

GUIDE TO CITIZEN ACCESS: C&D Debris Recycling Plan

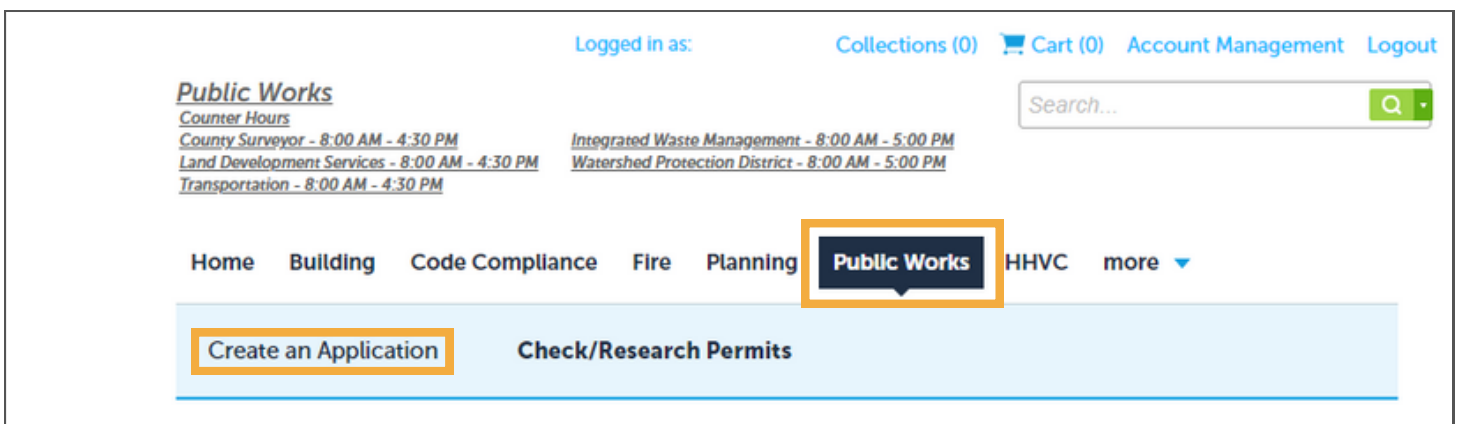


COUNTY of
VENTURA

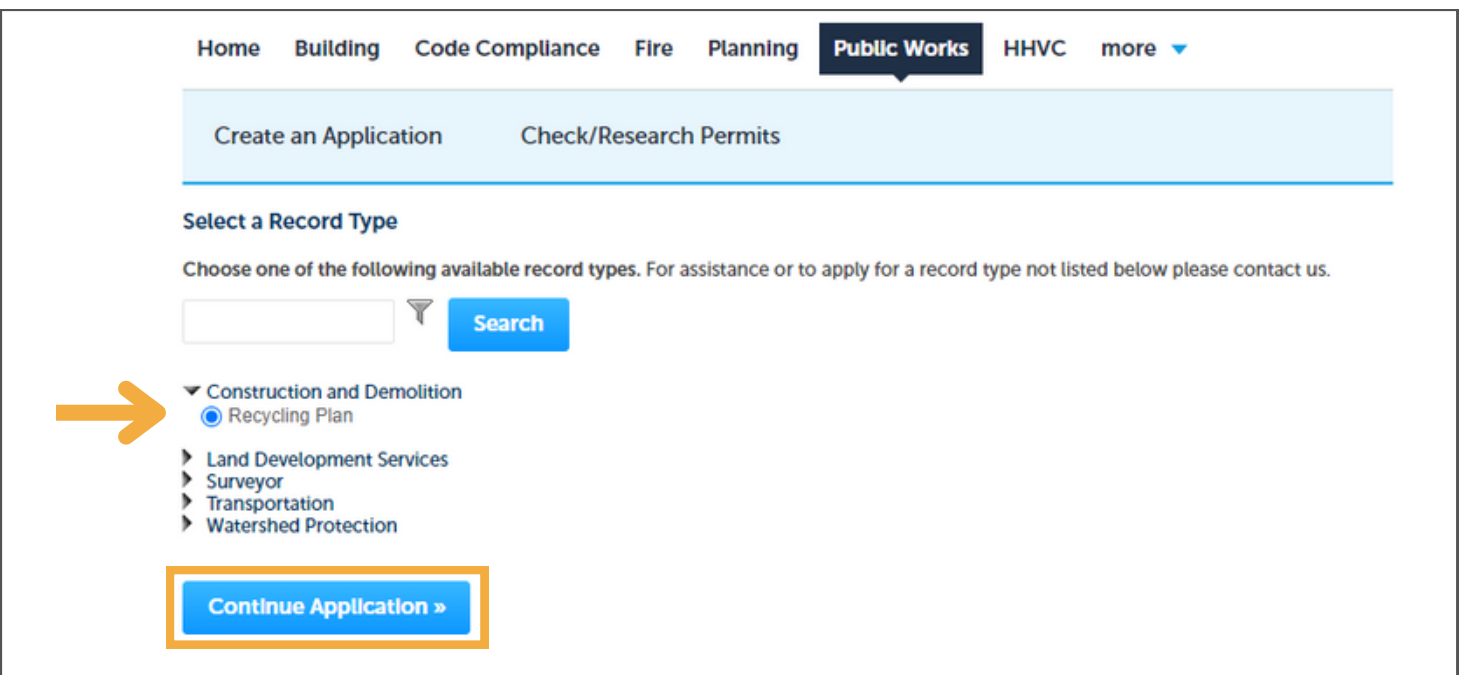
PUBLIC
WORKS
VENTURA COUNTY

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

1 Location	2 People	3 Plan Information	4 Reporting Requirements	5 Review	6
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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:

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:

City:

Zip:

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: ⓘ

Address:

Address Line 2:

Address Line 3:

City: State: Zip: Country:

* Phone: Phone 2:

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**.

Recycling Plan

1 Location 2 **People** 3 Plan Information 4 Reporting Requirements 5 Review 6

Step 2: People > Applicant * indicates a required field.

Applicant

Applicant (name of the person completing this application, not company name)

Select from Account **Add New**

Continue Application » **Save and resume later**

Select from Account

Select Contact from Account ✕

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Citizen Access	
<input type="radio"/> Associated Owner		

Continue **Discard Changes**

Add New

Contact Information ✕

*First: *Last:

Name of Business or Organization/Legal Entity:

*Address: *City: *State: *Zip:

Home Phone: Work Phone: 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**.

Recycling Plan

1 Location

2 People

3 Plan Information

4 Reporting Requirements

5 Review

6

Step 3: Plan Information > Detail

* indicates a required field.

Plan Description

Please be specific. For example, "Addition of bedroom and bathroom to single family residence."

* Detailed Description:

General Information

WASTE MANAGEMENT PLAN

1. How do you plan to manage construction and demolition waste for this project? Check all that apply. Click on the question mark for a description.

Authorized Solid Waste Collector: ☐

Self-haul: ☐

Curbside: ☐

Donate, sell or reuse: ☐

Construction and Demolition Debris

Materials Generated

Please check all materials your project may generate: Note: The following materials are readily recyclable and must not be disposed: asphalt, cardboard, concrete, green waste, wood, and metal. Bricks, carpet and carpet pads, drywall, fixtures, and roof tiles have limited recycling options depending on the sorting facility. Asphalt shingles and plastics are generally non-recyclable.

Asphalt: ☐

Continue Application »

Save and resume later

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

Recycling Plan

1

2 People

3 Plan Information

4 Reporting Requirements

5 Review

6 Record Issuance

Step 4: Reporting Requirements > Documentation

WHAT DOCUMENTATION DO YOU NEED?

When the project is complete, it is your responsibility to upload the following documentation to this record prior to your Final Inspection from Building and Safety.

If an Authorized Solid Waste Collector is used, a recycling report from the Authorized Solid Waste collector verifying tons disposed and tons recycled for each material type is required documentation.

For self-hauled materials, a receipt from the sorting center or recycling center showing tons disposed and tons recycled for each material type is required documentation.

For materials managed in curbside carts, a signed letter from the applicant listing estimated tons recycled and tons disposed for each material type is required documentation.

For materials donated, sold, or given away, a donation receipt, or signed letter from the applicant listing estimated tons donated, sold, or reused for each material type is required documentation.

* indicates a required field.

Attachment

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;cp;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

Name

Type

Size

Latest Update

Action

No records found.

Add

Continue Application »

Save and resume later

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 Works

Counter Hours
County Supervisor - 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 - 8:00 AM - 5:00 PM
Watershed Protection District - 8:00 AM - 5:00 PM

Search...

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Create an Application Check/Research Permits

Recycling Plan

1 2 People 3 Plan Information 4 Reporting Requirements 5 Review 6 Record Issuance

Step 5: Review

Continue Application » Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Recycling Plan

Construction and Demolition Debris

Materials Generated

Asphalt: No
Asphalt shingles: No

Edit

Attachment

Edit

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.
adac;adp;bat;chm;cmd;com;cpl;css;hta;htm;html;ins;isp;jar;jsc;lib;lnk;mde;mht;mhtml;msc;msp;msi;ppt;scr;scs;shb;sys;vbs;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

I understand that to comply with Ventura County Ordinance 4590 and the California Green Building Code, my project must divert from landfill at least 65% (by weight) waste.

I understand that only Authorized Solid Waste Collectors are permitted to haul construction and demolition waste in bins. Contractors are allowed to haul construction and demolition waste generated by their own work.

I understand I am required to submit all reporting documentation to Public Works Agency - Integrated Waste Management prior to Civil Inspection by Building and Safety.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application » Save and resume later

Public Works

Counter Hours
County Supervisor - 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 - 8:00 AM - 5:00 PM
Watershed Protection District - 8:00 AM - 5:00 PM

Search...

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Create an Application Check/Research Permits

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Thank you for using our online services!
Your transaction(s) has been successfully submitted.
Please print your receipt(s) and retain a copy for 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.

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Create an Application Check/Research Permits

Records

Showing 1-5 of 5 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action
<input type="checkbox"/>	04/25/2023	CD23-0107	Recycling Plan			Submittal in Progress	
<input type="checkbox"/>	04/20/2023	CD23-0102	Recycling Plan			Final Approval	
<input type="checkbox"/>	04/13/2023	CD23-0085	Recycling Plan			Final Approval	
<input type="checkbox"/>	04/12/2023	CD23-0083	Recycling Plan			Exempt	
<input type="checkbox"/>	04/10/2023	CD23-0074	Recycling Plan			Exempt	

2. Click **Record Info** and select **Attachments**.

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Create an Application Check/Research Permits

Record CD23-0107:
Recycling Plan
Record Status: Submittal in Progress

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾

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Create an Application Check/Research Permits

Record CD23-0107:
Recycling Plan
Record Status: Submittal in Progress

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾

- Record Details
- Processing Status
- 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**.

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.

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Create an Application Check/Research Permits

Record CD23-0110:
Recycling Plan
Record Status: Submittal in Progress

Add to cart
Add to collection

Record Info ▾ Payments ▾

To see information under each section click the ⓘ next to the description on each gray section header

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;cpp;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

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

*Description: Remove

Recycling Receipt

File:
Recycling Receipt.pdf
100%

Save Add Remove All

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.