



Small Recycling Collection Facility/Reverse Vending Machine Permit Application

Staff will assign **FILE #:**

INSTRUCTIONS. Use this form to apply for an Administrative Permit to operate a small recycling collection facility or recycling reverse vending machine in San José. See page 2 for requirements and documents to be included in your application package.

An Administrative Permit may be issued only for proposals that meet all requirements and as specified in San José Municipal Code Title 20 (www.sanjoseca.gov/municipalcode). Note: **A maximum of 18 unattended collection facilities is allowed citywide.** Any proposal that would cause this number to be exceeded will be denied. Before applying for a permit for an unattended facility, please speak with a planner at 408-535-3555 about this limit.

You must submit the application package in person at the Planning Counter, Development Services Permit Center, first floor of City Hall. Visit www.sanjoseca.gov/permitcenter for hours.

USE THE COMPUTER-FILLABLE FORM AT WWW.SANJOSECA.GOV/PLANNINGAPPLICATIONS OR PRINT CLEARLY USING INK.

PROPERTY INFORMATION

ASSESSOR'S PARCEL NUMBER:

PROJECT ADDRESS:

CONTACT INFORMATION

APPLICANT NAME:

NAME OF FIRM IF APPLICABLE:

APPLICANT MAILING ADDRESS:

APPLICANT PHONE:

APPLICANT EMAIL:

PROPERTY OWNER NAME IF DIFFERENT FROM APPLICANT:

PROPERTY OWNER MAILING ADDRESS:

PROPERTY OWNER PHONE:

PROPERTY OWNER EMAIL:

DECLARATION under penalty of perjury: I understand this permit is not transferable and is subject to revocation if the proposed project causes a nuisance as defined by San José Municipal Code Title 20. I agree to maintain the recycling facility subject to this permit in conformance at all times with all applicable criteria and standards set forth in the Zoning Ordinance, Section 20.80.1130.

• APPLICANT SIGNATURE	DATE (MM/DD/YYYY)
• PROPERTY OWNER SIGNATURE <small>IF DIFFERENT FROM APPLICANT</small>	DATE (MM/DD/YYYY)

continued >

OFFICE USE ONLY

DATE:	ZONING:	PAID: \$
BY:	PD ZONING FILE #:	

REQUIREMENTS

RECYCLING REVERSE VENDING MACHINES

Fixed-base host. The host is a permanent business operating on-site and is in compliance with the City’s zoning, building and fire codes. No more than three recycling vending machines are allowed on one site.

Construction materials. The reverse vending machine must be covered, and constructed and maintained with materials that are durable, waterproof, and rustproof.

Signage. Signage requirements include:

- » Maximum sign/marketing area: 4 square feet
- » Markings or a sign must be placed on each machine.
- » The markings or sign must clearly identify the type of material to be deposited.

Size limitation. Size limitations for the machine include:

- » Maximum size: 50 cubic feet in bulk
- » Maximum height: 8 feet

SMALL RECYCLING COLLECTION FACILITIES

Fixed-base host. The host is a permanent business operating on-site and is in compliance with the City’s zoning, building and fire codes. The collection facility must also comply with all development standards of the zone in which it is located.

Location. The facility location must:

- a. Be at least 10 feet from any street property line.
- b. Not displace required parking for the host business.
- c. Not obstruct pedestrian or vehicular circulation.
- d. Not impair the landscaping required for any concurrent use or any prior permit issued for the site.
- e. Be placed in conformance with the Americans With Disabilities Act.
- f. Unattended collection containers must be placed:
 - » Outside of the minimum setback areas required by the zoning ordinance.
 - » At least 10 feet from any property line that abuts a public park or public trail.

Operating hours. The collection facility may operate only during the hours of operation of the host business.

Parking for attendants. A minimum of one parking space per attendant (if any) must be provided.

Construction materials and enclosure. The collection containers must be covered. Construction materials must be durable, waterproof, and rustproof. Facilities that are attended must be enclosed.

Maintenance. On a daily basis, the site shall be swept and maintained in a dust-free, litter-free condition.

Signage. Containers must be clearly marked to identify:

- a. The type of material to be deposited.
- b. The name, address, phone number, and website address (if any) of the owner and operator of the collection facility, and the name and phone number of the owner of the site on which it is located.
- c. For unattended collection containers, a statement that

discloses whether or not the owner and/or operator of the container is a nonprofit or for-profit organization. See Zoning Ordinance Section 20.80.1130(C)(23)(b) for full requirements.

d. The size of the sign must meet these requirements:

- » **Unattended containers < 50 cubic feet in bulk and 8 feet high:** Place 1 sign no greater than 4 square feet on container
- » **All other small recycling facilities:** Place 1 flat-mounted sign on each side of the container or enclosure wall, sized at 20% of the side surface or 6 square feet, whichever is greater.

Noise. At any time, noise levels may not exceed these limits:

Parcel at Project Property Line	Noise Limit
Residential zoned or occupied:	55 dBA
Any other zoning:	70 dBA

Equipment and collection limitations. Power-driven sorting and consolidation equipment, such as crushers or balers, are not allowed. Use of the facility for collection of refuse or hazardous waste, as defined in Section 9.10.280 and 9.10.150 of Municipal Code, is prohibited.

Lighting. The minimum average illuminated on the site is 1/2 foot-candle.

Facility removal at permit expiration. The facility must be removed from the site by the day following permit expiration.

APPLICATION PACKAGE

Application package to include this form plus:

- Photographs of project site mounted on 8.5x11” paper
- Assessor’s Parcel Map marked with the project location
- 3 sets - Site Plans, minimum sheet size is 11x17”
- Permit Fee Payment - See www.sanjoseca.gov/planningfees

Site Plans - Draw site plans to scale. Label all sheets as “Site Plan.” Date and number each sheet in the lower right corner.

Show:

- Parcel lot lines and site dimensions
- All structures on the parcel, labeled, and their uses
- All off-street parking, loading, and circulation areas; show all dimensions
- Proposed removal of any parking spaces
- Parking space to be provided to any attendant

Stormwater Control Plan - Required only if the facility will create, replace, or expand the impervious surface at the site by 10,000 square feet or more. For more information, visit the City’s [Stormwater Management webpage](http://www.sanjoseca.gov/planning) at www.sanjoseca.gov/planning.

Questions?

Speak with a planner at 408-535-3555. Visit www.sanjoseca.gov/planning for phone service hours.