GUIDE TO CITIZEN ACCESS:
C&D Debris Recycling Plan

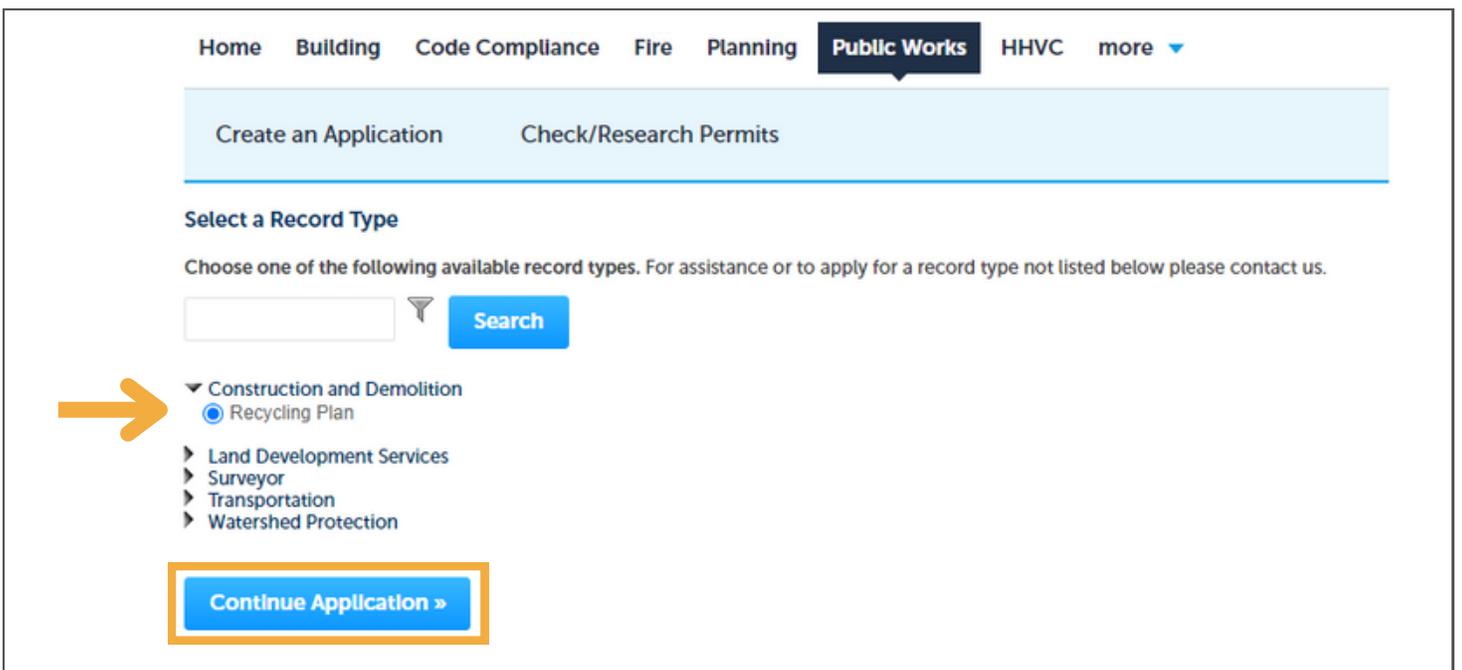COUNTY of VENTURA

PUBLIC WORKS
VENTURA COUNTY

Submitting a Recycling Plan

1. Log into your Citizen Access account.

2. Select **Public Works**, then **Create an Application**.
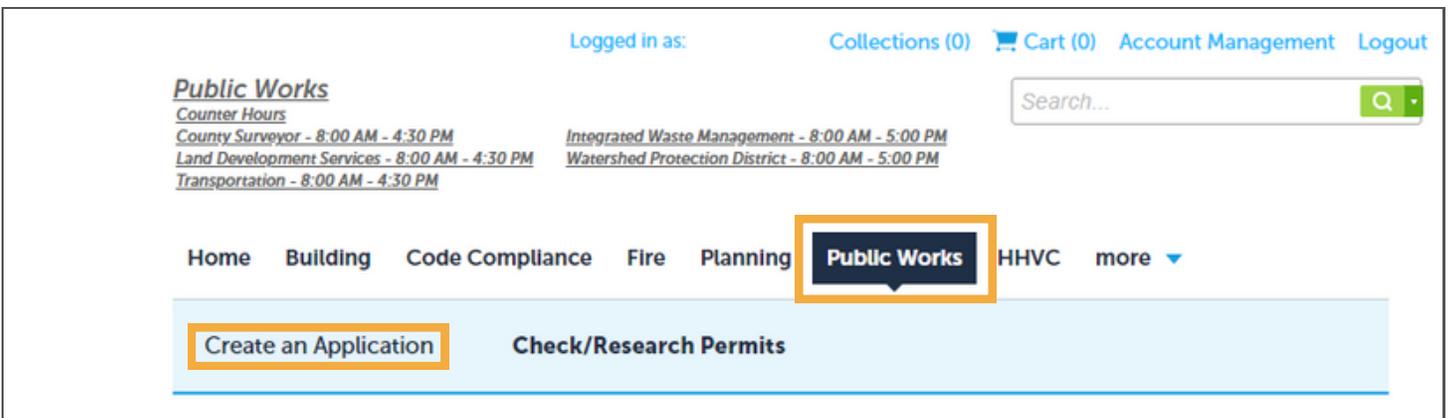
3. Click **Construction and Demolition**, select **Recycling Plan**, and click **Continue Application**.

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.

Recycling Plan

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Step 1: Location > Parcel Address and Owner

Please read before completing this form.
Your project may be EXEMPT from the Construction & Demolition Debris Recycling requirement if your project meets one of the following descriptions:
• Projects consisting solely of the installation of prefabricated structures such as manufactured or modular home, metal barns, patio enclosures and covers.
• Projects consisting solely of the installation of prefabricated accessories such as signs or antennas where no foundation or other structural building modifications are required.
• Projects consisting solely of the installation, removal, or relocation of solar panels.
• Work for which only a plumbing permit, and electrical permit, and/or a mechanical permit is required.
• Projects consisting solely of an above or in-ground pool and/or spa.
• Projects consisting solely of additions or alterations of existing residential dwellings that do NOT increase the structure's conditioned area, volume, or size.
If your project does not meet any of the above descriptions, please proceed to Step 1.

* indicates a required field.

Parcel

You can enter a partial or complete Parcel number and then click the search button. The system will search for matching Parcel numbers and return a list. You can then select from the list the correct Parcel number and the Address, Parcel and Owner information will be auto-populated

* Parcel Number:

[Search] [Clear]

Address

You can enter a street name and/or number and then click the search button. The system will search for matching addresses and return a list. You can then select from the list the correct address and the Address, Parcel and Owner information will be auto-populated

* Street No.:   * Street Name: Street Type:
                                     --Select--

City: Zip:

[Search] [Clear]

Owner

For the Owner Name Address Line 2: (i.e., If the Property Owner's address is different from the Project Address, please enter their residence's address)

Owner Name: ⑦

Address:

Address Line 2:

Address Line 3:

City: State: Zip: Country:
          --Select--   United States

* Phone: Phone 2:
             Mobile Phone

[Search] [Clear]

[Continue Application »]   [Save and resume later]

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

Add New

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**.

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

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.

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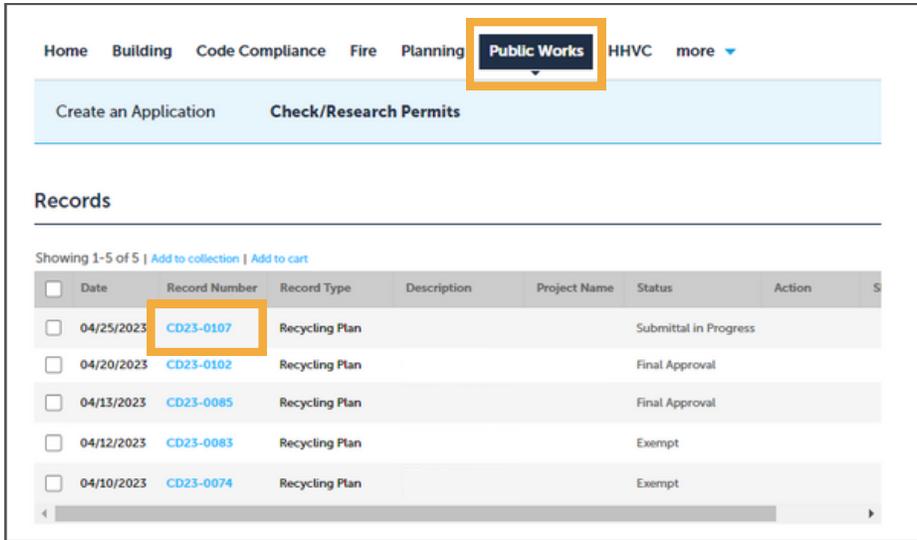
2. Click **Record Info** and select **Attachments**.
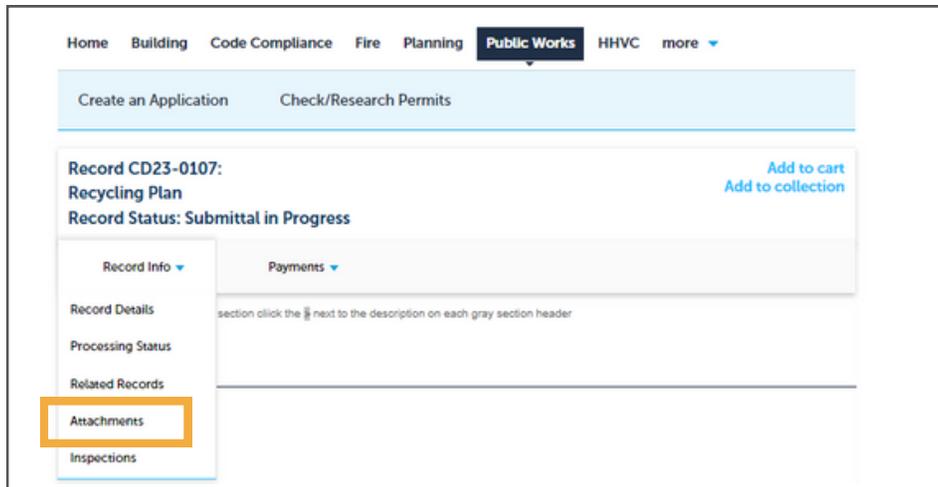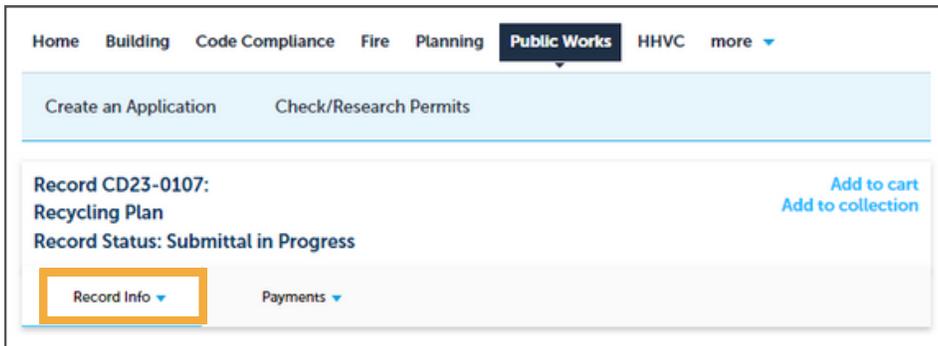
3. Click **Add**. At the File Upload screen, click **Add** and select the file you want to upload. If you have more than one file to upload, click **Add** again and select the file. When you have finished, click **Continue**.

Attachments

Please note: There is a maximum character limit in the Description field. If you exceed the limit, your document will not be saved.

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Type	Latest Update	Action
No records found.					

Add

File Upload   ✕

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Continue   Add   Remove All   Cancel

File Upload   ✕

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Recycling Receipt.pdf   100%

Continue   Add   Remove All   Cancel

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.