



**TRASH MANAGEMENT PLAN FOR NEW DEVELOPMENT OR REDEVELOPMENT**

In order to review your project for compliance with Mountain View’s trash and recycling requirements, you must complete and submit this worksheet. For information on proper design layouts and standard clearances, please refer to the Trash and Recycling Space Guidelines at [www.mountainview.gov/cd](http://www.mountainview.gov/cd).

Date: \_\_\_\_\_ Application No.: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Cite the Plan Sheets for the Following:**

Trash Enclosure/Room(s): \_\_\_\_\_ Staging Area(s): \_\_\_\_\_

Chute Vestibules: \_\_\_\_\_ Site Circulation: \_\_\_\_\_

Sections/Clearances: \_\_\_\_\_

**Required Information:**

- Locations of all trash enclosures or trash rooms with dimensions and specifications (doors, walls, bin aisles, approach pad, roof, interior curbs, etc.). All projects must provide containers for trash, recycling, and organics.
- Show bin layout, using standard clearances, for each enclosure or room.
- Path of travel for containers from enclosure, trash room, or staging area to collection vehicles. Note that roll-out fees will apply for distances greater than 30’.
- Locations and dimensions of staging areas. Below-grade trash rooms must follow all required clearances for service (see Table C of Space and Access Requirements at [www.mountainview.gov/cd](http://www.mountainview.gov/cd)) or have surface staging areas for containers.
- Specifications and locations of trash chutes, if used. Chutes must be properly spaced to allow placement and movement of receiving containers.
- Travel path for the collection vehicles, width, overhead clearances, and turning radius (if applicable). Collection vehicles will not back more than 150’ or around corners. All projects except those eligible for individual curbside cart service must provide on-site access for the collection vehicle. Truck will not dump bins in the street.

**Project Type:**

- Office/Commercial/Industrial     Restaurant/Food Service     Retail
- Hotel     Multi-Family (5+ units)     Mixed Use
- Single-Family     Rowhome/Townhome
- Other: \_\_\_\_\_

***Office/Commercial/Industrial Developments***

- Maximum occupancy of building: \_\_\_\_\_
- Number of units (if multiple tenants): \_\_\_\_\_
- If multiple tenants, collection services be:     Shared     Separate
- Will there be a cafeteria, commercial kitchen, or any sort of food service on-site?  
 Yes     No

***Restaurant/Food Service***

- Number of seats: \_\_\_\_\_
- Meals served:     Breakfast     Lunch     Dinner
- Will there be a tallow container on-site?     Yes     No

***Retail***

- Number of units (if multiple tenants): \_\_\_\_\_
- If multiple tenants, collection services be:     Shared     Separate

***Hotel***

- Number of rooms: \_\_\_\_\_    Maximum occupancy: \_\_\_\_\_
- Will there be a restaurant on-site?     Yes     No
- If so, number of seats: \_\_\_\_\_    Meals served:     Breakfast     Lunch     Dinner
- Will continental breakfast be served?     Yes     No

**Multi-Family (5+ units)**

- Total number of units: \_\_\_\_\_  
Number of: Studio \_\_\_\_ 1 Bed \_\_\_\_ 2 Bed \_\_\_\_ 3 Bed \_\_\_\_ 4 Bed \_\_\_\_
- Number of trash rooms: \_\_\_\_\_  Above grade  Below grade  
*Note: If below grade, there must be an at-grade trash staging area displayed on plans or proper clearances provided for collection vehicle to access.*
- Will there be chutes?  Yes  No  
*Note: If Yes, there must be three (trash, paper, and containers).*
- Are there chute rooms on each floor?  Yes  No
- If so, how many chute rooms total: \_\_\_\_\_  
*Note: Each chute room must display a receptacle for organics material (e.g., slim jim).*

**Mixed Use**

Type of uses:  Commercial/Office  Retail  Restaurant  
 Hotel  Multi-Family Residential

*Note: Use sections above to describe each type of use.*

**Rowhome/Townhome**

- Total number of units: \_\_\_\_\_  
Number of: 1 Bed \_\_\_\_ 2 Bed \_\_\_\_ 3 Bed \_\_\_\_ 4 Bed \_\_\_\_
- Residents will use:  Individual Carts  Shared Containers
- For individual cart service, show on plans:
  - Garage storage space measuring 7' wide x 3' deep to accommodate trash, recycling, and compost carts.
  - Overhead clearance of 15' where carts are placed outside a minimum 20' travelway for collection (carts may not be set out for service under overhanging second-floor structures, and a minimum 20' travelway must be maintained).

**Container Types:**

- The property will use (check all that apply):
  - Frontload bins  Compactors  Carts
- The property will:
  - Purchase or lease their own equipment.
  - Use Recology's equipment (rental fee for trash and organics bins).
  - Use a combination of both (e.g., purchase trash compactors and use bin/carts from Recology for recycling).

**Project Volume Projections** (see Table A of the Trash and Recycling Space Guidelines):

If mixed-use or multiple tenants, list each business type and square footage for each:

Commercial Properties	Total sq. ft.	Estimated cubic yards generated per week			Proposed bin size			Proposed bin qty.			Compactor? Yes/No**
		T*	R*	O*	T	R	O	T	R	O	
Office/Industrial											
Retail											
Restaurant/Food Service											
Hotel											
Other: _____											
<b>Total</b>											

\* T = Trash; R = Recycling; O = Organics

\*\* Compactors may only be used for trash, cardboard, and organics.

Multi-Family or Shared Service for Townhomes/ Rowhomes	No. of units	Estimated cubic yards generated per week				Proposed bin size			Proposed bin qty.			Compactor? Yes/No**
		T*	P*	C*	O*	T	R*	O	T	R	O	
<b>Total</b>												

\* T = Trash; P = Paper; C = Containers; R = Recycling; O = Organics

\*\* Compactors may only be used for trash and paper.

- The standard formula used to calculate trash disposal for multi-family properties is 32 gallons multiplied by the number of units/201 = number of yards of trash generated per week.
- Multiply total units by 0.1 to determine the total yards of recycling generated per week. Two-thirds (2/3) of this total will be paper recycling, and one-third (1/3) of this total will be container recycling. Paper and containers are collected separately.
- Some complexes may accumulate more cardboard, and that should be considered in your assumptions.
- The standard used for organics generation is 1.6 gallons per unit per week. Generally, carts are used for organics.