## **GUIDE TO CITIZEN ACCESS:** C&D Debris Recycling Plan



## **Submitting a Recycling Plan**

- 1. Log into your Citizen Access account.
- 2. Select Public Works, then Create an Application.

	Logged in as:	Collections (0)	📜 Cart (0)	Account Management	Logout
Public Works Counter Hours County Surveyor - 8:00 AM - 4:30 PM Land Development Services - 8:00 AM - 4:30 PM Transportation - 8:00 AM - 4:30 PM	Integrated Waste Management - Watershed Protection District	<u>8:00 AM - 5:00 PM</u> 8:00 AM - 5:00 PM	Search		Q •
Home Building Code Complia	nce Fire Planning	Public Works	HHVC n	nore 🔻	
Create an Application Che	ck/Research Permits				

3. Click Construction and Demolition, select Recycling Plan, and click Continue Application.

	Home	Building	Code Compliance	Fire Planning	Public Works	HHVC	more 🔻
	Create	e an Applica	tion Check/R	Research Permits			
	Select a R	ecord Type					
	Choose on	e of the follow	wing available record ty	pes. For assistance or	to apply for a record t	ype not list	ed below please contact us.
			Search				
$\rightarrow$	<ul> <li>Construct</li> <li>Recycl</li> </ul>	ction and Den ling Plan	nolition				
	<ul> <li>Land De</li> <li>Surveyor</li> </ul>	velopment Se	rvices				
	<ul> <li>Transport</li> <li>Watersh</li> </ul>	rtation ed Protection					
	Contin	ue Applicat	lon »				

4. Enter the project site Parcel Number and click **Search.** The Address and Owner Information will automatically fill in, however you will need to add your phone number. Confirm the information is correct and click **Continue Application**. \*If you search by the Address first, you will still need to enter your Parcel Number.

1 Location	2 People	3 Plan Information	4 Reporting Requirements	5 Review	6
tep 1: Location lease read before com xur project may be EXE scriptions: Projects consisting sole overs. Projects consisting sole	I > Parcel Address pleting this form. MPT from the Construction ity of the installation of pro- ty of the installation of pro-	s <b>and Owner</b> on & Demolition Debris Recycling n efabricated structures such as man efabricated accessories such as sig	equirement if your project ufactured or modular hom ns or antennas where no f	meets one of the following ie, metal barns, patio enclosu pundation or other structural	ires and
nodifications are require Projects consisting sole Work for which only a projects consisting sole	xd. Ity of the installation, remo alumbing permit, and elec-	oval, or relocation of solar panels. trical permit, and/or a mechanical	permit is required.		
Projects consisting sole ize. your project does not	et and additions or alterations of the above design and the above design	scriptions, please proceed to Step 1	that do NOT increase the	structure's conditioned area,	volume, c
Parcel				<ul> <li>indicates a re</li> </ul>	quired fiel
ou can enter a partial o st, You can then select 'Parcel Number: Search Cle	romplete Parcel number from the list the correct P	r and then click the search button. Parcel number and the Address, Par	The system will search for cel and Owner information	matching Parcel numbers ar will be auto-populated	ad return a
Address					
ou can enter a street na hen select from the list	me and/or number and the correct address and the	hen click the search button. The sy he Address, Parcel and Owner infor	stem will search for match mation will be auto-popula	ing addresses and return a lis ated	it, You ca
Street No.:	itreet Name: Zip:	Street Type: Select	•		
Search Cle	ar				
Owner					
or the Owner Name heir residence's add	Address Line 2: (i.e., l ress)	If the Property Owner's addre	ss is different from the	e Project Address, please	enter
Owner Name:	0				
Address:					
Address Line 2:					
Address Line 2: Address Line 3:					
Address Line 2: Address Line 3: City:	State: Select	Zip: Co	ountry: nited States	•	
Address Line 2: Address Line 3: City: • Phone:	State: Select	Zip: Co Phone 2: Mobile Phone	puntry: nited States	×	
Address Line 2: Address Line 3: City: • Phone: Search Cle	State: Select	Zip: Co Phone 2: Mobile Phone	ountry: nited States	•	

5. To enter information about the Project Applicant (the person who will receive emails regarding the application), click **Select from Account** to see a list of contacts associated with the address, or select **Add New**. Once the contact information is added, click **Continue Application**.



## Select from Account

Sel	ect Contac	t from Acco	bunt	×
Select If the c Show	a contact to attach to contact has multiple a ing 1-2 of 2	o this application. Iddresses, you can se	lect which to use in the next step.	
	Category	Туре	Name	
0	Associated Contact	Citizen Access		
0	Associated Owner			
Co	ntinue Discard	i Changes		

Add New

Contact Info	ormation				×
* First:	• Last:				
Name of Business	or Organization/Legal Entity	Γ.			
*Address:		• City:	*State:	• Zip:	
			Select 🔻		
Home Phone:	Work Phone	r: ()	Mobile Phone:		
*Email:					
Continue	Clear Discard Changes				

Applicant	
Applicant (name of the person completing this application, not company name)	
Contact added successfully.	
Contact Name email@example.org (555) 555 - 5555	
Edit Remove Continue Application »	Save and resume later

6. Enter a detailed description of the project, select how the waste will be managed, and select the debris the project will likely have. When you are finished, click **Continue Application**.

	2 People	3 Plan Information	4 Reporting Requirements	5 Review	6
Step 3:Plan Inf	formation>Detail			* indicates a r	equired fiel
Plan Descripti	ion				
Please be specific. For	r example, "Addition of bee	droom and bathroom to single fan	nity residence."		
Detailed Descript	ion:				
Conoral Infor	mation				
deneral mion					
WASTE MANAGEM	IENT PLAN				
I. How do you plan to m	nanage construction and den	nolition waste for this project? Check	all that apply. Click on the qu	uestion mark for a descriptio	n.
Authorized Solid Q Waste Collector:	20				
Authorized Solid ( Waste Collector: ( Self-haul: (					
Authorized Solid Waste Collector: Self-haul: Curbside:	20 20				
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Authorized Solid Waste Collector: Self-haul: Curbside: Donate, sell or reuse	and Demolition	Debris			
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Authorized Solid Waste Collector: Self-haul: Curbside: Donate, sell or reuse Construction Materials Generate Please check all materia concrete, green waste, ocnoring Isabily, Apphat s	and Demolition	Debris :: Note: The following materials are set and carpet pads, drywall, foture: range non-recyclable.	readily recyclable and must n , and roof ties have limited n	of be disposed: asphalt, car ecycling options depending	dboard, on the
Authorized Solid Waste Collector: Self-haul: Curbside: Donate, sell or reuse Construction Materials Generate Please check all materia concrete, green waste, sorting facily. Asphalt Sphalt:	and Demolition  d ayour project may generation  d ayour project may generation mingles and plastics are gen	Debris :: Note: The following materials are pet and carpet pads, drywall, foture: arally non-recyclable.	readily recyclable and must n , and roof tiles have limited n	of be disposed: asphalt, car ecycling options depending	dboard, on the
Authorized Solid Waste Collector: Self-haul: Curbside: Donate, sell or reuse Construction Materials Generate Please check all materia concrete, green waste, sorting facility. Asphalt s Asphalt:	and Demolition  d  is your project may generate wood, and metal. Bricks, carp hingles and plastics are generate	Debris :: Note: The following materials are- set and carpet pads, drywall, foture: rrally non-recyclable.	readily recyclable and must n s, and roof files have limited n	of be disposed: asphalt, car ecycling options depending	dboard, on the

7. Read the **Reporting Requirements > Documentation** and click **Continue Application**.

1 2 Peo	ple	3 Plan Information	4 Reporting Requirements	5 Review	6 Record Issuance
Step 4:Re	porting Req	uirements>Docur	mentation		
HAT DOCUM	ENTATION DO YO	O NEED?			
/hen the proje	ect is complete, it i	s your responsibility to uploa	d the following document	ation to this record prior to	o your Final Inspection from Building
nd Safety.					
an Authorized	d Solid Waste Colle	ector is used, a recycling rep	ort from the Authorized So	lid Waste collector verifyir	ig tons disposed and tons recycled
r each materi	ial type is required	documentation.			
or self-hauled	materials, a receip	ot from the sorting center or	recycling center showing	ons disposed and tons rec	cycled for each material type is
equired docum	nentation.				
			P		
or materials m	nanaged in curbsid	e carts, a signed letter from t	the applicant listing estima	ted tons recycled and tons	disposed for each material type is
equirea aocun	nentation.	on survey a donation receiption	or sinned latter from the	onlight littles estimated	tons donated sold or second for
or materials of	une is provided do	ren away, a consoon receipt	, or signed vector from the	appocant using estimated	considenated, sold, or reused for
Jon material (	ype is required do	currierna oon.			
ttachm	ent				<ul> <li>indicates a required fiel</li> </ul>
Attachme	ent iere is a maximum	character limit in the Descrip	ption field. If you exceed th	e limit, your document wi	* indicates a required fiel
lease note: Th he maximum decadp;bat;ch re disallowed	ent ere is a maximum file size allowed is mcend_comcpLe file types to uploa	character limit in the Descrij 1000 MB. ee,hta;htm;htm;Lins;isp;jar;ji d.	ption field. If you exceed th	e limit, your document wi kmsc;msp;mst;php;pif;sc	* Indicates a required fiel II not be saved.
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lease note: The maximum de;adp;bat;bh name No records	ent nere is a maximum file size allowed is mucmd_comccpte file types to uploa Type found.	character limit in the Descri 1000 MB. e.chtachtmchtmclinscispijarjø d. Size	ption field. If you exceed th cjse,fib;thk;mde;mht;mhtm Latest Update Act	e limit, your document wi £msc;msp;mst;php;pif;sc ion	* Indicates a required fiel II not be saved. r;sct;shb;sys;vb;vb;vb;vvd;vvs;vvd
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tease note: The he maximum de;adp;bat;ch re disallowed Name No records	ent nere is a maximum file size allowed is micond.com.cpl.e file types to uploar Type found.	character limit in the Descrij 1000 MB. xe.hta.htm.html:ins.isp.jar.ji J. Size	ption field. If you exceed th cjse;tib;tnk;mde;mht;mhtm Latest Update Act	e limit, your document wi kmsc;msp;mst;php;pif;sc on	<ul> <li>Indicates a required fiel</li> <li>Il not be saved.</li> <li>r;sct;shb;sys;vb;vbe;vbs;vxd;wsc;ws</li> </ul>
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8. Review the application details. Click **Edit** to make any changes. When the application is ready for submittal, read the certification details, **check the box** below, and click **Continue Application**.

9. You will receive an email once your application has been reviewed by PW staff (1 - 3 business days). You can close your browser window, submit other permits if needed, or log out of Citizen Access.

Public V County Hos County Sarry Land Develo Transportation	Vorks HS WHOR - 8:00 AM - 4: Oment Services - 8: On - 8:00 AM - 4:30	<u>20 PM integr</u> <u>00 AM - 4 30 PM</u> Water 1 PM	rated Waste Managemen shed Protection District	t - 8:00 AM - 5:00 PM - 8:00 AM - 5:00 PM	Search	)	٩
Home	Building	Code Compliance	Fire Planning	Public Works	HHVC	more	•
Create	e an Applicati	on Check/R	esearch Permits				
Recycling	g Plan						
1 2 P	eople	3 Plan Informat	tion 4 Report	ng 5 R	eview		6 Record Issuance
Step 5: Contin Please revie Record	Review we Applicatio w all information I Type	n > below. Click the "Edit" bu	itions to make change	to sections or "Contin	ue Application	Sav 7 to move	e and resume later
Recycling P	uction and	Demolition De	bris				
Materials Ger Asphalt: Asphalt shi	nerated No ingles: No						Edit
Please note The maxims ade;adp;bat are disallow	c There is a maxim um file size allowe tchmccmd;comc red file types to up	sum character limit in the rd is 1000 MB. pl;exe;hta;htm;html;ins;i pload.	Description field. If yo	u exceed the limit, you umht;mhtml;msc;msp;	r document wi mst;php;pif;sc	II not be s	ived. sys;vb;vbs;vxd;wsc;wsf;w
Name	Туре	Size	Latest Updat	Action			
No recor	rds found.						
I underst divert fro I underst Contract I underst to Final I By chee	and that to com om landfill at lease and that only Au tors are allowed land I am require inspection by Bu cking this box, I a	ply with Ventura Coun st 65% (by weight) was uthorized Solid Waste ( to haul construction ai ind to submit all reporti inding and Safety spree to the above cert	ty Ordinance 4590 a te. Collectors are permit nd demolition waste ng documentation to iffication.	nd the California Gre ted to haul construct generated by their or Public Works Agenc	en Building C ion and demo wn work. y – Integrate	olition w	project must  aste in bins. Management prior Date:

Public Works Counter Hours County Surveyor - 8:00 AM Land Development Services Transportation - 8:00 AM -	<u>- 4:30 PM</u> - 8:00 AM - 4:30 PM 4:30 PM	Integrated Waste Manager Watershed Protection Dist	nent - 8:00 AM - 5:00 PM rict - 8:00 AM - 5:00 PM	Searc	:h	Q۰
Home Building	Code Complian	ce Fire Plann	ng Public Works	HHVC	more 🔻	
Create an Applic	ation Chec	k/Research Permit	s			
1 Select item to pay	2 Payment information	3 Receipt/Record issuance	]			
Step 3:Receipt/H Receipt	Record issuance	•				
Your train Please p	ou for using our on nsaction(s) has beer print your receipt(s) :	line services! n successfully submi and retain a copy for	tted. your records.			

## **Closing a Recycling Plan**

1. When your project is complete, log into Citizen Access, select **Public Works**, and click on the **Record Number** of the application you are submitting receipts for.

Hon	ne Buildir	ng Code Con	npliance Fire	Planning Publ	ic Works	HVC more 🔻		
Cr	reate an App	olication	Check/Researcl	h Permits				
lec	ords							
howi	Date	dd to collection   Ad Record Number	Record Type	Description	Project Name	Status	Action	:
	04/25/2023							
0		CD23-0107	Recycling Plan			Submittal in Progress		
	04/20/2023	CD23-0107 CD23-0102	Recycling Plan Recycling Plan			Submittal in Progress Final Approval		
	04/20/2023	CD23-0107 CD23-0102 CD23-0085	Recycling Plan Recycling Plan Recycling Plan			Submittal in Progress Final Approval Final Approval		
	04/20/2023 04/13/2023 04/12/2023	CD23-0107 CD23-0102 CD23-0085 CD23-0083	Recycling Plan Recycling Plan Recycling Plan Recycling Plan			Submittal in Progress Final Approval Final Approval Exempt		
	04/20/2023 04/13/2023 04/12/2023 04/10/2023	CD23-0107 CD23-0102 CD23-0085 CD23-0083 CD23-0074	Recycling Plan Recycling Plan Recycling Plan Recycling Plan Recycling Plan			Submittal in Progress Final Approval Final Approval Exempt Exempt		

2. Click Record Info and select Attachments.



Home Building	Code Compliance	Fire	Planning	Public Works	ннус	more 👻	
Create an Applica	tion Check/Re	esearch	Permits				
Record CD23-01 Recycling Plan Record Status: Su	07: ıbmittal in Progres	s				Add Add to co	to cart dlection
Record Info 👻	Payments 🔻						
Record Details Processing Status	section click the 🚪 next b	o the desi	oription on each	gray section header			
Related Records Attachments							
Inspections							

3. Click **Add**. At the File Upload screen, click **Add** and select the file you want to upload. If you have more than one file to upload, click **Add** again and select the file. When you have finished, click **Continue**.

Please note: There is a m	aximum characte	- Fordeline Basedonian Bat							
		r limit in the Description hel	d. If you exceed the	limit, your document	t will not be saved.				
The maximum file size allowed is 1000 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;htm;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtm;tmsc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.									
Name Re	cord ID	Record Type	Туре	Latest Update	Action				
No records found.									





4. Enter a description of each file (e.g., C&D Receipts, Donation Letter, etc.). If needed, files can be removed by selecting **Remove All**. When you are ready to submit your documentation, click **Save.** 

5. PW Staff will be notified of the uploaded documentation added to your application. You will receive an email once your application has been reviewed (1 - 3 business days). You can close your browser window or log out of Citizen Access.

Add to cart Add to collection
will not be saved.
cr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsl
Action
Remove

Home	Building	Code Compliance	Fire	Planning	Public Works	HHVC	more	•
Create an Application Check/Research Permits								
The attachment(s) has/have been successfully uploaded.								
it may take a few minutes before changes are reflected.								

County of Ventura, Public Works - Integrated Waste Management Division (805) 658 - 4322 | PWA.IWMD-CD@ventura.org