



Construction and Demolition Ordinance Summary and Procedures

This handout describes the general information associated with Chapter 12.48, Recycling and Salvaging of Construction and Demolition Debris of the City of Menlo Park's Municipal code. A deposit is required on qualifying construction and/or demolition projects to ensure the proper recycling of construction and/or demolition debris. The deposit will be refunded (minus the administrative fee) after proper documentation is submitted verifying compliance to the ordinance. The Construction and Demolition Recycling Ordinance can be viewed at www.menlopark.org (see Menlo Park Municipal Code Chapter 12.48 - Recycling and Salvaging of Construction and Demolition Debris).

Information on How to Salvage and Recycle Debris:

Two pamphlets provide useful information on recycling and salvage services and facilities, and how to dispose of hazardous materials:

- "Construction Site Recycling (A Guide for Building Contractors)"
- "Construction and Demolition Recycling Pocket Guide" (in English & Spanish)

Both are available on the website www.recycleworks.org/publication.html or in the City Administration Building lobby, or call 650-330-6704.

Recyclable debris can be separated on the job site and taken to a recycling facility, often for a lower fee than if mixed together, and receive as much as 100% recycling credit for it. Visit www.recycleworks.org for information on where to recycle these items. Examples of separated categories are: metal, clean wood and plant materials, cardboard and paper, concrete, asphalt.

Recyclable debris can also be placed into a "mixed debris recycling" container. Appropriate recycling credit is given based upon the diversion rate for the facility that accepts it. See below for recycling rates for "mixed debris boxes."

Mixed Debris Recycling Facilities:

As a general guideline, the following recycling rates will be used for facility receipt tags specifically marked "mixed construction and demolition," if the facility complies with other requirements of the ordinance. Debris used as alternative daily cover (ADC) at a landfill does not qualify as an acceptable recycling practice. It is the applicant's responsibility to ensure that the facility they use meets the C&D Ordinance requirements.

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| • Davis Street Transfer Station, 2615 Davis Street, San Leandro: | 76% |
| • GreenWaste Recovery, 625 Charles Street, San Jose: | 77% |
| • Premier Recycle Company, 260 Leo Ave, San Jose | 82% |
| • Newby Island Landfill, 1661 Dixon Landing Road, Milpitas: | 77% |
| • San Bruno Transfer Station, 101 Tanforan Avenue, San Bruno: | 82% |
| • Shoreway Disposal Center, 225 Shoreway Road, San Carlos: | 90% |
| • Zanker Materials Processing Facility, 705 Los Esteros Road, San Jose: | 62% |
| • Zanker Road Landfill, 705 Los Esteros Road, San Jose: | 96% |

For weight conversion factors of salvaged materials, please refer to the California Integrated Waste Management Board's website at www.ciwmb.ca.gov/ConDemo/Tools.htm

Full Deposit Refund Requirements:

- Recycle, reuse and/or salvage at least 60% of the total estimated debris.
- A maximum of 35% of the recycled material can be concrete, asphalt, rock, or brick.
- Submit weight tags from recycling facilities where material was delivered, which indicate an Address of origin within Menlo Park.
- Weight tags for the construction portion of the job must be submitted separately from the demolition portion.
- Submit original weight tags from all facilities that receive the material. If the original weight tags need to be returned, please submit duplicate copies of the original weight tags and a self addressed envelope. The original weight tags will be returned by mail once the duplicate copies have been verified to match the originals.
- In some cases, a partial deposit may be refunded.
- The \$150 administrative fee is non-refundable.

**Please see “Construction and Demolition Recycle Deposit Refund Procedure”
handout for the requirements to receive a refund.**

Deposit refunds can take from six (6) to eight (8) weeks to be processed.

Deadlines for Submission of Deposit Refund Forms and Documentation:

- **Demolition Projects:**
After the completion of the demolition portion of project, the applicant must submit the required documentation within **60 days**.
- **Construction Projects:**
As a condition prior to final inspection, and for approval of final inspection, the contractor must submit a Deposit Request Form showing all tonnage recycled or salvaged and original or certified receipts of weight tags from recycling facilities confirming recycling of materials.

**DEPOSITS WILL BE FORFEITED IF THE APPLICANT DOES NOT SUBMIT
THE REQUIRED FORMS AND PROPER DOCUMENTATION
WITHIN THE TIMELINE SPECIFIED ABOVE.**