



CONSTRUCTION & DEMOLITION DEBRIS MANAGEMENT PROGRAM

Background and Reference

Construction, demolition, and remodel activities occurring within the City of Covina generate a significant volume of debris that may be destined for landfills. In order to preserve available landfill space and maintain compliance with CALGreen Building Codes, the City has established a policy that requires the recycling or reuse of material generated by such activities. Complete policy details can be found in Ordinance 18-03, adopted by the Covina City Council on February 20, 2018.

A brief summary of the City's requirements related to construction and demolition debris management is provided in the following sections.

Applicable Projects

Applicable projects include all construction, demolition, addition, alteration, and remodeling projects occurring within the City of Covina.

Exempt Projects

- Residential alterations that do not increase the building's footprint, area, volume, or size are exempt. Examples include interior remodels that do not include room expansion, roof replacements, and swimming pool additions.
- Installation of new fencing, walls, or gates; but not replacement of the existing.
- Installation of pre-fabricated enclosures, covers, signs, or antennas.

Recycling/Reuse Requirements

- 75% of the construction and demolition debris generated by a project must be recycled or reused.
- 100% of trees, rocks, vegetation, and soils associated with non-residential land clearing must be recycled or reused.
- 100% of hazardous and universal waste must be properly disposed.

Required Documents

Project applicants must complete and submit two documents to the City, relating to debris management.

- When applying for a building permit, applicants must also submit a **Pre-Project Recycling Plan** to identify how all recycling/reuse requirements will be met. Plan must be submitted and approved before building permits are issued.
- Within 90 calendar days following project completion, a **Post-Project Compliance Report** must be submitted, supported by weight tickets from all haulers and facilities that handled the project waste stream.

Required Fees

Two fees are required prior to Pre-Project Recycling Plan approval and building permit issuance.

- A non-refundable **Administrative Fee** must be paid to the City, and compensates the City for all expenses incurred in reviewing an applicant's documentation and confirming performance of the recycling plan. The Administrative Fee amount is determined in accordance with the following scale:
 - \$68 ➤ All tenant improvements with a valuation of up to \$25,000; and all residential additions.
 - \$100 ➤ All tenant improvements with a valuation of \$25,001 to \$50,000; and all single family residential new construction.
 - \$135 ➤ All tenant improvements with a valuation greater than \$50,000; all multifamily, commercial, and industrial projects; and all other projects.

- A refundable **Diversion Security Deposit** must be paid to the City, and will be refunded to the applicant upon confirmation that all recycling/reuse requirements have been met. Refunds will be issued within 30 calendar days following review of the Post-Project Compliance Report. The City retains the right to authorize a partial to full refund of the Diversion Security Deposit if there is a shortfall in recycling, but the applicant has demonstrated a good faith effort to comply. The Diversion Security Deposit amount is based on project valuation, in accordance with the following scale:
 - 3% ➤ of project value up to the first \$100,000
 - 2% ➤ of the next \$400,000
 - 1% ➤ of the next \$500,000
 - 0.25% ➤ for any amount over \$1,000,000Maximum deposit amount = \$30,000.

Hauling Options

The following options are available for the hauling of construction and demolition debris generated by a project.

- Use of Athens Services, Covina's franchise waste hauler. Applicants may contact Athens Services/Covina Disposal at (626) 336-6100 for bin rental options.
- Self-haul using applicant's own vehicles. Material must be delivered to a City approved facility. Refer to the City's listing of Approved Recycling Facilities. Applicant may request the City's authorization to utilize an alternate facility.
- Recycler, salvage company, or donation center will pick-up recyclable or reusable materials from the project site at no cost.
- Recyclable or reusable materials will be delivered by the applicant to a recycler, salvage company, or donation center.
- Reuse of material on-site or on a different site.

Note: Applicants may allow a third party to pick-up recyclable or reusable materials from a project site, however such service must be rendered free of charge, or rendered in a manner that results in a net payment to the applicant, not the person rendering the service. Athens Services maintains an exclusive franchise agreement with the City of Covina for waste and recycling services, and therefore applicants may not enter into a fee based contract with any other hauling/collection firm.

Questions?

The policy described herein is administered by the City of Covina Department of Public Works, Environmental Services Division. For additional information, please contact (626) 384-5480 or email environmental@covinaca.gov.



CONSTRUCTION & DEMOLITION DEBRIS MANAGEMENT PROGRAM

Pre-Project Recycling Plan

The City of Covina requires that all applicable construction, demolition, addition, and remodel projects recycle or reuse at least 75% of the construction and demolition debris generated by the project. Additionally, non-residential projects must recycle or reuse 100% of land clearing debris. Applicants must use this Pre-Project Recycling Plan to identify their method for compliance. Complete requirements associated with the City's Construction and Demolition Debris Management Program are set forth in Ordinance 18-03, adopted by the Covina City Council on February 20, 2018.

Complete this form before obtaining permits from the City of Covina Building Division. Submit your completed form to the Environmental Services Division for review and approval.

City of Covina
Environmental Services Division
125 E. College Street, Covina CA

Hours: Mon to Thurs, 7am to 6pm
Phone: (626) 384-5480
Email: environmental@covina-ca.gov

DATE _____

PERMIT # _____

Applicant Name: _____ Company Name: _____ Phone #: _____

Project Address: _____

Property Type: ☐ Residential ☐ Commercial ☐ City Project ☐ Other _____

Project Type: ☐ New Construction ☐ Demolition ☐ Grading ☐ Tenant Improvement ☐ Other _____

Administrative Fee

(non-refundable)

An Administrative Fee is to be paid to the City prior to Pre-Project Recycling Plan approval. The Administrative Fee compensates the City for all expenses incurred in reviewing an applicant's Pre-Project Recycling Plan and Post-Project Compliance Report, and confirming performance of the recycling plan. The fee amount is determined in accordance with the following scale, and is non-refundable (check one):

- ☐ \$68 ➤ All tenant improvements with a valuation of up to \$25,000; and all residential additions.
- ☐ \$100 ➤ All tenant improvements with a valuation of \$25,001 to \$50,000; and all single family residential new construction.
- ☐ \$135 ➤ All tenant improvements with a valuation greater than \$50,000; all multifamily, commercial, and industrial projects; and all other projects.

Diversion Security Deposit

(refundable)

A Diversion Security Deposit is to be paid to the City prior to Pre-Project Recycling Plan approval. The Diversion Security Deposit will be refunded to the applicant upon confirmation that at least 75% of the debris generated by the project was recycled or reused. Non-residential projects must also recycle or reuse 100% of land clearing debris. The deposit amount is based on project valuation, in accordance with the following scale:

- 3% ➤ of project value up to the first \$100,000
- 2% ➤ of the next \$400,000
- 1% ➤ of the next \$500,000
- 0.25% ➤ for any amount over \$1,000,000

For City use only:

(max. deposit \$30,000)

Valuation \$ _____ Deposit amount \$ _____

Debris Management

Indicate how construction and demolition debris will be managed on the project site. Check all that apply.

- ☐ Use of Athens Services, Covina's franchise waste hauler. Contact Athens Services/Covina Disposal at (626) 336-6100 for bin rental options. Indicate project type, and provide Athens with an approved copy of this form at the time of bin rental.
- ☐ Self-haul using applicant's own vehicles. Material must be delivered to a City approved facility. Refer to the attached listing of Approved Recycling Facilities. Applicant may request the City's authorization to utilize an alternate facility.
- ☐ Recycler, salvage company, or donation center will pick-up recyclable or reusable materials from the project site at no cost.
- ☐ Recyclable or reusable materials will be delivered by the applicant to a recycler, salvage company, or donation center.
- ☐ Reuse of material on-site or on a different site.

Note: Applicants may allow a third party to pick-up recyclable or reusable materials from a project site, however such service must be rendered free of charge, or rendered in a manner that results in a net payment to the applicant, not the person rendering the service. Athens Services maintains an exclusive franchise agreement with the City of Covina for waste and recycling services, and therefore applicants may not enter into a fee based contract with any other hauling/collection firm.

Estimate of Tonnages to be Generated

In the table below, estimate the tonnage of debris to be generated, the company that will haul the debris, and the expected destination of the debris. BE SURE TO SAVE ALL HAULING/FACILITY RECEIPTS FOR SUBMITTAL TO THE CITY.

Material Type	Estimated Amount (tons or cubic yards)			Hauler and Facility to be Used
	Recycled	Reused or Salvaged	Landfilled	
Building Materials (doors, etc.)				
Dirt/Clean Fill				
Dry Wall				
Greenwaste				
Inerts (concrete, brick, etc.)				
Metal				
Mixed C&D Debris				
Paper/Cardboard				
Plastic				
Roofing				
Wood				
Refuse	NA	NA		
Hazardous/Universal Waste	NA		NA	
Asbestos or Contaminated Soil		NA		
Other:				
Totals				

For non-residential projects only: Will the project involve land clearing? ☐ Yes ☐ No

If yes, how will 100% of the associated trees, rocks, vegetation, and soils be recycled or reused: _____

I, the undersigned, certify that the information contained herein is true and accurate to the best of my knowledge.

Applicant Signature _____ Date _____

For City Use

☐ Approved: Expected Diversion Rate _____% Amount Paid \$_____ Date Paid _____

☐ Disapproved: Reason _____

Reviewed By: _____ Date: _____



Approved Recycling Facilities for Construction and Demolition Debris

Company Name & Address	Phone Number & Business Hours	Materials Accepted	Recycling Rate
25TH STREET RECYCLING 2121 East 25th Street Los Angeles, CA	(323) 583-7913 Mon - Fri, 6:30am - 11pm Sat, 6am - 6pm	Concrete, concrete block, asphalt	100%
ALLIED WASTE FALCON 3031 East "I" Street Wilmington, CA	(562) 590-8531 Mon - Fri, 6am - 6pm Sat, 6am - 2pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	65%
AMERICAN RECLAMATION 4560 Doran Street Los Angeles, CA (near Glendale)	(323) 245-0125 Mon - Fri, 7am - 5pm Sat, 7am - 3pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	82.01%
ARROW TRANSIT MIX, INC. 507 East Avenue L-12 Lancaster, CA	(661) 945-7600 Mon - Fri, 7am - 4pm	Asphalt, concrete, concrete blocks, gravel, rocks	100%
BRADLEY EAST TRANSFER STATION 9227 Tujunga Avenue Sun Valley, CA	(818) 767-6180 Mon - Fri, 7am - 5pm	Wood, tree trimmings, green waste	100%
CALIFORNIA WASTE SERVICES 621 West 152nd Street Gardena, CA	(800) 839-5550 Mon - Fri, 6am - 10pm Sat, 7am - 7pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	74.99%
CONSTRUCTION & DEMOLITION RECYCLING, INC. 9309 Rayo Avenue South Gate, CA	(323) 357-6900 Mon - Fri, 4am - 4pm Sat, 4am - 4pm	C&D debris: wood, metal drywall, cardboard, rock, soil, gravel, asphalt, concrete	79.72%
DAN COPP CRUSHING 12017 Greenstone Avenue Santa Fe Springs, CA	(800) DUMPSITE Mon - Fri, 7am - 3:30pm Sat, 7am - 1pm	Asphalt, concrete, gravel, rock	100%
DIRECT DISPOSAL 3720 Noakes Steet Los Angeles, CA (East LA)	(323) 262-1604 Mon - Fri, 5am - 4pm Sat, 6am - 11am	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	76.39%
DOWNTOWN DIVERSION 2424 East Olympic Blvd., Bldg. 3 Los Angeles, CA	(213) 612-5005 Mon - Fri, 6am - 6pm Sat, 6am - 3pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	77.08%
EAST VALLEY DIVERSION 11616 Sheldon Street Sun Valley, CA	(818) 252-0019 Mon - Fri, 6am - 6pm Sat, 6am - 3pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	75.17%
FREEWAY BUILDING MATERIALS 1124 South Boyle Avenue Los Angeles, CA	(323) 261-8904 Mon - Fri, 8am - 4pm Sat, 8am - 3pm	Architectural salvage	100%
GREENCYCLE 12815 East Imperial Highway Santa Fe Springs, CA	(562) 906-5223 Mon - Fri, 6:30am - 5pm Sat, 7am - 5pm	Wood, soil, and greenwaste including palm and yucca	100%
HANSON AGGREGATES 2850 California Avenue South Long Beach, CA	(626) 856-6700 Option 1 Mon - Fri, 7am - 3:30pm	Asphalt, concrete	100%
LB CRUSHING 321 West 135th Street Los Angeles, CA	(951) 691-0625 Mon - Fri, 6am - 4pm Sat, 7am - 5pm	Asphalt, concrete	100%

Company Name & Address	Phone Number & Business Hours	Materials Accepted	Recycling Rate
MADISON MATERIALS 1035 East 4th Street Santa Ana, CA	(714) 664-0159 Mon - Fri, 9am - 5pm Sat, 9am - 3pm	C&D debris: wood, metal, bricks, plastics, drywall, cardboard, rock, soil, gravel, asphalt, concrete	75%
NORTH HILLS RECYCLING 11700 Bulcher Avenue Granada Hills, CA	(818) 364-1278 Mon - Sat, 6am - 6pm	Brush, logs, plants, tree trimmings, and clean lumber	100%
PASADENA ARCHITECTURAL SALVAGE 2600 East Foothill Blvd. Pasadena, CA	(626) 535-9655 Tue - Sat, 9am - 5pm Sun, 12pm - 5pm	Architectural salvage	100%
PECK ROAD GRAVEL 128 East Live Oak Avenue Monrovia, CA	(626) 574-1855 Mon - Fri, 6am - 4:30pm Sat, 6am - 2:30pm	Asphalt, concrete, brick	100%
RAMCO 9005 Bradley Avenue Sun Valley, CA	(818) 767-0700 24 hours, 6am Monday until 4pm Saturday	Asphalt, concrete, gravel, rock, and sand. No dirt.	100%
RECOLOGY LOS ANGELES formerly CROWN DISPOSAL 9147 DeGarmo Avenue Sun Valley, CA	(818) 767-6000 Open 24hrs, 7 days	C&D debris: wood, metal, drywall, cardboard, rock, soil, green waste, gravel, asphalt, concrete	70%
RECYCLED WOOD PRODUCTS 1313 East Phillips Blvd. Pomona, CA	(909) 868-6882 Mon - Fri, 7am - 5pm Sat, 7am - 1pm	Green waste, soil	100%
SCOR INDUSTRIES 2321 South Willow Avenue Bloomington, CA	(909) 820-5046, call first Mon - Fri, 7am - 6pm Sat, 7am - 6pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	75%
SILVERLAKE ARCHITECTURAL SALVAGE 169 Cook Street Pasadena, CA	(626) 445-1092 Daily, 11am - 5pm	Architectural salvage	100%
SOUTHERN CALIFORNIA ARCHITECTURAL SALVAGE 1600 South Santa Fe Avenue Los Angeles, CA	(213) 623-3119 Mon - Fri, 8am - 5pm Sat - Sun, 9:30am - 3pm	Architectural salvage	100%
SOUTHERN CALIFORNIA DISPOSAL 1908 Frank Street Santa Monica, CA	(310) 828-6444 Mon - Sat, 6am - 2pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	65%
THE REUSE PEOPLE 3015 Dolores Street Los Angeles, CA (near Glendale)	(818) 244-5635 Mon - Fri, 10am - 5pm Sat, 10am - 4pm	Architectural salvage	100%
VALLEY BASE MATERIALS 8960 Bradley Avenue Sun Valley, CA	(818) 767-3088 Open 24 hours, 7 days	Asphalt, concrete, concrete block, gravel, rock	100%
VULCAN MATERIALS 11401 West Tuxford Street Sun Valley, CA	(818) 983-0146 Mon - Fri, 6:30am - 2:30pm	Asphalt grindings, concrete	100%
WASTE MANAGEMENT, INC., LANCASTER LANDFILL 600 East Avenue F Lancaster, CA	(661) 947-7197 Mon - Fri, 9am - 3:30pm Sat, 8am - 12pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete	78.14%
WEST VALLEY MRF & TRANSFER STATION 13373 Napa Street Fontana, CA	(909) 899-0911 Mon - Fri, 7am - 6pm Sat, 7am - 3pm Sun, 8am - 3pm	C&D debris: wood, metal, drywall, cardboard, rock, soil, gravel, asphalt, concrete, carpet and pad, injection molded plastic	77.11%



CONSTRUCTION & DEMOLITION DEBRIS MANAGEMENT PROGRAM

Post-Project Compliance Report

Complete and submit this Post-Project Compliance Report within 90 calendar days following project completion.

The City of Covina requires that all applicable construction, demolition, addition, and remodel projects recycle or reuse at least 75% of the construction and demolition debris generated by the project. Additionally, non-residential projects must recycle or reuse 100% of land clearing debris. Applicants must use this Post-Project Compliance Report to confirm compliance with these requirements.

Submit your completed Post-Project Compliance Report to the Environmental Services Division for review and approval. Attach all receipts and weight tickets from any haulers, recycling facilities, disposal facilities, materials recovery facilities, and salvage companies that handled the project waste stream.

City of Covina
Environmental Services Division
125 E. College Street, Covina CA
Hours: Mon to Thurs, 7am to 6pm
Phone: (626) 384-5480
Email: environmental@covinaca.gov

DATE _____

PERMIT # _____

Applicant Name: _____ Company Name: _____ Phone #: _____

Project Address: _____

Property Type: ☐ Residential ☐ Commercial ☐ City Project ☐ Other _____

Project Type: ☐ New Construction ☐ Demolition ☐ Grading ☐ Tenant Improvement ☐ Other _____

Project Completion Date: _____

Refund of the Diversion Security Deposit

The Diversion Security Deposit will be refunded to the applicant upon approval of the Post-Project Compliance Report, and verification that the recycling requirements were met. The City retains the right to authorize a partial to full refund of the Diversion Security Deposit if there is a shortfall in recycling, but the applicant has demonstrated a good faith effort to comply. Refunds will be issued within 30 calendar days following review of the Post-Project Compliance Report.

Note: If an applicant fails to submit a Post-Project Compliance Report within the required 90 day period, the full Diversion Security Deposit is subject to forfeiture.

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Tonnage Generated by the Project

In the table below, indicate the tonnage of debris generated by the project, the company that hauled the debris, and the facility that received the debris.

Be sure to attach all receipts and weight tickets from haulers, recycling facilities, disposal facilities, materials recovery facilities, and salvage companies.

Material Type	Amount (tons or cubic yards)			Hauler and Facility Used
	Recycled	Reused or Salvaged	Landfilled	
Building Materials (doors, etc.)				
Dirt/Clean Fill				
Dry Wall				
Greenwaste				
Inerts (concrete, brick, etc.)				
Land Clearing Debris*			NA	
Metal				
Mixed C&D Debris				
Paper/Cardboard				
Plastic				
Roofing				
Wood				
Refuse	NA	NA		
Hazardous/Universal Waste	NA		NA	
Asbestos or Contaminated Soil		NA		
Other:				
Totals				
Total Generated				

*For non-residential projects only: Did the project involve land clearing? ☐ Yes ☐ No

If yes, provide information in the table above. Note that 100% of the associated trees, rocks, vegetation, and soils must be recycled or reused.

Was at Least 75% of the Project Debris Recycled or Reused?

$$\frac{(\text{Total Recycled} \underline{\hspace{2cm}} \text{tons}) + (\text{Total Reused/Salvaged} \underline{\hspace{2cm}} \text{tons})}{(\text{Total Generated} \underline{\hspace{2cm}} \text{tons})} = \underline{\hspace{2cm}} \%$$

I, the undersigned, certify that the information contained herein is true and accurate to the best of my knowledge.

Applicant Signature _____ Date _____

For City Use

☐ Approved: Diversion Rate _____% ☐ Full Refund \$ _____ ☐ Partial Refund \$ _____

Date payment request was submitted to Finance _____

☐ Disapproved: Reason _____

Reviewed By: _____ Date: _____