



City of Lawndale
Construction and Demolition
Waste Reduction and Recycling Plan
Program Requirements and Applicant Instructions

Many of the materials generated from your project can be recycled. Chapter 8.28, Article VII of the City's Municipal Ordinance requires that you identify the type and amount of materials that will be reused, recycled or disposed from your project.

The required goal is to reuse or recycle at least 65% of project waste.

Covered Projects:

The following projects are subject to construction and demolition ("C&D") debris diversion requirements:

- All demolition projects
- All construction projects
- All additions, alterations, and remodel projects
- 100% diversion of plant and land-clearing debris including trees, stumps, rocks and soils from nonresidential, newly constructed buildings

Projects that **may** be exempt from the city's C&D debris diversion requirements:

- A. Work which only requires a plumbing, electrical, or mechanical permit.
- B. A seismic tie-down project.
- C. A roofing project which does not include tearing-off of an existing roof.
- D. The installation of new fencing, but not replacement of existing fencing.
- E. The installation of pre-fabricated patio enclosures and covers when no foundation or other structural building modifications are required.
- F. The installation of pre-fabricated accessories such as signs or antennas which do not require structural building modifications.
- G. City-sponsored projects that have been specifically exempted by the city.
- H. Emergency demolition which is necessary to protect the public health and safety.
- I. Projects, as determined by the Public Works Director or his or her designee, not generating construction or demolition debris.

Requests to confirm an exemption as a non-covered project, or to be granted an alternative diversion goal, shall be made on the Construction and Demolition Waste Reduction and Recycling Plan, Application and Initial Diversion Estimate form attached.



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Program Requirements and Applicant Instructions (continued)

Step 1: BEFORE Issuance of Building Permit (for building, remodeling or demolition)

- **Submit Construction and Demolition Waste Reduction and Recycling Plan, Application and Initial Diversion Estimate form (attached)**
 - Complete the Application and Initial Diversion Estimate form on pages 4 through 6
 - If requesting an exemption or a revised diversion requirement, do so on this form
 - Complete the Tonnage Diversion Estimate Worksheet on page 7. Use receipts from previous jobs for estimates. See page 11 for conversion worksheet to assist with estimates
 - Provide the city with non-refundable Waste Management Plan application fee in the amount of \$113.00
 - Provide the city with a Security Deposit equal to three percent of the first \$100,000, two percent of next \$400,000, one percent of the next \$500,000 and .25% for amount over \$1,000,000, of the estimated value of the project. The security deposit may be paid via cash, cashier's check, personal check or money order.
- **PERMITS WILL NOT BE ISSUED UNTIL THE ATTACHED FORMS ARE SUBMITTED AND APPROVED, AND THE SECURITY DEPOSIT IS PAID.**
- **SUBMIT THE ATTACHED FORMS TO THE CITY'S BUILDING DEPARTMENT.**

Note: If 100% of material generated is taken to a certified facility, diversion compliance is presumed. Reporting requirements must still be adhered to.

Step 2: BEFORE Return of Security Deposit at Completion of Project

- **Recycle 65% or more of the project waste.**
- **Demonstrate that the recycling goal has been met on Construction and Demolition Waste Reduction and Recycling Plan, Recycling and Disposal Report Summary**
 - Save receipts, disposal tickets, and/or documents of materials recycled and disposed during construction, demolition, or remodeling.
 - Submit receipts or reports from the facility used for disposal.
- **SECURITY DEPOSIT WILL NOT BE RETURNED UNTIL DOCUMENTATION HAS BEEN SUBMITTED AND APPROVED.**
- **SUBMIT DOCUMENTATION TO THE CITY WITHIN 60 DAYS OF PROJECT COMPLETION AND OR FINALLED BY THE COMMUNITY DEVELOPMENT DEPARTMENT.**

Penalty for Non-Compliance

If the 65% diversion goal is not met or complete documentation is not submitted within the required period, the security deposit will be forfeited to the City. If documentation has been submitted but the diversion requirement was not fully met, the City may refund a portion of the



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security deposit, pro-rated to the proportion of the diversion goal met, provided that the City determines that the permit applicant performed in Good Faith.

Deposit Refund Calculation

% DIVERTED	% DEPOSIT RETURNED
65%	100%
52-64%	80%
39-51%	60%
26-38%	40%
13-25%	20%
Under 13%	0%

See Attachments For:

- Construction and Demolition Waste Reduction and Recycling Plan, Application and Initial Diversion Estimate form
- Construction and Demolition Waste Reduction and Recycling Plan, Recycling and Disposal Report Summary
- Construction and Demolition Waste Reduction and Recycling Plan, Tonnage Conversion Worksheet
- Construction and Demolition Debris: Guide to Reuse and Recycling, including a list of Regional Recyclers

For Questions Please Contact the Public Works Department
(310) 973-3260



City of Lawndale
Construction and Demolition
Waste Reduction and Recycling Plan
Application and Initial Diversion Estimate

Please complete the following forms for construction and demolition ("C&D") waste produced as a result of work performed in the City of Lawndale. Should you have any questions regarding this form or the City's C&D waste reduction and recycling program, please contact the Public Works Department at (310) 973-3260.

1. Applicant Information

Name: _____ Date: _____

Project Address: _____

Telephone: _____ Building Permit Number: _____

2. Contractor Information

Contractor Name: _____

Contractor Telephone: _____

Contractor Mailing Address: _____

3. Project Information

Type of Project: ☐ New Construction ☐ Demolition ☐ Remodel ☐ Other: _____

Type of Construction: ☐ Wood frame ☐ Concrete ☐ Steel ☐ Other: _____

Approximate Project Cost: _____

Demolition Dates: Start _____ End _____

Construction Dates: Start _____ End _____

Indicate whether you will contract for waste hauling services or self-haul material to disposal/recycling facilities:

☐ City-permitted hauler name: _____ ☐ Self-haul

City Permitted Haulers:

California Waste Services (310) 538-5998

Consolidated Disposal Service (800) 299-4898



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Application and Initial Diversion Estimate (continued)

4. Exemption

If you believe that your project is entitled to an exemption and not required to divert or recycle C&D debris, check the applicable exemption below:

- ☐ Work for which only a plumbing, electrical or mechanical permit is required.
- ☐ Seismic tie-down projects.
- ☐ Roofing projects that do not include tear-off of existing roof.
- ☐ New fencing (but not replacement of existing fencing).
- ☐ 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.
- ☐ Projects that the Public Works Director or his/her designee determines will not produce construction and/or demolition waste.
- ☐ City-sponsored projects, if specifically exempted by city.
- ☐ Emergency demolition required to protect the public health and safety.

IF YOU ANTICIPATE THE CITY GRANTING YOUR PROJECT AN EXEMPTION, YOU MAY WAIT FOR CITY RESPONSE PRIOR TO COMPLETING THE REMAINDER OF THIS APPLICATION.

5. Description of Diversion Plan

Briefly state how waste materials will be handled at your job site to ensure salvage or recycling. Explain how you will inform your workers and sub-contractors of the Waste Reduction and Recycling Plan and ensure their participation (refer to the “Construction and Demolition Debris” brochure and “Frequently Asked Questions” fact sheet available at the Building Permit counter).



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Waste Reduction and Recycling Plan
Application and Initial Diversion Estimate

6. Material Handling Estimate

Please complete the worksheet on page 7 that will assist in identifying the types of materials, and estimated quantities of debris generated at your project site, and how the waste material will be reduced, recycled or disposed. Estimates should be calculated in tons and use the attached Tonnage Conversion Worksheet on page 10 for conversion factors. Fill in the estimated Diversion Percentage Projection calculated on line 6a below.

6a. Diversion Percentage Projection calculate at the bottom of page 6: _____%

6b. Is the percentage listed in 6a above greater than or equal to 65%? ☐ YES ☐ NO

6c. If No, explain why: _____

7. Verification

“To the best of my knowledge, the tonnage and diversion percentage estimates reported on this form are my best estimate of the construction and demolition materials generated at this project site.”

Print name: _____ Signature: _____

Date: _____

***** For City Use Only*****

Plan Approval Status:

- ☐ Approved
☐ Further explanation needed (see attached)
☐ Denied

Exemption Status:

- ☐ Exemption Approved
☐ Exemption Denied

☐ Diversion Rate Approved _____%

☐ Administration Fee Collected \$113.00

☐ Security Deposit Amount: \$ _____, form of payment _____

Comments: _____

Reviewed By: _____ Signature: _____

Date: _____



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Waste Reduction and Recycling Plan
Application and Initial Diversion Estimate

Tonnage Diversion Estimate Worksheet

Column A: Materials not listed can be listed under “Other.”

Column B: Estimate the total amount of material anticipated to be discarded.

Columns C and D: Estimate the amount of material you plan to recycle or dispose. The sum of Columns C and D should equal Column B.

Column E: List all recycling or disposal facilities where materials will be taken.

A	B	C	D	E
Material Type	Total Project Tons Discarded	Tons Recycled/ Reused	Tons Disposed	Proposed Destination (1)
Asphalt & Concrete				
Brick/ Masonry/Tile				
Cardboard				
Wood				
Metals				
Landscape Debris (excluding dirt)				
Dirt				
Garbage/ Trash				
Mixed Waste				
Other				
Other				
Total:				

Diversion Percentage Calculation:

Total the above columns. Calculate the estimated diversion percentage rate for all materials generated by the project as follows, based on the following column totals:

Total of column “C” divided by total of column “B” = ____% recycled/reused.

(1) List facility name, address and telephone number. If city certifies recycling facilities and all material generated is taken to a city certified facility, 65% diversion shall be assumed. Reporting requirements must still be adhered to.



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Waste Reduction and Recycling Plan
Recycling and Disposal Report Summary

Upon completion of your construction and demolition ("C&D") project, please complete and submit this form. Should you have any questions regarding, please contact the Public Works Department at (310) 973-3260.

1. Applicant Information

Name: _____ Date: _____

Project Address: _____

Telephone: _____ Building Permit Number: _____

2. Contractor Information

Contractor Name: _____

Contractor Telephone: _____

Contractor Mailing Address: _____

3. Project information

Type of Project: ☐ New Construction ☐ Demolition ☐ Remodel ☐ Other: _____

Demolition Dates: Start _____ End _____

Construction Dates: Start _____ End _____

Indicate whether you contracted for waste hauling services or self-hauled materials to disposal/recycling facilities: ☐ City-permitted hauler name: _____ ☐ Self-haul

4. Description of Diversion Plan

Briefly state how waste materials were handled at your job site to ensure salvage or recycling.

5. Material Handling Estimate

Please complete the worksheet on page 10 and use the actual quantities, based on weight tags, gate receipts, or other documentation. Material quantities should be calculated in tons and use the attached Tonnage Conversion Worksheet on page 11 for assistance in converting other measurements to tons.

5a. Diversion Percentage Projection calculated at the bottom of page 10: _____%

5b. Is the percentage listed in 5a above greater than or equal to 65%? ☐ YES ☐ NO

5c. If NO, explain why: _____



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Recycling and Disposal Report Summary (continued)

6. Verification

6a. Attach weight slips or other records of measurement from recycling companies that show actual tonnage of diverted materials.

6b. “To the best of my knowledge, the reported tonnage and diversion percentage are an accurate representation of the disposition of the construction and demolition materials generated and diverted from this project site. I understand the City may audit disposal and recycling documentation related to this report.”

Print name: _____ Signature: _____

Date: _____

***** For City Use Only*****

Plan Approval Status:

☐ Approved

☐ Good Faith

☐ Further explanation needed (see attached)

☐ Denied

Security Deposit:

☐ Full Refund

☐ Partial Refund: \$ _____

☐ No Refund

Comments: _____

Reviewed By: _____ Signature: _____

Date: _____



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Recycling and Disposal Report Summary

Actual Tonnage Diversion Worksheet

Column A: Materials not listed can be listed under “Other.”

Column B: List total amount of material discarded.

Columns C and D: List total amount of material recycled/reused or disposed. The sum of Columns C and D should equal Column B.

Columns E: List all recycling or disposal facilities where materials were taken.

A	B	C	D	E
Material Type	Total Project Tons Discarded	Tons Recycled/ Reused	Tons Disposed	Disposal Destination(s)/ Diversion Facilities Used (1)
Asphalt & Concrete				
Brick/ Masonry/Tile				
Cardboard				
Wood				
Metals				
Landscape Debris (excluding dirt)				
Dirt				
Garbage/ Trash				
Mixed Waste				
Other				
Other				
Total:				

Diversion Percentage Projection:

Total the above columns. Calculate the estimated diversion percentage rate for all materials generated by the project as follows, based on the following column totals:

Total of column “C” divided by total of column “B” = _____% recycled/reused.

(1) List facility name, address and telephone number. If city certifies recycling facilities and all material generated is taken to a city certified facility, 65% diversion shall be assumed. Reporting requirements must still be adhered to.



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Tonnage Conversion Worksheet

Tonnage Conversion Worksheet

<u>Material Category</u>	<u>Volume</u>	<u>Unit</u>	<u>Tons/Unit</u>	<u>Tons</u>
Asphalt/Concrete				
Asphalt (broken)	_____	cy	x 0.7	= _____
Concrete (broken)	_____	cy	x 0.9	= _____
Concrete (solid slab)	_____	cy	x 1.2975	= _____
Brick/Masonry/Tile				
Brick (broken)	_____	cy	x 0.7	= _____
Brick (whole, palletized)	_____	cy	x 1.512	= _____
Masonry block (broken)	_____	cy	x 0.6	= _____
Tile	_____	sq ft	x 0.00175	= _____
Building Materials (doors, windows, cabinets, etc.)	_____	cy	x 0.15	= _____
Cardboard (flat)	_____	cy	x 0.05	= _____
Carpet				
By square foot	_____	sq ft	x 0.0005	= _____
By cubic yard	_____	cy	x 0.3	= _____
Carpet Padding/Foam	_____	sq ft	x 0.000125	= _____
Ceiling Tiles				
Whole (palletized)	_____	sq ft	x 0.0003	= _____
Loose	_____	cy	x 0.0875	= _____
Drywall (new or used)				
1/2" (by square foot)	_____	sq ft	x 0.0008	= _____
5/8" (by square foot)	_____	sq ft	x 0.00105	= _____
Demo./used (by cubic yard)	_____	cy	x 0.25	= _____
Landscape Debris (brush, trees, etc.)	_____	cy	x 0.15	= _____
Scrap Metal	_____	cy	x 0.453	= _____
Unpainted Wood & Pallets				
By board foot	_____	bd ft	x 0.001375	= _____
By cubic yard	_____	cy	x 0.15	= _____
Garbage/Trash	_____	cy	x 0.175	= _____
Dirt	_____	cy	x 1.03	= _____
Glass	_____	cy	x 1.08	= _____
Rock	_____	cy	x 1.29	= _____

cy = cubic yards

sq ft = square feet

bd ft = board feet