



**COMMUNITY DEVELOPMENT DEPT.**

701 Laurel Street  
Menlo Park, CA 94025  
650.330.6704  
January 2009

**Construction and Demolition Recycling Deposit Refund Procedure**

This handout describes the refund procedure for deposits required by 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 Construction and Demolition Recycling Ordinance can be viewed at [www.menlopark.org](http://www.menlopark.org) (see Menlo Park Municipal Code Chapter 12.48 - Recycling and Salvaging of Construction and Demolition Debris).

**Deposit Refund Procedure:**

1. Complete a Deposit Request Form
2. Attach the proper documentation (weight tags from the salvage or recycling facility with duplicate copies of each weight tag) to the request form. 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.
3. Submitted request form and documentation to the City. It is the responsibility of the requestor to obtain the proper documentation from the salvage or recycling facility and complete the Deposit Request Form accurately in its entirety. Weight tags for the construction portion of the job must be submitted separately from the demolition portion.

**Deposit Request Forms CANNOT be Submitted by Mail**

**Requirements for Weight Tags:**

- Only original weight tags are accepted
- Each original weight tag must list Menlo Park as the city of origin.
- The material weight must be on each tag. If a weight is not designated, your tag will **not** be accepted.
- Tags submitted for reuse credit (such as the reuse of 5 doors) will be accepted without a weight as long as the quantity and description of items are clearly stated.
- A separate weight tag is required for each job site. To receive recycling credit, debris from separate project addresses cannot be in delivered to the recycling facility in the same truck. If loads from more than one job site are combined, the weight tag will be invalidated.
- Facility tags (and deposit request forms) must be submitted separately for each deposit.
- Qualifying facilities may not use material for alternative daily cover (ADC) at a landfill.

If you have questions about how to fill out the deposit form, please contact the Building Department at 330-6704.

**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.**

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



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**CONSTRUCTION AND DEMOLITION RECYCLING  
 DEPOSIT REFUND REQUEST FORM**

These Requirements must be met in order to gain your deposit back from this project:

- This form must be completed in its entirety.
- Tags from each job must be submitted separately. The construction and demolition portion of the same address must be kept separate and distinguishable.
- There must be a weight assigned to each tag submitted. Tags without a pound/tonnage requirement **will not** be used.
- Menlo Park must be listed as the City of origin for all tags submitted. Tags with other cities **will not** be used.

**PROJECT INFORMATION**

Building Permit Number:		Project Address:	
Contact Name:			
Contact E-Mail:		Type of Project: (check one)	<input type="checkbox"/> Demolition <input type="checkbox"/> Construction
Contact Phone:		Deposit Amount:	
Contact Fax:		Required Number of Tons to Divert:	

**CONTACT INFORMATION FOR THE DEPOSIT CHECK**

Name Check was drawn under:	
Address:	
Telephone Number:	

Did you salvage any material?

- Yes, see below for salvage.
- No, why not \_\_\_\_\_

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**Salvage/Reclaim Recovery/Reuse Information**

(Salvage: Item extracted from project for reuse, usually sent to a local non-profit or salvage company.)

Please list any items that were salvaged or reused by another organization. Please remember to list the quantity and size of the object, if applicable. To gain credit for salvaging these items, please list the name and telephone number of the salvaging company. (Attach separate sheet of paper if necessary.)

<b>ITEMS TO BE SALVAGED</b>	<b># OF ITEMS</b>	<b>SALVAGE COMPANY NAME AND TELEPHONE NUMBER</b>