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 must be submitted even if staff have a copy on file
Certificate of general liability insurance must be submitted even if staff have a copy on file
Certificate of worker's compensation insurance or certificate of exemption must be submitted even if staff have a copy on file (exemption form can be obtained from the franchise office)
Recycling plan for Assignment
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 \$249.01 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:

The approval of your franchise application is subject to the review of your past performance and it does not warrant automatic renewal of your franchise