[Applicant’s Name or Company]  
[Property Owner’s Name]  
[Project Address]  
[Assessor’s Parcel Number]

[DATE]

County of Ventura Public Works Agency  
Water & Sanitation  
Attn: Construction and Demolition Debris   
Recycling Program  
800 S. Victoria Ave  
Ventura, CA 93009-1650

**Subject:**  **Letter of Documentation for** [CD Permit # or Project Name]

During [construction and/or demolition], the following materials were reused or recycled.

|  |  |  |
| --- | --- | --- |
| Material [list each separately] | Management Method [choose one: **donation**, **onsite reuse**, or **curbside carts**. If the materials were hauled by an Authorized Solid Waste Collector or taken to a Demolition Debris Sorting Facility, receipts must be submitted] | Tons [Actual or estimated] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant