



**ENVIRONMENTAL & PUBLIC WORKS  
MANAGEMENT DEPARTMENT (EPWM)  
Solid Waste Management Division**

**CONSTRUCTION & DEMOLITION (C&D)  
WASTE MANAGEMENT PLAN  
Instructions/General Information**

► *When Required?:* It is necessary to complete the C&D Waste Management Plan (WMP) whenever any construction, demolition, or alteration project has:

- A permit valuation of \$50,000 or more or
- A project size of 1,000 square feet or greater.

All demolition-only permits require a \$1,000.00 deposit minimum. In addition, all City-sponsored construction, demolition, and/or renovation projects, regardless of size, require the completion of the WMP.

If your project requires the completion of the WMP, you will also be required to complete a WMP *Final Compliance Report* within 30 days after the project's completion. Review the paragraph below titled "Performance Security Deposit Refund Requirements" to be prepared for the documentation you need to be saving throughout the project. You may also wish to review the Final Compliance Report and its Instructions/General Information sheet.

► *Diversion (Recycling) Rate Requirements:*

Santa Monica requires (see Construction & Demolition Debris Ordinance #1996, found in Chapter 7.60 of the City's Municipal Code or on the City's website at [www.santa-monica.org](http://www.santa-monica.org)) that any project meeting the criteria indicated above must meet a diversion rate of 60% (i.e., divert 60% of all waste generated by the project through recycling\* rather than disposing of it at a landfill). However, at least forty percent diversion must be achieved from recycling of structural debris rather than source separated inerts, unless the applicant can demonstrate to the satisfaction of the WMP Compliance Official that forty percent diversion of total waste through non-inert materials is not feasible. No more than twenty percent diversion from source-separated inerts can be counted towards the overall 60% diversion goal, regardless of the amount of source-separated inerts actually recycled. (For example: A project generates 100 tons; at least 60 tons of project debris should be recycled - 40 of which should be structural debris.)

An applicant may apply for an exemption to the 60% diversion rate requirement at the time the completed WMP is submitted by attaching a letter indicating the reasons for the request of waiver. Exemptions will be considered only if there is a lack of on-site storage space, contamination of hazardous materials, and/or low recyclability of specific materials. All exemption requests must be approved prior to issuance of a building permit.

► *City Review of the C&D Waste Management Plan (WMP):*

City staff will review the WMP within two weeks and determine whether it complies fully with the Ordinance's diversion (recycling) requirements. Once the Plan has been approved, any subsequent changes must be submitted AND pre-approved in writing by City staff prior to beginning construction in order to ensure return of the performance security deposit. The WMP must be submitted and approved by Solid Waste Management staff as a condition of obtaining a building permit.

\* Recycling includes recycling at a recycling facility, salvage, or on-site reuse.

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- ▶ C&D Performance Security Deposit: This deposit is required to encourage applicants to recycle the construction-related waste generated by the project. The performance security deposit amount is 3% of the project valuation to a maximum deposit amount of \$30,000 (demolition-only permits have a \$1,000 deposit minimum). It may be paid at the Civil Engineering Counter (Room 113 in City Hall) by cash, check, performance bond, money order, letter of credit, certificate of deposit, or restricted bank account.

All applicants must submit the WMP with the performance security deposit. However, there are two exceptions to the requirement that staff must review and approve the WMP prior to obtaining a building permit. They are as follows:

- *Applicants for over-the-counter (OTC) permits*. If, however, construction is started prior to receiving approval of the WMP, the applicant runs the risk of forfeiting the performance security deposit (if they do not comply with the C&D ordinance).
- *Applicants who have not yet selected a contractor*. These applicants may submit the first page of the WMP (with the performance security deposit) to get the process started, with the understanding that the entire WMP will be submitted upon selection of a contractor. Construction must, however, not begin before submitting the completed WMP and receiving approval, or the applicant is subject to forfeit of the performance security deposit.

- ▶ Performance Security Deposit Refund Requirements: **Within 30 days** after construction has been completed on the project, the WMP Final Compliance Report must be submitted to the Solid Waste Division, along with receipts for all discarded materials and facility receipts for all materials recycled that demonstrate compliance with the recycling requirements of the C&D Debris Ordinance. The receipts must include:

- Information about the facility
- Tonnage amounts
- Project address
- Appropriate coding to indicate that the material was recycled or disposed.

It will take approximately 4-6 weeks to receive the deposit if compliance with the requirements is achieved.

#### **Forfeiture of the Performance Security Deposit**

*The performance security deposit may be forfeited in whole or in part for the following reasons:*

- *If you begin work on this project prior to submitting a completed Waste Management Plan (WMP).*
- *If you begin work on this project prior to receiving written approval of the WMP.*
- *If you change the WMP without review and approval by City Staff.*
- *If you do not use approved facilities or permitted haulers for this project.*
- *If the actual diversion rate for this project does not meet the C&D Ordinance's minimum required diversion rate of 60%, with 40% diversion from non-inert material.*
- *If total actual tonnages for this project are materially different from estimated tonnages on the WMP.*
- *If you do not submit Final Compliance paperwork and receipts/documentation within 30 days of Final Building Inspection approval OR issuance of Certificate of Occupancy.*

- ▶ Approved Solid Waste Private Haulers:

For a list of permitted haulers, obtain a copy of the Approved Solid Waste Private Haulers from the Civil Engineering Counter (Room 113 in City Hall), or download it from the City's website at [www.santa-monica.org](http://www.santa-monica.org). The City of Santa Monica requires that all haulers of recyclables and waste materials within City boundaries be on this approved list. New haulers wishing to obtain a private hauler permit from the City should contact the Solid Waste Management Division at 310.458.2223.

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The one exception to the requirement to use a City-approved hauler is in the case of loads self-hauled by the construction or demolition contractor/subcontractors. Self-hauling must meet all three of the following criteria:

- The hauling is incidental to a construction or demolition company's primary business.
- The hauling is done using a vehicle owned by the same construction or demolition company.
- The vehicle doing the hauling is driven by one of the construction or demolition company's employees.

▶ *C&D Approved Recycling Facilities:*

For a list of Santa Monica approved recycling facilities, obtain a copy of the *C&D Approved Recycling Facilities* list from the City of Santa Monica Solid Waste Management Division, 2500 Michigan Avenue, Santa Monica, CA 90404, 310.458.2223; or download it from the City's website at [www.santa-monica.org](http://www.santa-monica.org). By delivering C&D materials to an approved **Mixed C&D recycling facility**, you are ensuring that they will be sorted for recycling and will meet the 60% diversion requirement.

▶ *Final Review:* Remember to sign the form; also check the form to be sure that all entries are legible, accurate, and complete.

▶ *Where Submit This Form?:* If you have already paid the WMP deposit and need to submit any changes or revisions to the WMP, please do so by mail or hand-delivery to the City of Santa Monica, Solid Waste Management Division, 2500 Michigan Avenue, Santa Monica, CA 90404, 310.458.2223; by fax to 310.264-7750; or by email to [steven.hull@SMGOV.net](mailto:steven.hull@SMGOV.net) or [paul.mendonca@SMGOV.net](mailto:paul.mendonca@SMGOV.net).

▶ *Questions?:* Contact the Solid Waste Division at 310.458.2223 for questions about the WMP or the C&D Debris Ordinance.