PASADENA PUBLIC WORKS
Street Maintenance & Integrated Waste Management
www.ci.pasadena.ca.us/publicworks
626-744-7162 Phone -- 626-396-7774 Fax

Mail: **City of Pasadena**
Department of Public Works/SMIWM
P.O. Box 7115
Pasadena, CA 91109-9866

Submittal Checklist for

NON-EXCLUSIVE SOLID WASTE COLLECTION FRANCHISE RENEWAL APPLICATION

This checklist must be submitted with the renewal application. For questions regarding the contents of this form, please contact Carmen Rubio at (626) 744-7162.

REQUIRED DOCUMENTS TO SUBMIT:

- ❑ Renewal Application for non-exclusive solid waste collection franchise hauler
- ❑ Certificate of automobile insurance
- ❑ Certificate of general liability insurance (name City of Pasadena as additional insured)
- ❑ Certificate of worker's compensation insurance
- ❑ Recycling Plan for Assignment
- ❑ Provide list of vehicles used in Pasadena, including vehicle year, license plate number, date of purchase and vehicle type (CNG, Dual-fuel, Alternative-fuel or Diesel)
- ❑ Third party diversion documentation (only if it applies to your business)
- ❑ Clear photocopy of the owner's or president's California Driver License
- ❑ Copy of California Highway Patrol (CHP) certificate or BIT program review forms
- ❑ Waste Characterization Analysis/Exemption report (only if it applies to your business)
- ❑ Customer List (in alphabetical order with address, customer name, telephone number, number of trash bins and bin size, number of recycling bins and bin size, # of units and number of collections per week)
- ❑ Accounting Statement : From accountant, accounting firm or bookkeeper stating that all revenue and income arising out of its operations are kept in a manner that conforms to generally accepted accounting principles
- ❑ A $261.26 check made payable to the City of Pasadena. (Please mark on the memo line of the check "franchise application fee"
- ❑ Partnership Statement: If the applicant is a partnership, include the name and the address of each partner on an additional sheet of paper

PLEASE NOTE:
<u>The approval of your franchise application is subject to the review of your past performance and does not warrant automatic renewal of your franchise</u>