



# RECYCLING ROADMAP

## *How to Plan, Site and Finance Your Recycling Facility*

This resource is intended to provide a brief overview of the typical steps to plan, site and finance a public or private facility to process and reuse recycled materials. It is applicable to any facilities that turn organics and/or green waste into compost or fuels, processing facilities and manufacturing facilities that use recycled materials. For more detailed information on individual steps visit the Institute for Local Government's online recycling resource center at [www.ca-ilg.org/recycling-resource-center](http://www.ca-ilg.org/recycling-resource-center).

# PLANNING & SITING PROCESS

**1 Identify the Potential Site/Facility Location**  
 Research land use planning and zoning provisions related to identified sites. Contact local agency planning departments while still "shopping" for a site and review local general plan and local zoning ordinances.

**2 Begin Public Engagement/ Outreach Process**  
 Reach out to residents living nearby the proposed facility and other interested stakeholder groups to inform them of the potential project and solicit their input / feedback as appropriate.

**3 Start Project Design**  
 Consult regulations for the city and county where the project will be located as part of project design. Keep in mind that the source and amount of funding can and will affect project design.  
 Project examples include:  
 • Turn organics / green waste into compost or fuels.  
 • Process and/or use recycled materials in manufacturing

- ▶ **Local Land Use and Design Permits and Licenses** (to comply with local zoning and land use laws)
  - General Plan Amendment
  - Zoning Variance
  - Conditional Use Permit
  - Coastal Permit
  - Countywide Siting Element
  - Non-Disposal Facility Element
- ▶ **Solid Waste Facility Permit (typically from Local Enforcement Agency)**
  - Excluded Solid Waste Handling
  - Enforcement Agency Notification
  - Registration Permit
  - Standardized Permit
  - Full Permit
- ▶ **Local Health and Safety Permits** (for hazardous materials) from a local Certified Unified Program Agency and/or the California Department of Toxic Substances Control
- ▶ **Air Permits** from local air quality management district(s) and emission offsets (if available) in non-attainment areas
- ▶ **Water Quality Permits** from regional water board(s) such as National Pollutant Discharge Elimination System permits or individual waste discharge requirements.
- ▶ **Department of Food and Agriculture Permits**
- ▶ **Department of Industrial Relations Permits** (for air compressors)
- ▶ **Occupational Safety and Health Administration Permits**

**4 Application Review and Preparation of Environmental Document**  
 Common issues of concern can include: agricultural, air quality, archaeological, biological, noise, odor and traffic impacts.

**5 Prepare and Submit Applications**

**6 Identify Which Permits or Licenses will be Necessary**  
 The type of local agency permit or license is likely to be the same (i.e. conditional use permit) but the details will vary greatly depending on the specific characteristics of each type of activity (i.e. manufacturing vs organic composting).

Continue Public Outreach

**7 Review by Agency Staff**  
 Projects often require review and approval by the city or county planning departments as well as other government agencies. The review time varies by agency, for some agencies it's 30 days, 60 days or 90 days from submission.

**8 Preliminary Meetings with Public Agencies**  
 The specific agencies involved vary by jurisdiction, but may include the agencies listed on the right.

Continue Public Outreach

- ▶ **Local Agencies**  
 City and County Departments of Building and Safety, Planning, Public Works, Solid Waste, Water, Fire Department, Local Enforcement Agency and others
- ▶ **Regional Agencies**  
 Waste Management Joint Powers Authority (consisting of multiple local agencies) Air Pollution Control District, Air Quality Management District, Regional Water Quality Control Board
- ▶ **State Agencies**  
 CalRecycle, California Department of Food and Agriculture, California Department of Industrial Relations
- ▶ **Federal Agencies**  
 U.S. Environmental Protection Agency

**9 Public Hearings (when applicable) / Approval of Land Use Permit**

**10 Obtain Building Permits and Other Preconstruction Permits / Approvals**

**11 Construction and Inspections**

**OPENING DAY!**

## FINANCING PROCESS

Investigate Funding Sources - consider one or more of the following methods to fund a public or private recycling facility. Keep in mind that the source and amount of funding can and will affect project design.

- Bonds
- Public agency funds
- Public-private joint funding
- State agency grants and loans

Determine How the Recycling Program or Facility will be Funded - common approaches include one or a combination of the following funding mechanisms:

- User fees / rates on the collection of trash, recyclables and organics/green waste,
- Franchise fees on solid waste and recycling service providers,
- Solid waste or non-disposal facility gate (tipping fees for green waste/food waste fees at a composting or anaerobic digestion facility),
- Local agency "host" fees on recycling or disposal facilities,
- Sale of recyclable and recycled content materials,
- Agency's general fund, or
- Other mechanisms, such as locally imposed taxes.

## WHERE TO FIND MORE INFORMATION



### ILG Recycling Resource Center

[www.ca-ilg.org/recycling-resource-center](http://www.ca-ilg.org/recycling-resource-center)

The ILG Recycling Resource Center includes documents, webinars and case examples to help local governments finance and site recycling projects and programs in their communities. The commercial recycling section includes resources to help local officials increase commercial recycling in their communities.

Key resources include:

- **Connecting the Dots: Recycling, Climate and Economic Development** offers an explanation of the connections between recycling, climate and economic development.
- **Financing Recycling Programs and Facilities: Understanding Options and Resources** offers an overview of the current methods that local agencies use to fund their recycling programs and how the public and private sectors are financing recycling facilities.
- **A Primer on Recycling Facilities** offers a basic description of recycling collection and processing systems, types of recycling facilities and the potential benefits to the communities where they are located.

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