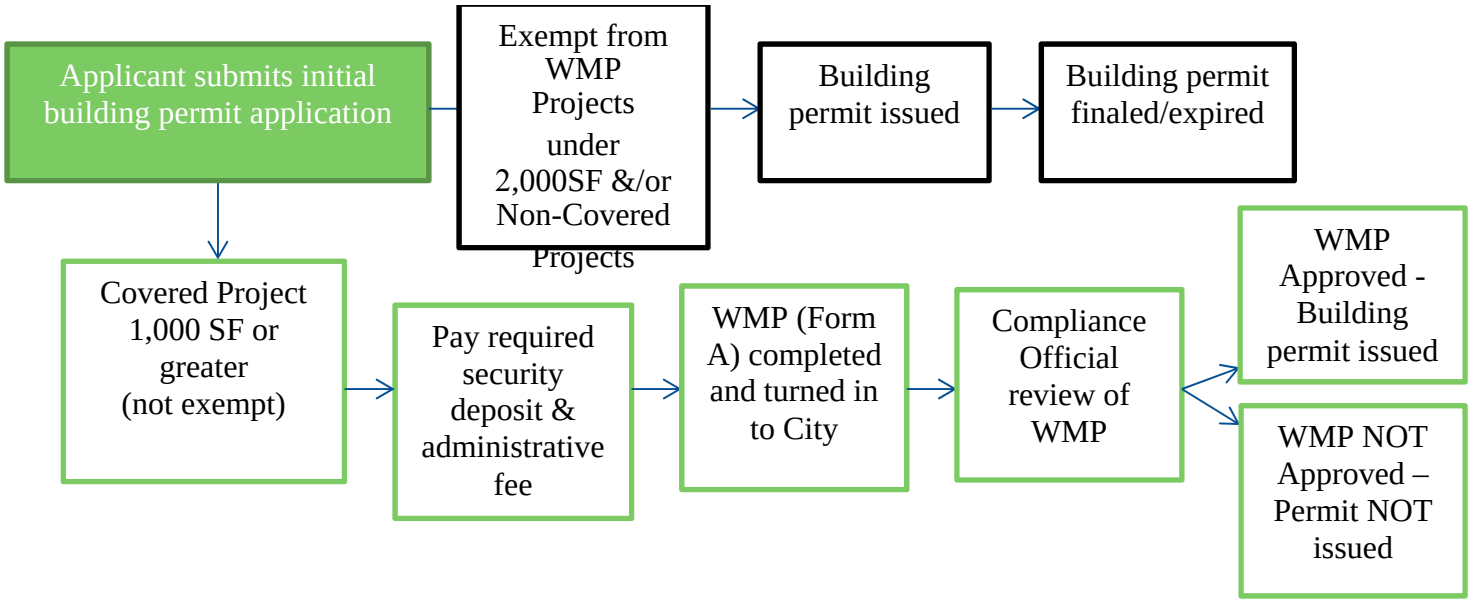
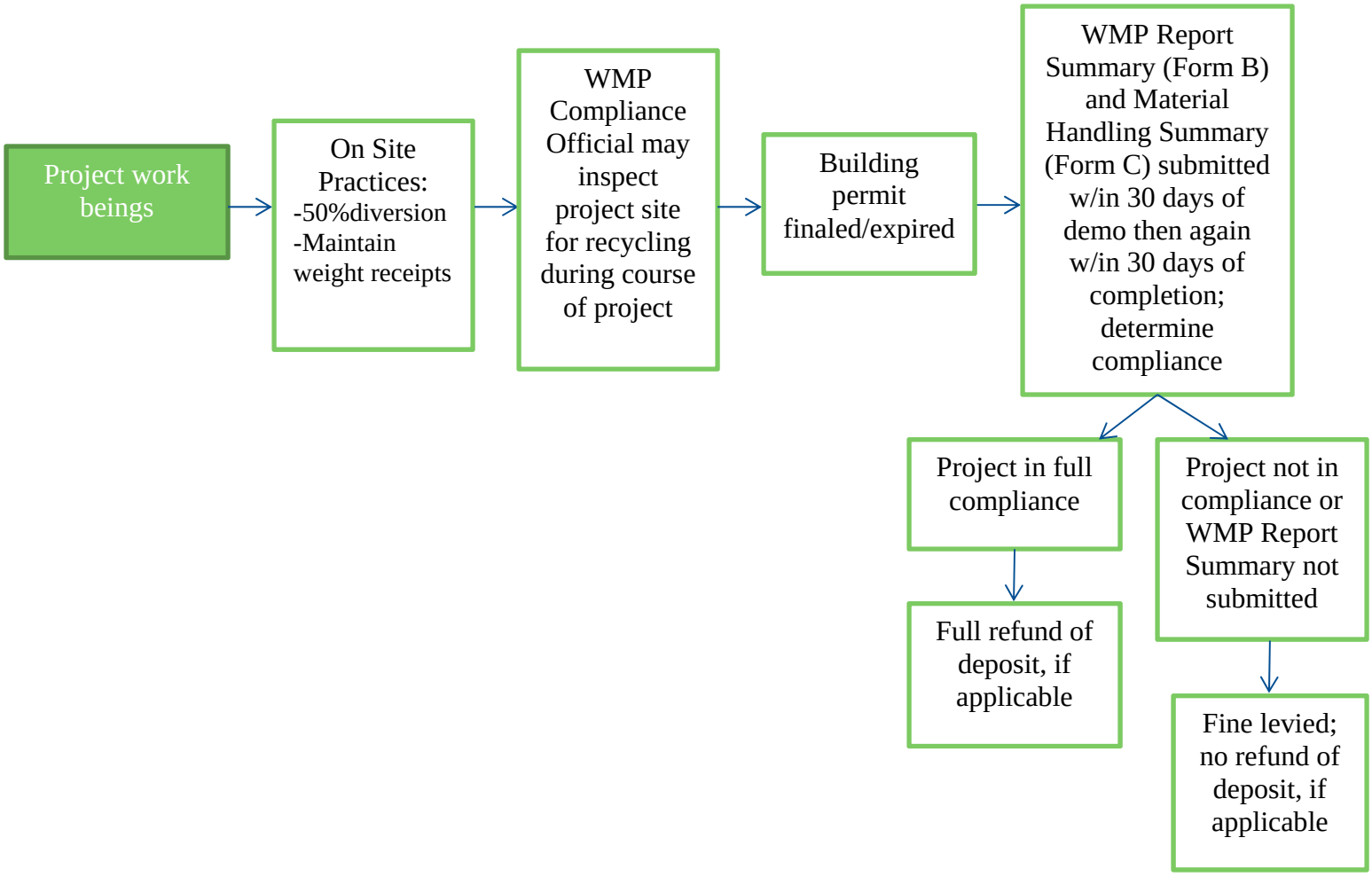
WASTE MANAGEMENT & DIVERSION GUIDE

General Services/City Clerk's Department
34272 Yucaipa Blvd.
Yucaipa, CA 92399
909/797-2489

Waste Management & Diversion Plan Chart – **Phase 1**



Phase 2



Step 1 – Determine Applicability

Unless specifically exempted, any construction, demolition, or renovation project of ***2,000*** ***square feet or greater (covered project)*** within the City that requires a building permit must divert at minimum 50% of the waste generated and fulfill the requirements established by Ordinance No. 333.

The following Non-Covered projects are considered categorically exempt:

- A project that is under the threshold of 2,000 square feet.
- The re-roofing of any residential or commercial structure that does not include the tear-off of any portion of the existing roof (excluding concrete roof tiles and wood shake roofing).
- Residential pool, spa, and retaining wall projects.
- Projects in which only plumbing, electrical, or mechanical permit is required.
- Seismic tie-down projects.
- Projects where no structural building modifications are required.
- Emergency demolition projects required to protect public health or safety as determined by the WMP Compliance Official.
- Other projects that the WMP Compliance Official determines shall produce no, or on only a de minimis quantity of, C&D waste.
- Installation of pre-fabricated patio enclosures and covers where no foundation or other structural building modifications are required.
- Installation of pre-fabricated accessories such as signs or antennas where no structural building modifications are required.
- A project for which a valid building or demolition permit has been lawfully issued by the City prior to the effective date of this ordinance.

Step 2 – Pay Required Fees

- Administrative Fee - As part of any application for, and prior to the issuance of, any building or demolition permit that involves the creation of construction and demolition debris, the applicant shall pay an administrative fee of $35 to the City to compensate the City for all expenses incurred in reviewing the WMP and plan compliance.

- Security Deposit – The security deposit shall be remitted at the same time the permit application is filed, and shall be in the form of a cash or cash equivalent, such as a cashier's check, money order, or credit card payment to the City.

The Security Deposit will be calculated based on the following:

Occupancy Type	# of Units	# of Units/Bldg.	Sq. Footage	Deposit	Admin. Fee
Single Family	0-10		2,000-up	$500/unit	$35
Single Family	11-20**			$5,000	$35
Single Family	20 > **			$7,500	$35
Multi Family		0-4		$500/unit	$35
		5-10**		$2,500	$35
		11-20**		$5,000	$35
Commercial Bldg.			1,000-5,000	$1,000	$35
			5,001-10,000	$2,500	$35
			10,001-up	$5,000	$35

**For projects including multiple units or phases, such as a tract development, the initial deposit amount for the first permitted phase shall be carried forward to the second permitted phase as long as the initial phase has received final inspection approval and is in compliance with the minimum diversion requirement.

Please remit deposit payments to:
City of Yucaipa
34272 Yucaipa Blvd.
Yucaipa, CA 92399

Step 3 – Submit completed Waste Management & Diversion Plan (WMP)

- Waste Management & Diversion Plan (Form A) - Applicants are required to submit a completed WMP for any construction, renovation and demolition projects within the City requiring a permit and that meets the required threshold of 2,000 square feet or greater. The WMP provides information regarding the project type, the estimated quantities of C&D debris generated, and the estimated quantities of materials reused, recycled, and/or disposed of (Form A is included in this packet).

- Pursuant to Yucaipa Municipal Code Chapter 8.28, only the City's franchise waste hauler (Yucaipa Disposal) is authorized to provide roll off bins and bin service.

  NOTE: Construction and Demolition (C&D) diversion plan compliance can be certified by Yucaipa Disposal staff. Customers can request solid waste disposal and diversion records that will include total collected, waste disposed, waste diverted and a

corresponding diversion rate. The Agua Mansa MRF currently offers a 77% diversion guarantee for mixed C&D roll-off loads. Customers must comply with mixed C&D program parameters in order to receive the guaranteed diversion credit. Customers requiring higher diversion for LEED certified projects will be required to source separate C&D materials into separate roll-off containers. Individual load diversion reports will be provided at an additional cost (LEED projects only). Customer inquiries can be directed via email to empire@burrtec.com.

- The self-haul method of waste removal and diversion requires the applicant to use the applicant's vehicles only. Proof of ownership and a photo of the vehicle(s) are required. If a bin is removed from a vehicle, it is considered a roll off-bin, which would need to be provided by Yucaipa Disposal.

- The WMP Compliance Official shall review the information supplied and approve a WMP only if the information provided is accurate and complete, the minimum diversion requirement has been met, and the applicant has paid the security deposit.

- Approval of an accurate and complete WMP is a precondition to issuance of any building permit.

Step 4 – Divert Construction & Demolition Debris

- At least 50% of the material that your project generates must be diverted from the landfill. "Divert" or "Diversion" means a reduction in the waste being disposed in landfills. For Covered projects including both construction and demolition, diversion of materials shall be tracked and measured separately. To the maximum extent feasible, project waste shall be separated on-site if this practice increases diversion. For construction and/or demolition projects, on-site separation shall include salvageable materials (e.g., appliances, fixtures, plumbing, metals, etc.,) and dimensional lumber, wallboard, concrete and corrugated cardboard, etc.

- Applicants shall make every structure planned for demolition available for salvage, recycling, and reuse prior to demolition and to recover the maximum feasible amount of salvageable, recyclable, and reusable materials prior to demolition. Salvaged, recyclable, or reusable materials from the demolition shall be counted towards the diversion requirements of this chapter.

- All waste diversion methods that qualify for a refund of the security deposit are subject to restrictions and documentation requirements approved by the City.

- Be sure to keep all weight receipts issued by any recycling facility and maintain records or logs of the volume and weight of materials reused on the job site. All weight receipts for landfill <u>and</u> diversion as well as the amount of material reused on the job site or sent to salvage will be used to calculate the percentage of diversion for the project.

Step 5 – Apply For Security Deposit Refund

- Within thirty (30) calendar days following the completion of the demolition phase of a covered project, and again within thirty (30) calendar days following the completion of the construction phase, the applicant shall, as a condition precedent to release the security deposit submit documentation to the WMP Compliance Official, which proves compliance with the diversion requirements of this program. The documentation shall consist of:

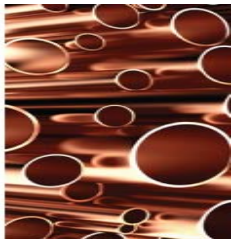
    - A completed Form B, "WMP Report Summary," providing the weight data of materials diverted and disposed (Form B is included in this packet).

    - The attached originals or photocopies of receipts and weight tags or other records of measurement from recycling companies, landfills, transfer stations, and/or the City's franchise hauler.

      In addition, where materials were recovered or salvaged recyclables and reusable materials were given away or sold on the premises, or removed to a reuse facility for storage or sale, the Applicant shall provide written supporting documentation such as letters of donation, bills of sale or other information that shall clearly document the final destination of the recovered or salvaged materials, the quantity or items that were recovered or salvaged, and the recipient of those materials.

    - If a covered project involves both demolition and construction, the report and documentation for the demolition project must be submitted and approved by the WMP Compliance Official before issuance of a building permit for the construction phase of a covered project.

    - If the WMP Compliance Official determines that the applicant has not made a good faith effort to comply with this program, or the applicant fails to timely submit a complete and accurate WMP Summary including supporting documentation, the deposit shall be forfeited to the city.



Form B
WMP Report Summary

PR Number:_____

This report is to be completed and submitted to the City of Yucaipa General Services/City Clerks Department within 30 calendar days following the completion of the demolition phase of a covered project and within 30 calendar days following the completion of the construction phase of a covered project. The purpose of this report is to confirm that you diverted from landfilling at least 50% of the material generated by your project or made a good faith effort to do so.

Complete this form and attach original or photocopies of all receipts and weight tags from recycling companies, landfill and/or disposal companies, and submit to:

City of Yucaipa
General Services/City Clerks Department
34272 Yucaipa Blvd.
Yucaipa, CA 92399

Section 1	PROJECT & APPLICATION INFORMATION

Owner's Name : _____ Date: _____

Job Site Address : _____,Yucaipa, CA 92399 Permit #: _____

Contractor Name : _____

Contractor Telephone #: _____

Demolition Dates: Start: _____ End: _____

Construction Dates: Start: _____ End: _____

Total SF of Project: _____SF

Section 2	DESCRIPTION OF DIVERSION PLAN

☐ Yucaipa Disposal bins and bin service(s) were used to handle C&D waste (Proceed to Section #4.)

If Yucaipa Disposal bins and bin service(s) were not used to handle your project's C&D waste & you were authorized to self-haul, please briefly state below how salvage and/or recycling materials were handled at your job site to ensure diversion.

_____
_____
_____
_____

(Proceed to Section #3)

Section 3	MATERIAL HANDLING SUMMARY

Please complete the Material Handling Summary Worksheet (Form C) to help identify the types of materials, quantities, and how the waste material were reduced, recycled or disposed at your project site. For this summary report, use the actual quantities, based on weight tags, gate receipts, or other documentation. Material quantities should be calculated in tons and use the attached Materials Conversion Worksheet for conversion factors. Fill in the diversion percentage calculated in Section F on Form C on line 3a below.

3a. Diversion Percentage Actual from Section F on Form C: _____%

3b. Is the percentage listed in 3a above greater than or equal to 50%? ☐YES ☐NO

3c. If NO, explain why:_____

_____

_____.

(Proceed to Section #4)

Section 4	VERIFICATION

☐ CITY APPROVED SELF HAUL APPLICANTS

- Attach weight receipts and other records of measurement form recycling companies and San Timoteo Landfill that show actual tonnage of diverted and not diverted materials.

☐ APPLICANTS THAT CONTRACTED WITH YUCAIPA DISPOSAL

- Attach the Yucaipa Disposal certified Construction and Demolition (C&D) Diversion Plan Compliance Report.
- Attach copies of invoices from Yucaipa Disposal that exhibit the use of Yucaipa Disposal bins and/or toll-off boxes for the collection of your project's C&D waste.

Section 5	CERTIFICATION

I, the undersign, have complied to the maximum extent practicable with the Municipal Code regarding construction and demolition diversion. I hereby attest that the information in this report is true and accurate, and that at least 50% of construction and demolition materials were taken to legitimate recycling, reuse or salvage facilities as confirmed by the attached receipts.

Print Name _____ Date _____

_____
Signature

Section 6	DEPOSIT TO BE REFUNDED TO

Applicant Name _____

Applicant Address _____

Applicant Telephone Number _____

FOR CITY USE ONLY

Report Summary Approval Status:

- ☐ Approved
- ☐ Good Faith
- ☐ Further explanation needed
- ☐ Denied

Security Deposit:

- ☐ Full Refund
- ☐ No Refund
- ☐ Partial Refund Amount $ _____

Comments:

_____

_____

Reviewed By: _____ Signature _____

Date: _____

FORM C

MATERIAL HANDLING SUMMARY WORKSHEET

Use the weight receipts to fill in the table below. If any material was measured in units of volume (for example – cubic feet, cubic yards, etc.) convert it to tons using the conversion factors provided. Note: 1 ton = 2,000 lbs.

Material	(A) Recycled (tons)	(B) Reused or Salvaged (tons)	(C) Disposed in Landfill (tons)	(D) Total Quantity Generated (tons)	(E) Facility Used/Destination
Example: Cardboard	1.5		.5	2 tons	Recycle – XYZ Recycling Facility Disposal – San Timoteo Landfill
Asphalt / paving crushed 1yd^3 = 1,380lbs					
Brick / whole 1yd^3 = 3,024lbs					
Cardboard 1yd^3 = 100lbs					
Concrete 1yd^3 = 1,855lbs					
Dirt 10yd^3 = 18,900lbs					
Glass 1yd^3 = 2,160lbs					
Green Waste 40yd^3 = 4,320lbs					
Gypsum / Dry Wall 1yd^3 = 3,834lbs					
Metals 1yd^3 = 906lbs					
Plastic 1yd^3 = 22.55lbs					
Roofing 1yd^3 = 418.5lbs					
Tile / Ceramic 1yd^3 = 1,214lbs					
Wood / Scrap, loose 1yd^3 = 329.5lbs					
Garbage / Trash					
Other:					
Other:					
Totals					

Fill in the blanks to determine if you have diverted at least 50% of the material generated by your project:

Total Recycled _____ (A) + Total Reused _____ (B) = _____ ÷ Total Quantity Generated _____ (D) X 100 = _____ %

{Transfer % amount to Form B – Section 3 – Question 3a}

PR Number:_____

B/S PR Number:_____

APN:_____

Form A (1) Step 3

WASTE MANAGEMENT & DIVERSION PLAN (WMP)

This document pertains to all construction and demolition projects (Covered Projects) ***2,000 SF or greater***.

This form is to be completed and submitted to the City of Yucaipa with your administrative fee and security deposit. ***The City will issue a building permit for your project only after approval of this form***.

GENERAL PROJECT INFORMATION

JOB SITE ADDRESS (street number and name of street) , Yucaipa, CA 92399		ESTIMATED START DATE:
APPLICANT'S NAME:	TITLE:	E-MAIL:
COMPANY	PHONE NUMBER:	SQUARE FOOTAGE OF PROJECT:

PROJECT DESCRIPTION

Project Type:	☐	New Construction	☐	Demolition	☐	Renovation
Building Type:	☐	Non-Residential	☐	Residential	☐	Multi-Family Residential

PROJECT PROPOSED DIVERSION METHOD

☐ Yucaipa Disposal (909)797-9125*	☐ Self-Haul** ☐ End Dump Trailer
☐ C&D Account is set up	☐ Company Name:
☐C&D Account Number:_____ Proof of established account. Must set up prior to permit being issued. If diversion is not conducted, inspections will cease.	Proof of Ownership & photo of: *(Required for Self-Haul only)* ☐ Truck ☐ Vehicle License Number ☐ Registration ☐ Yucaipa Business License *** It is prohibited to drop a bin on the project site**

*Yucaipa Disposal has an **exclusive** Franchise Agreement with the City of Yucaipa.

**Please note that self-haul means the use of the applicant's vehicle(s) only. If a bin is removed from a vehicle, it is considered a roll off bin, which would need to be provided by Yucaipa Disposal.

**Owner/Contractor self-haul entails equipment ownership, including truck, container and company staff. Proof of equipment ownership & photo documentation is required if you are selecting this diversion method.

Disposal and Recycling Information

How will waste be handled during your project?

☐	**Job Site Separation**: Material will be segregated into two or more material-specific bins. For example, one bin for concrete, one for metal, one for wood, one for trash, etc. Note: Bins must be provided and serviced by the City's franchise waste hauler.
☐	**Collection and delivery of mixed loads to a Material Recovery Facility**: Clean construction and demolition materials are commingled into a bin. The mixed loads are then delivered to a materials recovery facility for sorting. Trash should be collected in a separate bin and delivered to a landfill. Note: Bins must be provided and serviced by the City's franchise waste hauler.

Diversion Security Deposit

Unless categorically exempt (see project types listed under Step 1), each applicant, for a building / renovation / and/or demolition permit, shall post a deposit in an amount based on square footage of the project.

Determine your deposit amount by using the table in Step 2. List your deposit amount here: $_____

I, the undersigned, will comply to the maximum extent practicable with the Municipal Code regarding construction and demolition diversion and will give good faith effort toward diverting at least 50% of construction materials away from landfills.

Signature:_____ ***Print Name:***_____

FOR CITY USE ONLY

Date:_____ ☐ WMP approved or ☐ WMP denied or ☐ Exempt

☐ Security Deposit Paid $_____ (Act. # 2122) ☐ $35 Administrative Fee Paid $_____ (Act. # 4253)

Reviewed/Approved By: _____

Form A (2)

Put a check mark next to the types of materials that you intend to generate during your project. Then put a check mark next to the handling method(s) that you intend to use.

	Material to be Generated	Material Handling Method	
✓			✓
	Asphalt	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Brick	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Building materials (ceiling tile, windows, fixtures, etc.)	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Cardboard, Paper	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Carpet, Carpet Padding	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Concrete	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Dirt	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Glass	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Gypsum/Dry Wall	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Metals	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Mixed C&D	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Plastic	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Rock	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Roofing	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Tile (Ceramic)	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Wood (lumber, doors, etc.)	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Other:	Recycle	
		Reuse/Salvage	
		Dispose in Landfill	
	Refuse	Dispose in Landfill	

C&D Diversion Program Services
July 1, 2015

RECYCLING

Service Fees
10 cubic yard demo box $213.29 + applicable processing fee
40 cubic yard box $213.29 + applicable processing fee
(includes 7 day container rental charges)

Processing Fees
Mixed C&D: $54.00/ton (includes 77.11% diversion guarantee)
Green Waste: $39.40/ton
Blonde Wood Waste (clean lumber, fencing and untreated wood): $18.00/ton
Manufactured Wood Waste (plywood, compressed wood, treated wood): $39.00/ton
Inerts (rock, gravel, concrete, dirt, tile, ceramic, red brick): $24.58/ton
Clean Dirt or Concrete: $60.00/load
Carpet: $40.00/ton
Drywall: $35.00/ton
Palm: $41.94/ton

Scenario: Large volume 15 tons

1) Multiple source separated roll-off boxes

One Blonde Wood – 40 yard box with 5 tons: $213.29 + $90.00 = $303.29
One Concrete – 20 yard box with 6 tons: $213.29 + $60.00 = $273.29
One Green Waste – 40 yard box with 4 tons: $213.29 + $157.60 = $370.89

2) Multiple mixed C&D roll-off boxes – all C&D material in the same box

Two loads mixed C&D – 40 yard boxes with 7.5 tons each: $213.29 + $405.00 = $618.29 x 2 loads = $1,236.58 (includes a 77.11% diversion guarantee)

Scenario: Small volume 4 tons

Mixed C&D – 40 yard box with 4 tons: $213.29 + $216.00 = $429.29 (includes a 77.11% diversion guarantee)

REFUSE

20 cubic yard box (4 tons) $418.81 – 7 day container rental charge
40 cubic yard box (6 tons) $521.57 – 7 day container rental charge
Excess disposal fee - $51.38/ton
Temporary bin 3 cubic yard (3 week use) $98.98

SAN TIMOTEO LANDFILL

Self-haul scenario $59.94/ton – no diversion

WASTE MANAGEMENT & DIVERSION RECYCLING GUIDE

FOR SELF-HAUL QUALIFYING APPLICANTS ONLY

Contractor	Address	Phone Number	Materials
Agua Mansa MRF Transfer Station	1830 Agua Mansa Road Riverside, CA 92509	951-786-0544	(mention C&D program) clean loads are cheaper
West Valley MRF Transfer Station	13373 Napa Street Fontana, CA 92335	909-899-5501	(mention C&D program) clean loads are cheaper
Advanced Steel Recovery	14454 Whittram Ave., Fontana, CA 92335	909-355-2372	Metallic Scrap - No Aluminum, Glass, or Plastic Cans
Amazon Environmental Inc.	779 Palmyrita Avenue Riverside, CA 92507	951-588-0206	Water based paint ONLY
Amigos Recycling	27170 5th St., Highland, CA 92346	909-864-9215	CRV's/Scrap Metal/Plastics (No tin or iron)
Amko Recycling Center	340 W. Valley Blvd., Colton, CA 92324	800-598-3058	Cardboard/Glass/Scrap Metal/Paper & CRV
C & B Crushing	13552 Calimesa Blvd. Yucaipa, CA 92399	909-446-0100	Asphalt/Concrete
Dan Copp Crushing	861 W. 4th Street Beaumont, CA 92223	800-DUMPSITE	Asphalt/Concrete
Golden State Recycling	32210 Dunlap Blvd. Yucaipa, CA 92399	909-570-4002	Metal/Aluminum/Copper/Brass & CRV
One-Stop Landscaping Supply Center	13024 San Timeteo Canyon Rd., Redlands, CA 92373	909-798-1278	Green Waste/Wood/Concrete
San Timeteo Landfill	31 Refuse Road, Redlands, CA 92373	800-722-8004	Green Waste/Concrete/Wood/Scrap Metal

Verified weight receipts (both disposal and recycling) must be obtained and turned in along with the WMP Report Summary within 30 days following the completion of your construction project.

The City of Yucaipa has confirmed that the companies on this list recycle/divert material. If you use another company, it is your responsibility to confirm that the material is recycled.