

CONSTRUCTION & DEMOLITION DIVERSION PROGRAM



BACKGROUND & INSTRUCTIONS

Effective January 2017, the City of El Monte's Municipal Code requires 65% of construction and demolition debris from covered projects (described below), and 100% of land-clearing debris* (from nonresidential, newly constructed buildings), be diverted from land filling. The ordinance was adopted by the City in response to recycling mandates imposed by the State of California. The goal is to limit the amount of material sent to area landfills, and to encourage recycling and reuse.

Covered Projects:

- All new construction
- Non-residential remodeling, addition, and alteration projects
- Residential additions and alterations which increase the building's foot-print, volume, or size
- All demolition projects

STEP 1: Determine if Your Project is Exempt from the Requirements of the Ordinance

Check the box(s) that applies, and follow the associated instructions:

<ul style="list-style-type: none"><input type="checkbox"/> Residential additions and alterations which do not increase the building's conditioned area, volume, or size.<input type="checkbox"/> Work which only requires a plumbing, electrical, or mechanical permit.<input type="checkbox"/> A seismic tie-down project.<input type="checkbox"/> A roofing project which does not include tearing-off of an existing roof.<input type="checkbox"/> The installation of new fencing, but not replacement of existing fencing.<input type="checkbox"/> The installation of pre-fabricated patio enclosures and covers when no foundation or other structural building modifications are required.<input type="checkbox"/> The installation of pre-fabricated accessories such as signs or antennas which do not require structural building modifications.<input type="checkbox"/> City-sponsored projects that have been specifically exempted by the city.<input type="checkbox"/> Emergency demolition which is necessary to protect the public health and safety.<input type="checkbox"/> Projects, as determined by the Public Works Director or his or her designee, not generating construction or demolition debris.<input type="checkbox"/> Land-clearing from residential grading projects.	<p>Complete a Bin Rental Form. Submit this page and the Bin Rental Form to the City's Building Division.</p>
--	---

Proceed to STEP 2.

**CalGreen Building Code: 5.408.3 Excavated soil and land clearing debris. 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled. For a phased project, such material may be stockpiled on site until the storage site is developed. Reuse, either on-or off-site, or vegetation of soil contaminated by disease or pest infestation.*

CONSTRUCTION & DEMOLITION DIVERSION PROGRAM

STEP 2: Complete Bin Rental Form

Refuse dumpsters and roll-off boxes must be provided by Valley Vista Services. Complete and submit a Bin Rental Form to certify that Valley Vista Services has been contracted to handle the project waste stream.

A Bin Rental Form must be approved by Valley Vista Services, and all disposal fees paid to Valley Vista, before a building permit is issued by the City.

If no boxes were checked in STEP 1, proceed to STEP 3.

STEP 3: Complete Form CD-1, and Pay Fees

Complete Form CD-1 (Pages 1 and 2), and submit to the City of El Monte Building Division.

This form requests estimates of the materials to be generated by the project, and the expected destinations of the material. A calculation at the end of the form estimates the percentage of the project waste stream that will be recycled or reused. Remember, the goal is to recycle or reuse 65% of all waste generated. **Note: If you are using Valley Vista Services to handle your waste you do not need to fill out CD-1 Page 2. Upon completion of the project Valley Vista Services will provide a diversion report to be submitted to the City in order to reclaim your diversion deposit.**

Also using Form CD-1, determine the fees that must be paid to the City. A diversion deposit must be paid, and will be refunded in full upon verification that at least 65% of the project waste stream was recycled or reused. An administrative fee must also be paid to the City, and is non-refundable.

CD-1 Page 1	Complete form and calculate diversion deposit and administrative fees owed.
CD-1 Page 2	Complete only if Self-Hauling material. <u>Note: If you are using Valley Vista Services to handle your waste you do not need to fill out CD-1 Page 2. Upon completion of the project Valley Vista Services will provide a diversion report to be submitted to the City in order to reclaim your diversion deposit.</u>

Form CD-1 must be approved by the City, and all fees must be paid, before a building permit is issued.

Upon project completion, complete STEP 4.

STEP 4: Complete Form CD-2

Within 60 days after project completion, complete and submit Form CD-2 (Pages 1 and 2). This form requests a summary of all materials generated during the project, and certification that at least 65% of the material was recycled or reused. Attach copies of all weight tickets and dump slips to the form.

Note: If you used Valley Vista Services to handle your waste you do not need to fill out CD-2 Page 2. Request from Valley Vista Services a diversion report to submit to the City in order to reclaim your diversion deposit.

Form CD-2 must be approved by the City before a certificate of occupancy is issued. The diversion deposit will also be refunded after approval of Form CD-2.

Effective April 2018