City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: (916) 264-5011
planning@cityofsacramento.org

Convenience Recycling Facilities Administrative Permit

(City Code Section 17.228.430)

The purpose of this application is to determine whether your project meets the Planning and Development Code criteria for a convenience recycling facility that is permitted as a matter of right in the zoning district where your property is located. Planning staff will check your plans based upon the information submitted. If the proposed convenience recycling facility is permitted by right, you will be notified.

If your proposal does not meet the convenience recycling facility development standards, there may be other options available (for example, modification of plans and design, or application for a conditional use permit for a minor or major recycling facility with a public hearing before the Zoning Administrator or Planning and Design Commission). A City planner will discuss these options with you.

Application Submittal Requirements

1. One full size sets of plans, drawn to scale. Set of plans to include a site plan which shows property boundaries, proposed convenience recycling facility location, any existing or proposed structures, parking and circulation, fencing, landscaping, lighting, AND any residential buildings within 100 feet of the proposed facility.
2. Color photographs of the project site including photos of the existing commercial or community service facility, any buildings on the site, and the proposed recycling facility; photographs of the uses on either side of the project site. Color elevations of the proposed recycling facility are acceptable if no pictures are available.
3. Copy of documentation verifying status as a certified recycler and indicating the "convenience zone" served. Convenience recycling facilities must serve a "convenience zone" as defined under the California Beverage Container Recycling and Litter Reduction Act. Contact the California Department of Conservation, Division of Recycling for more information on certification and convenience zones. Online at http://www.consrv.ca.gov/DOR/ or via phone at (916) 323-3836.

Application Information

Name of Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Address of Property: _____

APN: _____ Zoning: _____

Is the applicant the owner of subject property? ☐ yes ☐ no If no, complete following:

Name of Owner: _____

Address: _____

Phone: _____ E-Mail: _____

Development Standards

The following development and operational standards can be found in Chapter 17.228.430 of the City Code. Convenience recycling facilities must meet all of the following development standards in order to receive an administrative permit to operate in the City of Sacramento. Convenience recycling facilities must also adhere to the operational standards below. Please write your initials next to each standard indicating that you have read and understand it. Planning staff will evaluate the plans, photographs and State Certification document(s) for compliance with all of the following development standards.

Initial Below

_____ Facility shall be State certified and located in a convenience zone as defined under the California Beverage Container Recycling and Litter Reduction Act (Public Resources Code §14500 *et seq.*). (you must attach proof of certification)

Serving Convenience Zone: # _____

_____ Facility shall be operated in conjunction with an existing commercial use or community service facility. Name of use: _____

_____ Facility shall be no larger than five hundred (500) square feet.

_____ If located in a parking lot, facility shall occupy no more than five parking spaces and shall not occupy parking spaces required for the primary host use.

_____ Facility shall be set back at least ten (10) feet from any street or building.

_____ Facility shall be set back at least twenty-five (25) feet from any property zoned or occupied for residential use.

_____ Facility shall not be located in any required setback, and shall not obstruct pedestrian or vehicular circulation.

_____ The design and color of the facility shall be compatible with the existing commercial use or community service facility on the site. Improvements may be required to ensure compatibility, including but not limited to landscaping, screening, trailer skirting, and parking lot improvements.

_____ The facility shall not impair the landscaping required for any concurrent use by the zoning code or any permit issued pursuant thereto.

_____ The facility shall be clearly marked to identify the name and telephone number of the facility operator and the hours of operation and shall display a notice stating that no material shall be left outside the collection receptacles.

Operational Standards

Convenience recycling facilities must adhere to the following operational standards at all times. Please write your initials next to each standard indicating that you have read and understand it.

Initial Below

_____ May process materials on site (crush bottles and cans), but only within an enclosed structure and only to the extent necessary for volume reduction to accommodate the collection schedule.

_____ No power-driven processing equipment may be used except for reverse vending machines and battery-powered compactors.

_____ If within 100 feet of a residential use, will transfer glass bottles from one receptacle to another only within an enclosed structure or utilizing sound baffles or other acoustical shielding.

_____ The facility shall be illuminated to ensure comfortable and safe operations if operating hours are between dusk and dawn.

_____ Will use only durable waterproof and rustproof collection receptacles of sufficient capacity to accommodate the materials collected and the collection schedule.

_____ The receptacles shall be covered and secured when the attendant is not present.

_____ The receptacles shall be clearly marked to identify the type of material which may be deposited.

_____ All recyclable material shall be stored in the collection receptacles at all times, and shall not be left outside of the collection receptacles when attendant is not present.

_____ The facility will be maintained free of litter and any other undesirable materials and shall be swept at the end of each collection day.

_____ Materials shall be removed from the facility on a routine basis.

_____ Materials may be collected and transported from the facility and collection receptacles may be delivered only during the facility's hours of operation or between dawn and dusk, whichever is more restrictive.

_____ This is a convenience recycling facility. Scrap metals **will not** be accepted.

Hours of Operation

Check the one that applies:

☐ Any facility within 100 feet of a residential use – 9:00 AM to 7:00 PM _____ initial

☐ Attended facility more than 100 feet from a residential use – Dawn to Dusk _____ initial

☐ Unattended facility more than 100 feet from a residential use – Up to 24 hours/day _____ initial

Letter of Agency from Property Owner

This section of the application is required to be completed if this application is submitted by someone other than the property owner.

I, the undersigned legal owner of record, hereby grant permission to: _____
Name of Applicant

to apply for a ministerial review of the convenience recycling facilities proposed for my property.

_____ _____
Signature of Property Owner Date

I hereby state that the information provided above, to the best of my knowledge is accurate and correct.

_____ _____
Signature of Applicant Date

Please note that once this application is submitted to the City of Sacramento your information may be subject to public record. However, the City will not sell your data or information for any purposes.

FOR PLANNING STAFF USE

Application Submittal Date: _____ I&R#: _____

Application Reviewed By: _____

Application Meets All Ministerial Review Criteria: ☐ Yes ☐ No

If no, complete the attached Modifications Worksheet and return to applicant. The Modifications Worksheet will describe the modifications needed to meet the Convenience Recycling Facility development standards.

If yes, applicant is given approved form, photos, and full size set of plans stamped “approved.” Copy of approved form, approved reduction of plans, and photos are scanned into IR file.

Applicant given approval documents:

On: _____ By: _____

Method by which applicant was informed of determination: ☐ In person ☐ Telephone ☐ E-mail ☐ Mail ☐ Fax ☐ Other Date informed on: _____ Informed by: _____

Modification Worksheet

Date Worksheet Given to Applicant: _____ I&R#: _____

This worksheet is intended to guide the applicant through the modifications necessary to receive a ministerial permit to operate a Convenience Recycling Facility. The planner reviewing the application has checked those areas in which the application is deficient and may have, when applicable, provided written instructions to aid the applicant in submitting a compliant application. Return this worksheet along with any required attachments within 30 days in order to have the application re-evaluated. Applications will receive one re-evaluation at no charge.

_____ **Facility is not State certified or is not located in a convenience zone as defined under the California Beverage Container Recycling and Litter Reduction Act.**

Recommended Action: Acquire certification from the California Department of Conservation, Division of Recycling that includes the convenience zone this facility would serve and submit a copy of the certification document with this worksheet.

_____ **Facility is not operated in conjunction with an existing commercial use or community service facility.**

Recommended Action: Convenience recycling facilities must be operated in conjunction with an existing commercial or community service facility. Submit an application for a different site.

_____ **Facility is larger than five hundred (500) square feet**.

Recommended Action: Attach revised site plans with this worksheet showing facility size less than 500 square feet.

_____ **If located in a parking lot, the facility occupies more than five parking spaces or occupies parking spaces required for the primary host use.**

Recommended Action: Attach revised site plans to this worksheet showing parking and compliance with this condition. (SEE NOTES BELOW FOR REQUIRED PARKING SPACES)

_____ **Facility is not set back at least ten (10) feet from any street or building.**

Recommended Action: Attach revised site plans to this worksheet that meet the required setbacks

_____ **Facility is not set back at least twenty-five (25) feet from any property zoned or occupied for residential use.**

Recommended Action: Attach revised site plans to this worksheet that meet the required setbacks.

_____ **Facility is located in a required setback, or obstructs pedestrian or vehicular circulation.**

Recommended Action: Attach revised site plans to this worksheet that demonstrate the facility is not within any required setback and does not obstruct vehicular or pedestrian circulation. (SEE NOTES BELOW)

_____ **The design and color of the facility are not compatible with the existing commercial use or community service facility on the site.**

Recommended Action: See compatible design and color notes below and return this worksheet with necessary photos or elevations to demonstrate compatible design and color.

_____ **The facility impairs the landscaping required for a concurrent use**

Recommended Action: Attach revised site plans to this worksheet that demonstrate the facility does not impair required landscaping. (SEE NOTES BELOW)

_____ **The facility is not clearly marked to identify the name and telephone number of the facility operator and the hours of operation.**

Recommended Action: Attach photos and/or color elevations to this worksheet demonstrating compliance with this condition.

_____ **The facility does not display a notice stating that no material shall be left outside the collection receptacles.**

Recommended Action: Attach photos and/or color elevations to this worksheet demonstrating compliance with this condition.

Compatible Design and Color

Improvements may be required to ensure compatibility, including but not limited to landscaping, screening, trailer skirting, and parking lot improvements. The applicant must make the following modifications in order to be compliant with the compatible design and color requirement:

Color:

Design:

Notes: This space contains detailed recommendations for coming into compliance with the development standards for Convenience Recycling Facilities.

Application Reviewed By: _____ Phone: _____

Email: _____