

ZERO WASTE MANAGEMENT PLAN COMMERCIAL TENANTS AND TENANT IMPROVEMENTS

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
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Background information			
Project name:		Applicant name:	
Project address:			
Property or building owner name:			
Phone:		Email:	
Building permit:		Project square feet:	
Project phases			
Entitlement review phase	Construction phase	Final approval phase	Occupancy assessment phase
Attach a floor plan or site plan where required strategies are located. City staff will review for compliance before completing the Planning Entitlement Phase.	Construct and implement the required strategies to reduce waste in the occupancy phase.	Submit this form and required documentation for City sign-off before granting of occupancy and, if applicable, inform future tenants of zero waste tenant requirements.	Plan, schedule and pay for waste assessment by City-approved waste assessor within 12 months of occupancy.
Required strategies			
<ol style="list-style-type: none"> 1. Solid waste enclosures: Must have three stream enclosures and permanent sorting stations for garbage, recycling and organics with proper signage 2. Zero waste infrastructure: If bathrooms, water fountains, or kitchens are included in proposed project area, must provide infrastructure for reusable hand towels and dryers, refillable water stations and dishwashers 3. Zero waste commitment and waste assessments: Complete zero waste baseline assessment and meet zero waste benchmarks 			
Acknowledgment			
<p>I certify under penalty of perjury that I occupy, own, or manage the building at the address stated above and have applied the required strategies to meet the City's zero waste requirements of the Zoning Ordinance applicable to the project.</p> <p>Tenant improvement 10,000 or more square feet: I understand that I will not receive a final inspection and/or occupancy until the Zero Waste Management Plan – Commercial Tenants and Tenant Improvements requirements have been met and approved by the City and may be subject to fines and penalties if conditions have not been met and approved.</p> <p>For commercial tenants of any size in applicable Zero Waste Non-residential Project: I understand that I may be subject to fines and penalties if the Zero Waste Commitment and Waste Assessment requirements have not been met and approved by the City.</p>			

Print name

Date

Signature

OFFICE USE ONLY:	
Approved prior to building permit issuance: <input type="checkbox"/>	Employee signature:

Standard conditions

Please submit the following documentation with your Zero Waste Management plan to the Planning Division.

1. Solid waste sorting stations:

- Three collocated permanent outdoor sorting stations for garbage, recycling, and organics.
- City approved proper signage.
- Well screened trash enclosures where there is expected to be waste generated.
- Exceptions can be made, upon City approval, due to the nature of industry waster generation, safety or legal risks and modifications on placement and quantity of all waste infrastructure.
- If the infrastructure is not shown in the initial plan approval, it must be shown on the final building plans and must be approved by the City.
- The following documentation is required: [Recology-approved "Enclosure and New Development Approval Form](#), photo proof of waste stations or proof of bin purchase and a statement from Recology or other hauler proof of services.

2. Zero waste infrastructure:

Applicant shall ensure that the following zero waste infrastructure is incorporated into the final building design and is maintained for at least 15 years during the life of the project:

- Install refillable water stations at any planned water fountains or convert all existing drinking fountains to hydration stations.
- Provide reusable hand towels and racks and/or energy efficient hand dryers in bathrooms and kitchen areas. Installation of paper towel dispensers will be prohibited in bathrooms.
- Provide dishwashers in all kitchen areas, if the kitchen area is included in the proposed scope of work.
- Applicant may propose alternative zero waste infrastructure provided it demonstrates the alternatives will achieve equivalent diversion rates to the infrastructure required above.
- The following documentation is required: Final building design including placement of refillable water stations, hand towels and dryers, dishwashers and other related zero waste infrastructure.
- The following documentation is required: Photo proof placement of refillable water stations, hand towels and dryers, dishwashers and other related zero waste infrastructure.

3. Zero waste commitment and waste assessments:

The City of Menlo Park has made a commitment to a zero waste goal by 2035. To accomplish this goal, the City has established the following benchmarks:

- 70% diversion and 5.0 pounds per person per day (PPD) by 2023.
- 75% diversion and 4.0 PPD by 2026.
- 80% diversion and 3.5 PPD by 2029.
- 85% diversion and 2.0 PPD by 2032.
- 90% diversion and 0.5 PPD by 2035.

Applicant is required to meet zero waste goal by 2035 through advanced ongoing planning, obtaining waste assessments and implementing recommendations from zero waste assessments to meet benchmark milestones in the above years and every third year thereafter.

The following documentations are required:

- Zero waste baseline assessment: must provide assessment within 12 months of receiving building permit final sign-off or temporary occupancy. The zero waste baseline assessment shall be prepared by a City-approved waste assessor. Applicants will receive a zero waste report with current activities and recommended actions to achieve or exceed the next appropriate benchmark.
- Subsequent zero waste assessments: Applicant will be informed in July 2023, 2026, 2029, 2032, and 2035 if they are meeting the benchmarks. If the reduction goal (above) is not met, an additional waste assessment is required. Such assessment shall be prepared by a City-approved waste assessor. The City may waive any of these periodic assessment requirements if it determines that Applicant is meeting or exceeding the above benchmarks.
- Applicant's waste assessor will be responsible for filing final assessments with the City.