of the Building Permit)**

II. Construction and Demolition Recycling Requirements: Building Permit Applicant Guidelines

III. Sample Construction & Demolition Waste Worksheet

IV. Certification of C&D Materials Re-used Offsite **(optional)**

V. Recycling and Waste Reduction Final Compliance Report **(Must be submitted when project is completed with receipts from disposal and recycling facilities to get performance deposit returned)**

VI. Construction and Demolition Haulers **(Only those haulers under current City agreement may collect waste materials within the City limit)**

Section I
C&D Recycling and Waste Reduction Application

Please complete and submit this application with your building permit application. An application fee of $402 is required. For more information and questions, please call Building and Safety at (818) 888-9281.

Date: _____

Project(s): Demolition_____ New Construction_____ Alteration _____ Addition_____

Project Square Footage: _____

Project Valuation: _____

Estimated tons of waste to be hauled from this location as a result of permit activities: _____
(see C&D Waste Worksheet and Conversion Table)

Estimated Diversion Rate (Reused offsite, recycled, landfill alternate daily cover):_____%

Project Site Address:
_____

Prepared by (print):
_____
Contractor Owner Other

Mailing Address: _____ Phone: _____
_____ FAX: _____
_____ E-mail:_____

Briefly describe your project:
_____
_____
_____

Schedule: Estimated start date_____ Estimated completion date: _____

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Recycling and Waste Reduction Application Results

Application Fee Date: _____

Section I
C&D Recycling and Waste Reduction Application

RWR Reviewed By: _____ Phone Number_____

Deposit: _____ ($50/ton - minimum $1,500) Date: _____

RWR Application Approved: _____ Yes _____No Date: _____

Comments:

_____

Project Address: _____

For each of the following categories of recycling, reuse and disposal activities, describe those strategies you plan to utilize for the project listed above.

1.	Materials to be salvaged for offsite re-use:		Yes	No
1a	Do you plan to salvage materials from this project to re-use on offsite projects?			
1b	If you checked yes to question 1a, please list the items that will be salvaged for offsite use: Doors, windows, jambs, casing toilets, sinks, other fixtures, hardwoods, wood siding, cabinets and shelving, carpet and pad, bricks, acoustical ceiling, lights, fans, ceramic roof tiles, structural materials, reusable lumber, bricks, other items (please list): An approved certification (Section IV) is required prior to removal of materials salvaged from the site.	1.		
		2.		
		3.		
		4.		
		5.		

2.	Source separation of materials:				Yes	No
2a	Do you plan to source separate any materials for recycling on this project? (e.g. separation of items such as wood, concrete, metal into separate bins for delivery to a recycling facility that will process for recycling)					
2b	Note the hauler and facilities to be utilized for each material you plan to source separate:	Materials	Hauler	Facility		

Section I
C&D Recycling and Waste Reduction Application

3.	Inert fill use – alternate daily cover (ADC):	Yes	No
3a	Please note whether any source separated dirt or mix inerts (concrete, asphalt, etc.) will be delivered to landfill and used as alternate daily cover (ADC). ADC will count as diverted material.		

3b	If yes, please note material and destination.	Materials	Facility

4.	Mixed C&D recycling facilities:	Yes	No
4a	Will any materials from this project be delivered to a mixed C&D recycling facility?		

4b	If yes, please note the facility or facilities.	Facility

5.	Disposal at a landfill or transfer station:	Yes	No
5a	Will any materials from this project be disposed of at a landfill or transfer station?		

5b	If yes, please list the landfill(s) or transfer station(s).	Landfill(s) or Transfer Station(s)

6.	Educational strategies:
	Describe how you plan to inform and ensure participation by your employees and any subcontractors of your diversion goals and Recycling and Waste Reduction activities. _____ _____ _____ _____ _____

Section I
C&D Recycling and Waste Reduction Application
Estimation of C&D Waste That Will Be Reused, Recycled, and Disposed

For "Type of Activity", note whether recycling, salvaging for offsite reuse, inert fill and ADC, transfer station, landfill, or mixed C&D recycling will occur.

Type of Material	Type of Activity (See list Above)	Total Quantities (In Tons)*	Total Diverted (In Tons)*	Total Disposed (In Tons)*	Facility Used (Where materials will be taken – please list names of recycling facilities, transfer stations, landfills, etc.)
Mixed Materials					
Mixed C&D Materials					
Mixed Inerts/ADC (dirt, concrete, asphalt etc.)					
Separated Materials (e.g. asphalt, lumber, yard trimmings, concrete)					
Items salvaged and reused offsite (e.g., fixtures, lumber, etc.)					
TOTAL*					

*Tonnage to be consistent with attached C&D Waste Worksheet. Use attached C&D Conversion Table, if appropriate. Estimate in pounds, where necessary, and convert to partial tons.

Estimated Diversion Rate (Total Diverted/Total Quantities): _____%

Section I
C&D Recycling and Waste Reduction Application

C&D Conversion Table
(volume to weight)

The following table provides conversions from cubic yards to tons for some commonly used materials, when scales are not practical or available. This table may be used when salvaging material for offsite use, if a facility does not have scales, or if the load is so small that the facility charges a flat rate instead of weighing it.

✓	Check each conversion being used			
	Mixed Structural C&D Materials	1 cubic yard	=	0.25 tons
	Mixed Inerts	1 cubic yard	=	1 ton
	Dirt, Brick, Concrete, Asphalt (separated from other materials)	1 cubic yard	=	1 ton
	Loose Lumber	1 cubic yard	=	0.075 tons
	Asphalt Shingles	1 cubic yard	=	0.21 tons
	Asphalt/Tar Roofing	1 cubic yard	=	1.46 tons
	Wood Shake Shingle Roofing	1 cubic yard	=	0.22 tons
	Metals	1 cubic yard	=	0.45 tons
	Yard Trimmings	1 cubic yard	=	0.05 tons
	Sheetrock	1 cubic yard	=	0.20 tons

Note:

If you believe you have justification for using a different conversion than above, please explain below.

_____

_____

_____

_____

Please remember to reference and submit this table with your Recycling and Waste Reduction Application or Final Compliance Report if you use volume to weight conversions to calculate recycled or disposed tonnages.

Section II
Construction and Demolition (C&D) Recycling Requirements Building Permit Applicant Guidelines

Construction and Demolition Debris Recycling and Diversion

On December 8, 2003 the City of Hidden Hills passed Ordinance No. 313 that requires the recycling, reuse or other diversion of fifty percent (50%) of all construction or demolition debris generated from all non-exempt construction, remodeling or demolition projects within the City. The goal of the Ordinance is to protect the health, safety and welfare of City residents and to meet the requirement of Assembly Bill 939, which mandates all cities to divert 50% of all waste generated from landfill disposal.

On January 1, 2017 the City of Hidden Hills further adopted the 2016 California Green Building Code, which increased the goal of recycling, reuse or other diversion to sixty-five percent (65%).

Pursuant to the City's Construction and Demolition (C&D) policy, there are some documents and a performance deposit that must be submitted as part of the building permit application process that demonstrate the permit applicant's intent and ability to divert 65% of the waste, generated by the project, from landfill disposal through recycling and reuse of materials. It is further required that documentation of the 65% diversion rate be submitted at the completion of the project as a condition of returning the performance deposit.

Types of projects covered by this Ordinance - "Covered Projects"

All private construction or demolition projects which involve more than 1,000 square feet or in which the total estimated cost is more than $50,000 are subject to the requirements of the Ordinance. However, with respect to all projects, applicants will be encouraged to recycle, reuse or divert as much construction or demolition debris as practicable.

Diversion Rate Requirement

A diversion rate of 65% is required for all waste generated by each Covered Project.

Permit Application Requirements

As part of the building permit application, applicants for Covered Projects must comply with the following requirements as part of the building or demolition permit process:

1. Applicants must complete and submit a City-approved Recycling and Waste Reduction Application (RWR Application – Section I).
2. Applicants shall pay a non-refundable application fee of four hundred two dollars ($402.00).
3. Applicants must submit a cash deposit, letter of credit or cashier's check in the amount of fifty ($50.00) for each estimated ton of construction or demolition debris, but not less that one thousand five hundred dollars ($1,500.00). The deposit shall be returned, without interest, upon proof to the satisfaction of the Building Official that no less than

the required percentage of tons of construction or demolition debris generated by the project has been recycled, reused or diverted. If a lesser percentage of tons than required is recycled, reused or diverted, a proportionate share of the deposit will be returned. The deposit shall be forfeited entirely if there is a failure to comply with the requirements of this article.

Applicants for building permits on all Covered Projects must have their RWR Application reviewed and approved by City staff prior to the issuance of any building or demolition permit. A C&D recycling application should be submitted at time of plan check, for City review and approval. C&D applications will be reviewed by the plan checker and will not be approved at the counter.

Demonstrating compliance with the diversion requirements and obtaining release of the performance deposit

Within 30 days after the completion of any Covered Project, the permit applicant must submit a Recycling and Waste Reduction Final Compliance Report (RWR Report – Section V) describing the efforts used to meet the diversion requirements and quantifying diversion rates. Receipts documenting the actual weight or volume of all materials recycled, reused, or disposed of from the project must be attached to the RWR Report.

City staff will review the information and determine whether the applicant has fully complied with the diversion requirements of the Ordinance. If the City determines that documentation demonstrates full compliance with the Ordinance, the full performance security shall be returned. If the diversion requirements have not been met, the City will return a portion of the performance security equivalent to the extent to which the project has met the 65% diversion requirement (e.g. if only half of the diversion goal has been reached, only half of the performance security will be returned). The balance of the performance security will be forfeited.

Exemptions from diversion requirements

An applicant may apply for an exemption to the 65% diversion requirement at the time of the submittal of the RWR Application. The RWR Application must still be filled out, with data indicating what diversion percentage the applicant considers feasible. In addition, a request for a waiver must be submitted that indicates the reasons the applicant is requesting an exemption from the diversion requirements. Exemptions will be considered based on lack of on-site storage space, contamination by hazardous materials, and low recyclability of specific materials. Exemption requests must be approved prior to issuance of the building permit.

Technical assistance to applicants

The City has provided information about construction and demolition haulers in the area (see C&D Haulers, Processing Facilities and Material Recovery Facilities at the back of this document – Section

Section II
Construction and Demolition (C&D) Recycling Requirements Building Permit Applicant Guidelines

VI). A copy of the C&D Ordinance can be obtained at City Hall. For questions about the ordinance or required City forms, contact the Building and Safety Department at (818) 888-9281.

Section IV
Certification of C&D Materials to be Re-used Off-site (Optional)

City of Hidden Hills
Building and Safety
6165 Spring Valley Road
Hidden Hills, California 91302

_____ _____
(Permittee Name) (Building Permit #)

_____ _____
(Company Name) (Project Address/Location)

Attn: Department of Building and Safety

Pursuant to the City of Hidden Hills' C&D program, I will be salvaging material from the project address, which is to be re-used offsite. As such, I hereby request credit for this material toward my diversion rate requirement. I further certify, under penalty of perjury, that the following material is to be diverted away from a landfill and will be reused as noted below:

Salvage Material	Weight (in tons)	Offsite Re-use Location/Facility (address)
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ _____
(Permittee's Signature) (Date)

I certify that I am the owner or authorized agent of the property where the salvaged material is to be re-used. I further certify, under penalty of perjury, that the material listed above will be re-used on my property and diverted from a landfill.

_____ _____
(Signature of Owner/Agent of property where salvaged material will be re-used) (Date)

_____ _____
Building Official Approval (Date)

Section V
C&D Recycling and Waste Reduction Final Compliance Report

Must be submitted to Building Official when project is completed with receipts from disposal and recycling facilities to get performance security returned

Project Address _____ Date _____

Prepared by (Print) _____ Phone _____

Start date of project _____ Completion date of project _____

1. Comparison of estimated and actual diversion rates

a. RWR Application estimates: Diversion_____ tons Disposal_____ tons

Estimated diversion rate: _____%

b. Actual: Diverted _____tons (Recycled_____, Salvaged and re-used offsite_____, ADC_____, other _____ tons)

Actual Disposed _____tons

Actual diversion rate (all materials): _____%

2. Receipts for diverted and disposed tonnage

Please attach to this report all receipts for tons diverted and disposed from this project, approved waivers, and certification of materials re-used offsite. Separate receipts by material type (asphalt, mixed debris, wood etc.) and receiving facility (transfer station, landfill, mixed C&D recycling facility, etc.) and keep in order by date. At the front of each grouping, attach a summary/total for that group of receipts.

Section V
C&D Recycling and Waste Reduction Final Compliance Report

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Recycling and Waste Reduction Review Results

RWR Compliance reviewed by: _____ Phone: _____

Estimated diversion rate stated by contractor: _____

Actual diversion rate:_____

RWR Compliance Approved: _____Yes _____ No Date: _____

If not approved, describe the actions taken by reviewer:

_____

_____

_____

_____

_____

_____

Section VI
Construction and Demolition Haulers, Processing Facilities and Material Recovery Facilities

The permit applicant is responsible for diversion of 65% of all C&D waste and shall retain only haulers under agreement with the City of Hidden Hills. The agreement verifies that all haulers understand and will conform with the City's C&D recycling program per Ordinance 313, the 2016 California Green Building Code, and as outlined in this Form. All bins on the construction site shall be readily identifiable as belonging to either the permittee or a hauler under current agreement with the City of Hidden Hills.

Following is a list of haulers with active agreements:

GI INDUSTRIES
195 W. Los Angeles St.
Simi Valley, California 93065
(818) 782-2474

J&L HAULING & DISPOSAL INC.
P.O. Box 3035
Chatsworth, California 91313
(818) 470-9356
(818) 470-9504

RENT A BIN
P.O. Box 4463
Chatsworth, California 91331
(818) 709-5599

AMERICAS BIN COMPANY
9701 Glenoaks Blvd.
Sun Valley, California 91352
(818) 900-0725

365 DISPOSAL AND RECYCLING, INC.
11153 Tuxford Street
Sun Valley, California 91352
(818) 356-1732