City of Industry Development Plan Application (Short Form): Step-by-Step Guide

Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.

Step 1 → *Contact the Planning Department*

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed development is permitted and which application is required. A copy of the municipal code can be found on the City of Industry website at:

15625 Stafford Street
City of Industry, CA 91744
Phone: (626) 333-2211
www.cityofindustry.org
planning@cityofindustry.org
Counter Hours: Monday through Thursday, excluding holidays
8 am to 11:30 am and 1 pm to 4 pm

Step 2 → *Obtain Development Plan Application*

- Download the application from website
- Request an application by email: planning@cityofindustry.org
- Request an application by phone: 626-333-2211
- Visit us at City Hall (address above)

Step 3 → *Fill Out Development Plan Application*

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

Step 4 → *Fill Out Construction Waste Management Form*

Please make sure you have completed the application prior to moving to next step. You can contact Jeff Duhamel (562) 432-3700 or jeff@munienvironmental.com if you have any questions regarding the Construction Waste Management Form.

Step 5 → *Obtain Valley Vista Services Approval*

Take your completed application to Valley Vista Services to obtain approval. You must obtain a signature of approval on "Application for Commercial/Industrial Waste Service" prior to submittal.

Valley Vista Services
17445 Railroad Street
City of Industry, CA 91745
(800) 442-6454

Step 6 → *Submit Completed Application to City Hall*

Submit the completed application along with all required plans to the Planning Department for approval. Your project will be assigned to a Planner and you will be contacted if any additional information is needed.

A. If subject to Chapter 13.16, Stormwater and Urban Runoff Pollution Control, include a Preliminary LID Layout Plan (See attached sample) and a plan showing sufficient BMP's to comply with the ordinance. Contact the City with questions regarding stormwater pollution controls.

Step 7 → *Approval Letter #1 Issued*

Once your application has been approved, the Planning Department will issue an approval letter #1 that can then be taken to Los Angeles County Department of Building and Safety, along with your stamped plans, so that you may submit for building permits.

Step 8 → *Approval Letter #2 Issued (Issuance of Building Permit Final)*

Prior to receiving a Building Permit Final, the contractor must demonstrate compliance with the City of Industry Integrated Waste Management Plan Ordinance (IMC Chapter 8.20) by providing documentation for all materials re-used or recycled either on or off site for the project.

City of Industry
Development Plan Application (Short Form)

15625 East Stafford Street • Suite 101 • City of Industry • CA • 91744
Phone: (626) 333-2211• Fax: (626) 961-6795
www.cityofindustry.org

The Development Plan – Short Form – is used for all interior only modifications as well as minor exterior modifications that can be exempted from Environmental Review. Please contact the Planning Department to determine if this application applies to your project.

Please type or print clearly

Project Location: _____ Assessor's Parcel Number _____
Street *Zip*

Zoning Designation: _____ General Plan Designation: _____

Project Contact Person: _____ Phone Number: _____ Email Address: _____

Address: _____
Street *City* *Zip*

Applicant: ☐ Property Owner ☐ Tenant ☐ Architect ☐ Engineer ☐ Builder

Name: _____ Phone Number: _____

Address: _____
Street *City* *Zip*

Property Owner Information:

Name: _____ Phone Number: _____

Address: _____
Street *City* *Zip*

Project Description (describe in detail): _____

_____

_____

Project Valuation: _____

	Existing	Proposed
Building Area		
Landscape Area		
Parking Spaces		
Land Area		

Applicant Name: _____ Applicant Signature: _____

Date: _____

Please submit the following with this application (see attached examples):

☐ *Two (2) sets – Fully dimensioned and labeled Site Plans (At least one set must be 11 x 17)*

☐ *Two (2) sets – Fully dimensioned and labeled Elevations (At least one set must be 11 x 17 and colored)*

☐ *Two (2) Sets – Fully dimensioned and labeled Floor Plans (At least one set must be 11 x 17)*

☐ *Application for Commercial/Industrial Waste Service signed by Valley Vista Services.*

All plans submitted with this application will be kept on file with this office.

CITY OF INDUSTRY
APPLICATION FOR CONSTRUCTION/DEMOLITION WASTE & RECYCLING SERVICES

Applications will not be accepted without this form **signed** by Valley Vista Visa Services and attached to the application. City of Industry Municipal Code requires every business to arrange for appropriate solid waste collection service with the City approved collector. The requirement applies to any permanent or temporary businesses operating in the City of Industry.

Valley Vista Services - (800) 442-6454
17445 RAILROAD STREET
CITY OF INDUSTRY, CA 91745

***BUSINESS INFORMATION* (please type or print clearly)**

Business Name/DBA: _____ Phone: _____

Service Address: _____
Street *Zip*

CONTRACTOR/PROJECT INFORMATION

Project Start Date: _____ Project Completion Date: _____ Contact Person: _____

Lead Contractor: _____ Contact Phone Number: _____

Contractor Address (Billing): _____

Estimate Material Types for Collection: _____

Payment of a deposit based on a waste flow projection is required before receiving a signature on this application. The waste flow projection will be based on the actual waste generation (volume) estimated during the course of the project. No Deposit shall be returned if self-hauling or unauthorized haulers are used on Project.

All delinquent charges and penalties imposed are deemed to be civil debts owed to the City by the customer and property owner, and may be collected by any available means, including the filing of a civil action.

Payment for service is the joint obligation of the customer and the property owner (if separate from the customer). In the case of non-payment by the customer, the owner of the property may be held responsible for payment and no new service may be established and no property related permit, approval or entitlement may be issued by the City until all delinquent amounts are paid.

BILLING DISPUTE PROCEDURES - Any customer who has been billed for service and desires to contest the extent, degree or reasonableness of the charges billed, must file a written statement of such protest with the collector and the City Manager's office within 30 days of the mailing of the disputed bill. The City Manager will review the accounts of customers who dispute collection charges within 30 days after receiving a written request for review. If an error is found after such review, the City or collector will promptly correct the error and, if required and at the City's sole discretion, the City or collector will either credit the customer's account or give the customer a refund.

OFFICE USE ONLY

Recycling and solid waste collection services have been reviewed and/or arranged for by the above business.

Project Description: _____

Scope of Services/Comments: _____

_____

_____

Approved by: _____ Date: _____

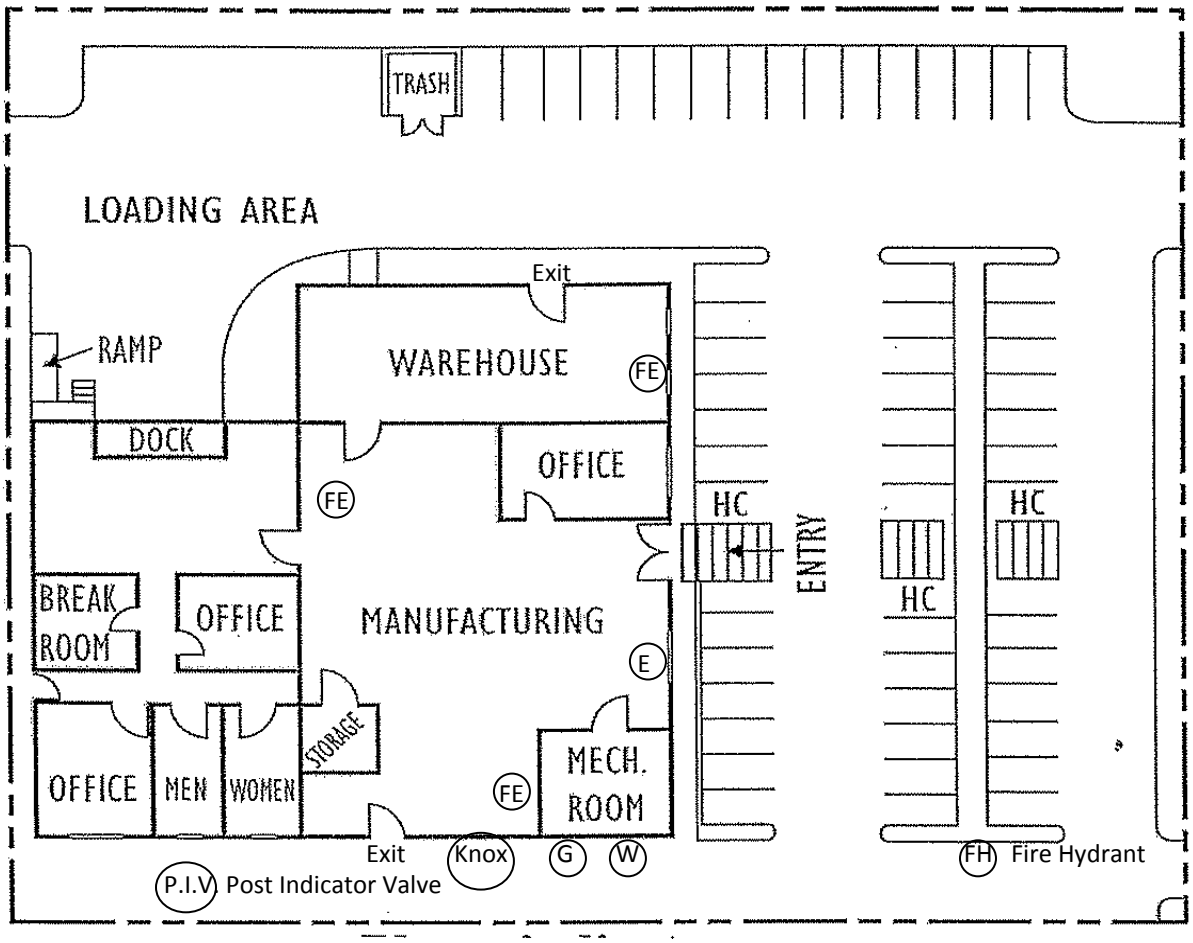
Account#: _____ Deposit Amount: _____

City of Industry Example Floor Plan

Please submit a site plan and floor plan for your site. The plan needs to show site layout, size and location on property: both in square feet, cross streets, parking and storage areas. The floor plan needs to indicate how the interior floor plan will be used. If you are sharing the space with others, please indicate how the space will be divided. Show all exit doors, fire extinguishers, fire hose cabinets, special fire or life safety systems. This will be used for both the Use Permit requirement and Los Angles County Fire Department requirement. Please see example below:

Big Ben Furniture Company
12345 Gale Avenue, City of Industry

Gale Avenue

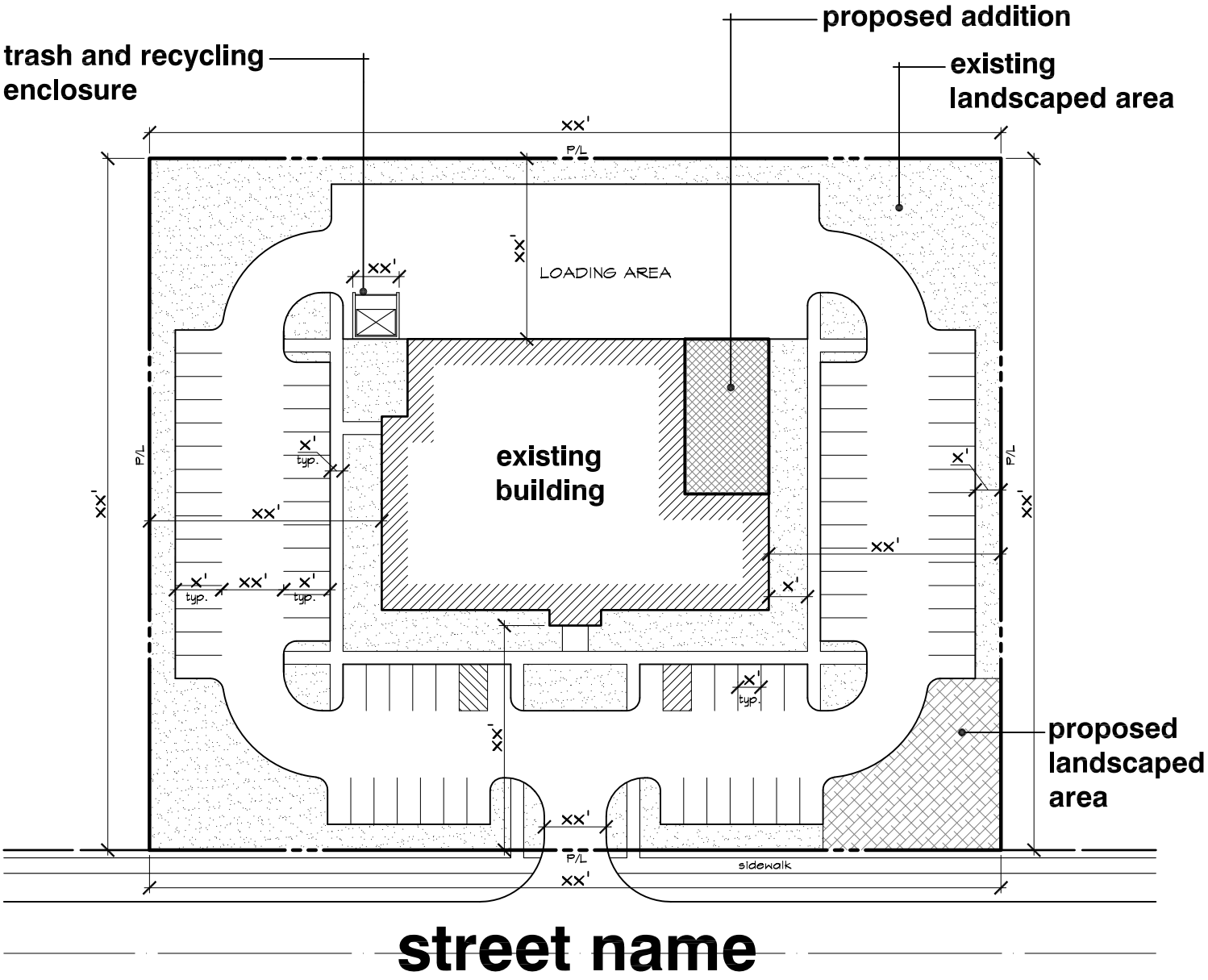


G	Gas Shut-Off	FE	Fire Extinguisher	Knox	Access Keys
W	Water Shut-Off	E	Electrical Panel	FH	Fire Hydrant

Gross Building Area:

Office	12,600 SF
Manufacturing Area:	12,600 SF
Warehousing Area:	6,825 SF
Total Area:	32,025 SF

City of Industry Example Site Plan



LEGEND

SITE PLAN DATA

TOTAL SITE AREA:	XX AC.
EXISTING BUILDING AREA:	XX AC.
PROPOSED BUILDING AREA:	XX AC.
TOTAL BUILDING AREA:	XX AC.
REQUIRED BUILDING/LOT RATIO:	XX%
PROPOSED BUILDING/LOT RATIO:	XX%

LANDSCAPE DATA

TOTAL LANDSCAPED AREA:	XX AC.
REQUIRED LANDSCAPE RATIO:	XX%
PROPOSED LANDSCAPE RATIO:	XX%

PARKING DATA

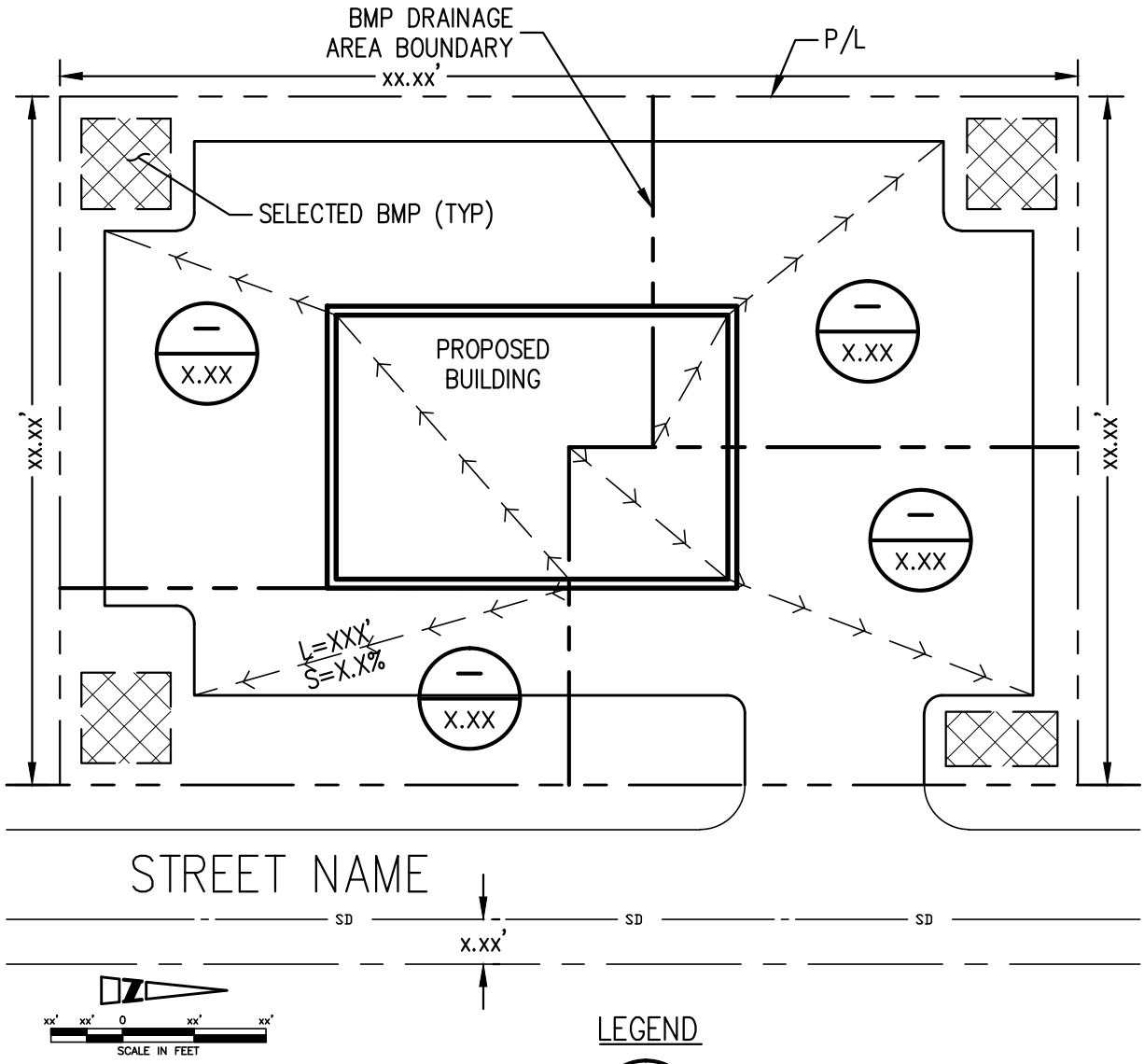
TOTAL PARKING REQUIRED:	XX SPACES
TOTAL PARKING PROVIDED:	XX SPACES

SCALE

NOTE:

THIS IS AN EXAMPLE OF THE MINIMUM INFORMATION REQUIRED ON SITE PLANS SUBMITTED IN CONJUNCTION WITH APPLICATIONS FOR DEVELOPMENT. FAILURE TO PROVIDE THE NECESSARY INFORMATION MAY RESULT IN THE REJECTION OF APPLICATIONS AND TIME DELAYS. IN SOME INSTANCES, SUCH AS MINOR INTERIOR MODIFICATIONS, STAFF MAY WAIVE THE REQUIREMENT TO PROVIDE SOME INFORMATION THAT IS NOT RELEVANT TO THE PROPOSAL; HOWEVER, THIS WILL ONLY BE DETERMINED BY PLANNING STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS STRONGLY ADVISED THAT ALL APPLICANTS MEET WITH PLANNING STAFF PRIOR TO SUBMITTAL TO REVIEW THE PROPOSED PROJECT AND SUBMITTAL REQUIREMENTS. 10 MINUTES CAN SAVE A LOT OF TIME AND EXPENSE.

SAMPLE PRELIMINARY LID LAYOUT PLAN



LEGEND

X.XX — BMP DRAINAGE MANAGEMENT AREA AREA (AC)

L=XXX' / S=X.X% — SURFACE FLOW PATH (L=LENGTH, S=SLOPE)

PLAN TO INCLUDE THE FOLLOWING ITEMS:

1. ROUGH GRADING CONCEPT, INCLUDING SUFFICIENT SPOT ELEVATIONS AND CONTOURS TO VERIFY DRAINAGE PATTERNS AND DIRECTION OF FLOW.
2. GENERAL SURFACE FLOW DIRECTIONS WITH APPROXIMATE LENGTH AND SLOPE.
3. TABLE SHOWING THE FOLLOWING INFORMATION FOR EACH BMP DRAINAGE AREA: AREA IN ACRES, % IMPERVIOUS, SWDQv, SELECTED BMP(S) AND BMP SIZES AND/OR DIMENSIONS.
4. SHOW LOCATION OF EXISTING PUBLIC STORM DRAIN LINE, INCLUDING SIZE.

CITY OF INDUSTRY

Construction & Demolition Debris Diversion Program

This brochure provides a summary of the requirements for construction and demolition debris recycling and landfill diversion in the City of Industry.

Background

- Senate Bill 1374, signed into law in 2002, requires local governments to quantify and account for construction and demolition waste diverted from landfills in their annual reports to CalRecycle. Each jurisdiction is also directed to develop and promote construction and demolition diversion programs that achieve a diversion range of 50%-75% per project.

- Effective January 1, 2011, the 2010 California Green Building Standards (CALGreen) went into effect mandating that all new construction projects develop a Construction Waste Management Plan (CWMP) that describes the diversion of at least 50% of the waste generated by the project.

Requirements

In order to ensure compliance with Senate Bill 1374 and CALGreen standards, all new construction and deconstruction waste generated within the City must comply with the following requirements (Industry Municipal Code Chapter 8.20):

1. All new construction projects must complete the attached Construction & Demolition Waste Management Plan (also known as "CWMP") and divert at least 50% of the project's waste. As a part of a **Development Plan** application, all CWMP's must be submitted to the City of Industry Planning Department for review by the City's Recycling Coordinator prior to issuing a permit.

2. Use of the City's franchise waste hauler (Valley Vista Services) is required for any waste material(s), or construction and demolition debris generated from the construction or deconstruction of any project within the City of Industry, unless that material is recycled. Recycled material(s) must be collected by a recycler that has a valid City of Industry recycling permit.

3. Each construction and demolition project is required to report to the City all materials diverted, reused or disposed from the project. Required information includes the total volume or weight by material type, and the facility where this material was taken for recycling or disposal. This information must be reported prior to the issuance of a building permit final from the City.

For more information about construction/demolition waste, please contact the program consultant:

Waste Systems Technology, Inc. • Jeff Duhamel • (562) 432-3700 • JD@WasteSystemsTech.com

Visit the City of Industry's website at www.cityofindustry.org
to review the Municipal Code.

Printed on recycled paper with soy-based inks.

CITY OF INDUSTRY

Construction Waste Management Plan (CWMP)

This form must be completed for all 1) new construction projects 2) demolition projects, and 3) alterations/improvements to existing structures.

Project Name:_____ Address: _____

Applicant:_____ Phone: _____

❑ Owner ❑ Property Mgr. ❑ Contractor ❑ Architect ❑ Other _____

Mailing Address: _____ City: _____ Zip:_____

1. Project Type: ❑ New Construction ❑ Demolition ❑ Addition/Alteration/Tenant Improvement

2. Building Area Square Footage:_____

3. Estimated Start Date: _____ Estimated Completion Date:_____

4. Brief Project Description:_____

PROJECT CONTACT INFORMATION

All debris generated on-site MUST be hauled by the City of Industry franchise hauler, Valley Vista Services, Inc. The only exception is single stream source-separated recyclable material(s), which must be hauled by a recycler with a valid City of Industry collectors permit.

- *Prior to receiving approval of a **Development Plan** by the City of Industry, the project contractor(s) **must** submit this construction waste management plan (CWMP).*
- *Prior to receiving a **Building Permit Final**, the contractor **must** demonstrate compliance with the City of Industry Integrated Waste Management Plan Ordinance (IMC Chapter 8.20) by providing documentation for all materials re-used and/or recycled on or off-site.*

Contractor is required to divert a minimum of 65% of all solid waste generated by project activities.

❑ Applicant requests that the franchise hauler, **Valley Vista Services**, process all or a portion of the project generated materials through **mixed waste construction and demolition debris processing.**

❑ Applicant chooses to conduct material **re-use** to meet all or part of the 65% diversion mandate.

❑ Applicant chooses to conduct certain off-site recycling practices by a City of Industry permitted collector.

_____ _____ _____

Applicant Signature E-Mail Address Date

For more information about the City of Industry constructions waste management program, please contact:
MuniEnvironmental at 562-432-3700 or by Email, info@MuniEnvironmental.com

California Green Building Standards (CALGreen)

Construction Waste Diversion Mandates

- Effective January 1, 2017, Section 5.408 "Construction Waste Reduction, Disposal and Recycling" of the 2016 California Green Building Standards Code (CALGreen) requires that all new construction and demolition projects develop a Construction Waste Management Plan that recycles and/or salvages for reuse a minimum of **65 percent** of the non-hazardous construction and demolition waste in accordance with Section 5.408.1.1, 5.408.1.2 or 5.408.1.3.

Construction Waste Management Plan (5.408.1.1)

1. Identify that the construction and demolition waste materials to be diverted from disposal by efficient usage, recycling, reuse on the project or salvaged for future use or sale.
2. Determine if construction and demolition waste materials will be sorted on-site (source-separated) or bulk mixed for processing. (*Bulk mixed processing **shall be** provided the City of Industry franchise hauler)
3. Identify the diversion facility where the construction and demolition waste material collected will be taken.
4. Specify the amount of construction and demolition waste materials diverted by weight or volume, but not both.

Waste Management Company (5.408.1.2)

Utilize a waste management company that will provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with this section.

Waste Stream Reduction Alternative (5.408.1.3)

The combined weight of new construction disposal that does not exceed two pounds per square foot of **building area** may be deemed to meet the 65 percent minimum requirement as approved by the enforcing agency.

Documentation (5.408.1.4)

Documentation shall be provided to the enforcing agency, which demonstrates compliance with Sections 5.408.1.1 through 5.408.1.3. The Waste Management Plan shall be updated as necessary and shall be accessible during construction for examination by the enforcing agency.

Universal Waste (5.408.2)

Additions or alterations to a building or tenant space that meet the scoping provisions in Section 301.3 for non-residential additions and alterations, shall require verification that Universal Waste items such as fluorescent lamps and ballast and mercury containing thermostats as well as other California prohibited Universal waste materials are disposed of properly and are diverted from landfills.

For more information about the City of Industry constructions waste management program, please contact:
MuniEnvironmental at 562-432-3700 or by Email, info@MuniEnvironmental.com

Printed on recycled paper with soy-based inks.