



CUPERTINO

COLLECTION FACILITY APPLICATION FORM

Community Development Department

(408) 777-3308 / Fax (408) 777-3333

- Small Collection Facility
- Reverse Vending Machines

10300 Torre Avenue
 Cupertino, CA 95014
 planning@cupertino.org

Name of Facility Company

Phone (W)

Phone (H)

Facility Address

Fax

Cell

Facility Owner Name

Phone (W)

Phone (H)

Facility Address (if different from above)

Facility Email Address

Fax

Cell

Property Owner or Tenant Name

Phone (W)

Phone (H)

Property Owner or Tenant Address

Please provide the following:

1. Site Plan showing location of facilities (dimensioned or scaled).
2. Provide dimensions of the facility and include facility identification as stated in table 19.108.050.
3. Letter of Description outlining schedule, hours, duration, etc.
4. Provide a pickup plan describing how the box will be emptied of textile materials and what type of vehicle will be doing the servicing.
5. Provide proof the facility is made of waterproof and rustproof materials.
6. Provide a schedule the facility will be serviced for textile pickups, sanitation and rodent control.
7. Letter from the property owner granting permission for the placement of the facility.
8. Copy of City of Cupertino business license. Non-profit organizations are required to submit an application to the Finance Department and provide proof of non-profit status.

I certify that the foregoing statements and attached documents are true and correct to the best of my knowledge. I understand that a misrepresentation of any submitted data may invalidate an approval by the City. I have read and understand the ordinances, approvals and other guidelines affecting collection facilities in the City of Cupertino.

I also agree to hold the City, its officers, agents, employees, and volunteers harmless from all damages, cost, or expenses in law or equity that may at any time arise or be asserted because of damage to property or personal injury received by any reason of or in the course of the above described small collection facilities activities.

X

Textile Company Owner's Signature

Date:

I declare under penalty of perjury that I am the owner or legal tenant of said property or have Power of Attorney (attach copy) from said property owner and I affirm that my business/shopping center has approved the placement of said collection facility on my property. I consent to the application. I also authorize City staff to visit my property in order to investigate complaints and or observed violation(s) against said collection facilities. Take photographs and provide slideshows and/or videotape that may be shown at a city meeting.

X

Property Owner or Legal Tenant Signature

Date:

Staff use only: (Do not write below this line)

Date Received:

Planner:

Small Collection Facilities

Administrative Use Permit (AUP) Requirement Summary for Small Collection Facilities:

A. Process

A small collection facility may only be installed once an AUP has been approved and issued. The AUP is approvable by the Director of Community Development. The process involves application completeness review, a publicly noticed administrative hearing, and a 14-day appeal period.

B. Location

Facilities shall be setback at least 10 feet from any street line and shall not obstruct vehicle or pedestrian traffic.

C. Hour/Noise

Containers for the 24 hour donation of materials shall be at least 100 feet from any property zoned or occupied for residential uses and shall comply with the City's Noise Ordinance as specified in section 10.48 CMC.

D. Facility Identification

Facility shall be clearly marked to identify the type of material that may be deposited and shall include identity, address, phone number and hours of operation and operating instructions. Machine shall also have the identity and phone number of operator or responsible person to call if the machine is inoperable. Facilities shall display and notice stating that no material shall be left outside of the recycling enclosure or containers.

E. Maintenance

Facilities shall be maintained in a litter-free, dust free condition on a daily basis. Sanitation control measures must be initiated to prevent rodents, insects and other vectors.

F. Business License

A business license shall be obtained from the City of Cupertino as required by the City's Municipal Code. Please contact the Finance Department at (408) 777-3221 for further information.

G. Maximum Size

500 square feet and occupy no more than five parking spaces not including space that will be periodically needed for removal of materials or exchange of containers.

H. Consultation with Other Departments

The applicant is responsible to consult with other departments and/or agencies with regard to the proposed facility use for additional conditions and requirements. Any misrepresentation of any submitted data may invalidate an approval by the Community Development Department.

I. Fees:

Please check with all pertinent departments/agencies on any applicable applications and/or fees (i.e., building permits, business license and/or temporary sign permit).

J. Notes:

Please refer to the current fee schedule, as fees are subject to change. Applicants may also be required to pay a deposit for staff time that may involve multiple properties.

**Please see the attached Municipal Code table 19.108.050 for the complete list of requirements.*

Reverse Vending Machine

Administrative Use Permit (AUP) Requirement Summary for Reverse Vending Machines:

A. Process

A small collection facility may only be installed once an AUP has been approved and issued. The AUP is approvable by the Director of Community Development. The process involves application completeness review, a publicly noticed administrative hearing, and a 14-day appeal period.

B. Location

Reverse vending machine shall be located within a reasonable proximity to the entrance to the commercial structure and shall not obstruct vehicle or pedestrian traffic.

C. Hour/Noise

Reverse vending machine shall be at least the operating hours of the host business and shall comply with the City's Noise Ordinance as specified in section 10.48 CMC.

D. Facility Identification

Facility shall be clearly marked to identify the type of material that may be deposited and shall include identity, address, phone number and hours of operation. Facilities shall display and notice stating that no material shall be left outside of the recycling enclosure or containers.

E. Parking

Reverse vending machines shall not occupy parking spaces required by the primary use and shall be placed on the apron of the commercial facility.

F. Maintenance

Facilities shall be maintained in a litter-free, dust free condition on a daily basis. Sanitation control measures must be initiated to prevent rodents, insects and other vectors.

G. Business License

A business license shall be obtained from the City of Cupertino as required by the City's Municipal Code. Please contact the Finance Department at (408) 777-3221 for further information.

H. Consultation with Other Departments

The applicant is responsible to consult with other departments and/or agencies with regard to the proposed facility use for additional conditions and requirements. Any misrepresentation of any submitted data may invalidate an approval by the Community Development Department.

I. Fees:

Please check with all pertinent departments/agencies on any applicable applications and/or fees (i.e., building permits, business license and/or temporary sign permit).

J. Notes:

Please refer to the current fee schedule, as fees are subject to change. Applicants may also be required to pay a deposit for staff time that may involve multiple sites to be permitted.

**Please see the attached Municipal Code table 19.108.050 for the complete list of requirements.*