



## PUBLIC WORKS DEPARTMENT Resource Recovery & Recycling Division

### CONSTRUCTION & DEMOLITION (C&D) WASTE MANAGEMENT PLAN FINAL COMPLIANCE REPORT

#### Instructions/General Information

- ▶ When Required: If your project requires the completion of the Waste Management Plan (WMP), you must also complete this Waste Management Plan Final Compliance Report. Completion of the WMP is necessary whenever any new construction, or alteration project has:
  - A permit valuation of \$50,000 or more or
  - A project size of 1,000 square feet or greater.In addition, **all demolition only** projects, regardless of size, require the completion of the WMP.

- ▶ Recycling Facility Receipts:  
All receipts for tons diverted (recycled) and disposed must be included to this Report.
  - The receipts must include the project address, information about the facility (including address and phone number), tonnage amounts, construction or demolition site location, and appropriate coding to indicate that the materials were recycled.
  - The receipts must be separated **by facility** (e.g., CWS, Hanson Aggregates and kept in date order within each facility).
  - Summary report from facility if available

At the front of each grouping, staple or clip an adding machine tape summarizing the total tons for that group of receipts.

- ▶ Performance Security Deposit Refund Requirements: **Within 30 days after construction** has been completed on the project, submit to the Resource Recovery & Recycling Division:
  - a completed Waste Management Plan Final Compliance Report
  - all receipts from recycling facilities for materials diverted (recycled) or disposed to demonstrate compliance with the recycling requirements of the C&D Debris Ordinance.
  - a copy of either the Certificate of Occupancy or the signed-off final Permit and Inspection Record signature card, front and back.
- ▶ Final Review: Remember to sign the Report and include **a copy of either the Certificate of Occupancy or signed-off Final Permit and Inspection Record signature card** when you submit your receipts. Check the Report to be sure that all entries are legible, accurate, and complete. Approximately 6-8 weeks from the date of receipt of all required documents & the recording of final date in the city's permit system, the performance security deposit will be returned if City staff determines that all recycling requirements have been met.
- ▶ Where to Submit This Report: Submit the Report by email to [CDWaste@smgov.net](mailto:CDWaste@smgov.net), mail or hand-delivery to the City of Santa Monica, Resource Recovery & Recycling Division, 2500 Michigan Avenue, Santa Monica, CA 90404, 310-458-8739 or 310-458-2223 for review and approval of the performance security deposit refund.

- ▶ Forfeiture of Deposit: If one or up to all of the above requirements are not met within 30 days of final sign-off of the project, or issuance of certificate of occupancy, Full deposit will be forfeited.
  
- ▶ Questions: Contact the Resource Recovery & Recycling Division at 310.458-8739 or 310-458-2223 for questions about the WMP or the C&D Debris Ordinance.