



CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING AND SALVAGE REQUIREMENTS

To conserve resources and landfill space, a City of Menlo Park ordinance requires that 60% of debris generated by certain construction and demolition activities is salvaged, recycled or reused.

Ordinance Summary

The Ordinance applies only to:

- ❑ *Residential* construction and/or demolition projects that are 1,000 square feet or greater, or
- ❑ *Commercial* construction and/or demolition projects that are 5,000 square feet or greater.

The Ordinance requires you to:

- ❑ Recycle, reuse and/or salvage **at least 60%** of the total estimated debris tonnage.
- ❑ Make demolition projects available for deconstruction (dismantling) and salvage for at least 7 working days prior to tear down.
- ❑ Estimate the type(s) and amount(s) of debris your project will generate when you apply for a building and/or demolition permit.
- ❑ Pay administrative fees.
- ❑ Deposit \$50 for every estimated ton of debris your project will generate (\$1000 minimum).

How is My Deposit Refunded?

Your deposit will be refunded when:

- You provide the City with weight tickets or other documentation showing the actual amount of debris recycled, reused and/or salvaged. Tickets must be documented with acceptable weights for recycled or reused materials, and show City of Menlo Park origin.
- Your deposit will be prorated if you recycle or reuse less than 60% of the total estimated debris generated but still satisfy part of the ordinance requirements.

Remember the following, to get your full deposit back:

For Demolition Projects: Residential demolitions of 1,000 square feet or greater and commercial demolition projects, (including commercial interior demolition) of 5,000 square feet or greater are required to recycle, salvage or reuse 60% of all generated tonnage from the project. Of this 60%, 35% can be soil, concrete and/or asphalt and 25% must be from material other than soil, concrete, and/or asphalt.

For Construction Projects: Single-family and multi-family construction projects of 1,000 square feet or greater and commercial projects of 5,000 square feet or greater shall require diversion of sixty percent (60%) of the total generated waste tonnage.



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What Help is Available to me?

The City Building Division staff is available by phone or to meet and assist with estimating debris tonnage and advising on salvaging and recycling procedures and companies. Please call 650-330-6704.

Lists of numerous recycling collectors, facilities and salvage companies are available at the City Administration Building or by calling 650-330-6763 (leave name and postal address or email address). More information may be accessed at www.RecycleWorks.org.

Steps to Success

1. **PLAN DEMOLITIONS WELL IN ADVANCE:** Make plans for de-construction and salvage as far in advance of demolition as possible. Check lists of salvage and reuse companies.
2. **REQUEST TECHNICAL ASSISTANCE:** Building Division staff is available to help estimate the types and amount of debris your project will generate and to provide information about salvage opportunities and where to recycle materials.
3. **PAY REQUIRED FEES AND DEPOSITS:** To obtain a construction or demolition permit, you are required to pay the recycling fee(s) and deposit(s). To place debris containers on a public street you will need an Encroachment Permit.
4. **SEPARATE MATERIALS:** Use debris boxes and dumpsters to separate materials on-site so that most of the debris generated at the site will be recycled. Recycling of mixed debris is also possible.
5. **USE APPROPRIATE RECYCLING FACILITIES:** Take your C&D debris to facilities that will recycle it. Lists of these facilities are available at the City Administration Building, on the RecycleWorks website (www.RecycleWorks.org) or by request to 330-6763 (leave name and postal address or email address). The suggested list of locations has numerous places to take materials for reuse and recycling, however it does not provide a guarantee of acceptance under the City ordinance. The ordinance does not allow materials used as alternative daily cover (ADC) at landfills to qualify for an acceptable recycling practice. The ordinance can be viewed at www.menlopark.org (see Menlo Park Municipal Code Chapter 12.48) regarding Recycling and Salvaging of Construction and Demolition Debris.
6. **OBTAIN WEIGHT TICKETS:** Make sure you, the debris box provider or the waste hauler, obtain legible weight tickets showing full information (including amount and city of origin) for the debris you recycle or donate/sell for salvage or reuse. Submit these to the Building Division as soon as possible.