



New Development Enclosure Guidelines and Questionnaire

This project is subject to approval by Recology South Valley (RSV), the City of Gilroy and or the City of Morgan Hill.

Enclosures are designed to accommodate RSV's three collection services: **Recycling**, **Organics**, and **Garbage**. All new construction projects are reviewed for approval to ensure:

- Successful serviceability
- Adequate space to accommodate service needs and future growth
- Suitable configuration to allow the driver to safely and efficiently service the containers
- Compliance with [California mandated diversion requirements](#)
 - Assembly Bill 341: Mandatory Commercial Recycling
 - AB1826: Mandatory Organics Recycling
 - SB1383: Mandatory Organics Recycling Expanded

Contact Name: _____

Company: _____

Phone Number: _____ Email: _____

Service Address: _____ City: _____

Project Planning Number: _____ Date Submitted: _____

Expected Project Completion Date: _____

Expected Service Start Date: _____

NOTE: Please contact RSV 60 days prior to desired start date.



Please read the following requirements and recommendations and answer the corresponding questions to determine a 3-stream disposal plan. For Mixed-Use buildings, please fill out all pertaining sections.

Building Type:

Restaurant Hotel Retail/Service Mixed Use (MFD with Retail/Commercial)
 Multi-Family Dwelling (MFD) Office Other: _____

Multi-Family Dwellings Only

MFD Type:

Apartments Condominiums Townhomes

Expected number of units _____

Expected number of residents occupying the building at any given time _____

Will there be chutes for garbage? YES NO

Will there be chutes for recycle? YES NO

Will there be chutes for compost? YES NO

NOTE: All chutes must be equipped with a chute shut-off valve. RSV provides containers for collection only.

Customer must provide containers used under chutes as placeholders, when full containers are being serviced.

Will residents have access to these trash/chute rooms? YES NO

If yes, on which floors? _____

How many trash rooms on each floor? _____

Offices/Commercial Space Only

Total number of buildings _____

Total square footage of each building _____

Total number of floors per building a _____

Maximum occupancy per building _____

What type(s) of businesses will occupy the space? _____

Will this building have any of the following?

Commercial Kitchen Café Cafeteria Kitchenette



Hotels Only

Total number of guest rooms _____

Total number of floors _____

Total square footage _____

Maximum occupancy _____

Expected number of conference and/or banquet rooms _____

Will there be a restaurant on site?..... YES NO

Will continental breakfast be served?..... YES NO

Enclosure Location and Container Placement for Service

When sending site plans for review, please indicate where the proposed trash enclosure(s) will be located and/or if there will be a designated staging area for trucks to have direct drive-up access to service containers. **Any drive path that requires distances of greater than 150 feet must provide a turnaround area that accommodates the truck turning radius of 40 feet.**

Truck Clearance Requirements

Curb-cut and/or loading zone(s): may be required at street level to allow for enough space to meet safety requirements during service as some jurisdictions do not allow containers to be staged on the street in the public right-of-way.

Driveway curb-cutouts: are required to roll containers from the curb to the street for service.

Bumpers: are to be placed in the interior of enclosures and in staging areas to prevent bins from rolling and/or damaging the building/enclosure walls.

Containers: larger than 3 cubic-yards, or containers that exceed weight limits, may be subject to additional service fees. *Containers cannot block each other within the enclosure.*

Enclosures: must have adequate space and suitable configuration to allow the driver to service the containers safely and efficiently, with enough room for future service needs. To facilitate the ease of maneuvering the containers, 2ft between each container is recommended and no less than 8" is allowed.

Safety Requirements: for RSV drivers specify that no bins larger than 3 cubic yards in size can be pushed/pulled by hand for service.



What street will RSV trucks be accessing the facility from? _____

What are the dimensions of the access road? _____

NOTE: Access road/street must be at least 16 ft wide.

Are there any overhead obstructions when accessing containers for service? YES NO

If yes, what is the nature and height of the overhead obstruction? _____

Will the 3-stream containers be housed below ground level? YES NO

NOTE: If yes, *customer* has to bring containers that are housed underground up to street level for service.

Will RSV trucks have direct drive-up access to the containers? YES NO

Will RSV trucks have permission to be on the property? YES NO

NOTE: A signed Release of Liability Waiver is required to provide service on private property.

Will there be a grade? YES NO

What is the percent grade? _____ %

NOTE: Fees may apply for any service location with a grade of more than 7%. Some grades may be deemed unsafe, and customer may be required to bring containers to an accessible location for service.

What type of material will be used to construct the driveway? _____

NOTE: Concrete that will withstand 60,000 lbs is recommended. Pavers and other decorative surfaces such as, but not limited to pavers, flagstone, brick, etc. require a signed liability waiver from the customer.

Will there be a loading pad at service location? YES NO

NOTE: RSV requires concrete loading pads designed to withstand 60,000 lbs. and that extend at least 12ft x 12ft from the enclosure opening or furthest part of the roof. Installing wear plates at the service location and using concrete over asphalt should help to avoid more than normal wear on the pavement.

What is the planned or existing thickness of the concrete slab? _____

Service Containers and Enclosures

Which type of containers are you considering for service? _____

NOTE: Rolling carts are only available for single family dwellings (SFDs) or very small businesses generating less than 2cy of total waste/week (typically under 2,000 sq. ft. with only 2-4 employees).

Carts Front-loading Containers



Will there be an enclosure? YES NO

NOTE: An enclosure is required for most commercial buildings, including MFDs.

The **Standard Enclosure** we recommend looks like this:



The *interior* dimensions of the enclosure are at least: (W x H x D): 24' x 15' x 8'

If you are proposing *a different type* of enclosure or enclosures, please provide dimensions for each enclosure below. (Note that this may affect approval time.)

Proposed Enclosure size: (W x H x D) _____

Additional Enclosure size: (W x H x D) _____

What material will be used for construction of the enclosure? _____

What is the interior height clearance of the enclosure? _____

How many enclosure doors will there be? _____

What type of material will these doors be made of? _____

How will the doors open?

Glide Swing In/Out Tracking Rail Roll-Up

Will there be door support? YES NO

Will there be a gate/key/code? YES NO

NOTE: A fee may be associated with additional service.

Additional Considerations



Doors: must open a **minimum of 90 degrees** utilizing cane bolts to secure doors to the ground during service.

Signage: Weatherproof “No Parking” signs placed on the outside of the enclosure will mitigate enclosures from being blocked on service days.

Drainage: Steel grates are acceptable; however, grates must not be placed directly in front of the enclosure. Visit the applicable jurisdiction’s website for acceptable drainage options. If service to be provided with roll-off compactors, it is recommended to have a wash-down drain beneath the compactor.

Proper Lighting: Consider installation of lights around enclosure to allow adequate visibility in early morning hours. Lighting should not impede accessibility to enclosure or containers.

Service Times: Service times may vary. For commercial properties, collection is from 5:00 a.m.-6:00 p.m., Mon-Fri. For residential/multi-family dwellings, collection is from 6:00 a.m.-6:00 p.m., Mon-Fri. Weekend service for both commercial and multi-family properties begin at 6:00am, where applicable.

Fats, Oils, and Grease (FOG): RSV does not service FOG containers.

Additional Services

Key Subscription: Containers and enclosures that require drivers to unlock/lock or use a remote or a code for entry may be subject to a monthly subscription fee, determined by the number of containers/enclosures on site and the frequency of collection.

Packet Completion

Reviewed and Submitted by:

Developer, Property Manager and/or Owner: _____

Title: _____

Signature: _____



Date: _____

Space below for use by Recology, City or County staff only:

Reviewed by:

Name: _____

Name: _____

RSV: _____

Agency/Dept.: _____

Title: _____

Title: _____

Date: _____

Date: _____