



## Enclosure and New Development Guidelines

Enclosure Plans are required for all commercial, multi-family, new construction and alteration projects to demonstrate compliance with California mandated diversion requirements, provide adequate space to accommodate service needs and to ensure the safety of those utilizing the service area. This plan is subject to approval by Recology San Mateo County (RSMC), the County of San Mateo and/or the respective jurisdiction in which you are conducting business. Alteration to existing enclosure or construction of a new enclosure may require a permit from this same jurisdiction.

To begin the review process, please contact **RSMC** at **650-595-3900** or via email at [carts@recology.com](mailto:carts@recology.com) and a Customer Service Representative will connect you with an Enclosure and New Development Committee member who can assist you with your new enclosure/development plans.

### **Each plan should demonstrate compliance with the following requirements:**

**Structure:** Enclosures should be built to allow for maneuvering of containers with ample space between each container. Enclosures should be designed to accommodate recycling, compost, solid waste services, and any FOG (Fat, Oil & Grease) containers, if applicable. Please note, that RSMC does not service FOG containers. The design of enclosure should allow for growth of mandated diversion programs and collection services.

Enclosure doors and hinges must be flush with the enclosure wall. Doors must open a minimum of 90 degrees utilizing cane bolts to secure doors to the ground during service. The enclosure should also contain bump stops which are usually concrete or steel and when installed help keep the bins/carts from hitting and damaging the inside walls of the enclosure.

**Drainage:** Steel grates are acceptable; however, to avoid damage, they must not be placed directly in front of the enclosure. Visit your city's website for acceptable drainage options.

**Service Times:** Service times may vary. For commercial properties, collection can begin at 3:00am Mon – Fri and at 6:00am for residential/multi-family dwellings. Weekend service for commercial and multi-family properties begins at 6:00am. If containers are kept underground, they will need to be brought to the street or curb prior to the collection times listed above.

**Clearance:** Vertical (overhead) clearance of **25 feet** is required for accessing containers.

**Loading Pad and Weight Limits:** A concrete stress apron extending **12' x 12'** from the enclosure opening or furthest part of the roof, and be engineered to withstand 60,000 lbs.

Be advised there are weight limits for all containers, which vary by size and commodity. Compactor frontload containers, by nature, are heavier than standard frontload containers. As such, we cannot pull out compacted bins for service – they must be placed curbside and positioned in an area for direct access by collection vehicle. In addition, RSMC cannot pull out containers that are 4 cubic yards or larger; these containers fall under the same requirements as compactor front load bins.

Collection vehicles can weigh approximately 60,000 lbs. when at full capacity; therefore, installing wear plates at the service location and using concrete over asphalt may help to avoid more than normal wear



on the roadway. **Should collection service take place on a surface other than what is noted above, such as, but not limited to: pavers, flagstone, brick, and/or on a private road or street, a Release of Liability Form must be signed prior to approval of design and service.**

**Grade:** The enclosure must be street level or at a grade of less than 7%.

**Location and Access:** The enclosure must be at street level or within 50 feet from a public street or a paved roadway that is at least 16 feet wide. A turning radius of 40 feet is required for collection vehicles. For backup distances of greater than 150 feet, a turnaround area must be provided. A curb-cut and/or loading zone may be required at street level to allow for sufficient space to meet safety requirements during service.

Containers that are housed underground will need to be brought to street-level for service. RSMC can provide service containers with tow bars and pneumatic wheels for an additional fee. Containers cannot be rolled off or pushed onto a curb. A driveway curb-cut is required to roll containers from the curb onto the street for service.

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

**Chutes:** All chutes must be equipped with a chute shut off valve. RSMC is unable to provide additional containers for use as a place-holder when full containers are being serviced.

**Signage:** Weatherproof “No Parking Signs” placed on the outside of the enclosure will mitigate enclosures from being blocked on service days. Contact **RSMC** at **650-595-3900** for recycle, compost and garbage posters, which can be placed in the enclosure to educate employees about the proper use of the containers.

**Additional Services:** Contact **RSMC** at **650-595-3900** for more information about the following services

- **Distance:** Commercial service is provided within 50 feet from curb/street at no additional charge. If the truck/driver cannot access bins within 50 feet, a distance fee will apply. The cost is determined by the service level and distance.
- **Towing Package:** A one-time fee per bin applies.
- **Locks:** Locks and locking containers can be provided upon request. Bins or enclosures that require drivers to unlock/lock or use a key/remote for entry are subject to a monthly fees which is determined by the number of locks and frequency of collection.
- **Grade:** Fees may apply for any service location with a grade of more than 7%.

Please note that temporary enclosures or service areas fall under the same requirements as stated above. A minimum 2-weeks notice is required in order to meet on-site and determine service and safety needs.

Reviewed by: \_\_\_\_\_  
Developer/Property Manager/Owner

Date: \_\_\_\_\_