



Dumpster Permit

City of Rancho Palos Verdes

The following Procedure will be used by the City for issuing an encroachment permit for a Dumpster Permit:

STEP 1 – Applicant must complete the Department of Public Works Public Property Encroachment Permit Application and Checklist for Encroachment Permits and submit them to the Planning Division

These materials shall be fully completed and submitted by the applicant.

STEP 2 – Application and Site Plan showing the location of the proposed Dumpster must be verified by City Staff. The Planner will review the application by taking the following actions:

- Check that the proposed Dumpster company is on the RPV Hauler List
- Print out an aerial photo and have the Applicant site the Dumpster in its proposed location. The aerial photo will be attached to the permit when issued.
- Check aerial photos (topography) to determine if street grade is 6% or less or greater than 6%. If Planner is unable to determine the street grade, then the Planner shall contact the Public Works Department (Becky Martin) via telephone for determination. If it is determined that street grade is 6% or less then Dumpster may have 4 wheels. If greater than 6%, Dumpster must have non skid plates on two wheels.
- Check to make sure Dumpster is placed on street adjacent to and in front of the subject construction project.
- Check to make sure that Dumpster is not placed on an arterial street.
- Check to make sure that Dumpster does not block any driveway approaches or fire hydrants and ensure that there is at least a 2' distance away from such items.
- Check to make sure that Dumpster permit is issued for a specified period of time, not to exceed 30 days.

STEP 3 – Payment of Fee and Creation of Case in Tidemark

If all requirements in Steps 1-2 are met, staff will: 1) in the "Description of Work" section of the Encroachment Permit Application, check the "Dumpster" box and the box indicating "Skid Plate" or "Wheels" depending upon the determination of street slope in Step #2 above; 2) in the "Other" section under "Description of Work" on the Encroachment Permit Application, indicate the name of the authorized Dumpster Company that will be installing the Dumpster; 3) under the "Requirement" section of the Encroachment Permit Application, for emphasis, circle the statement "ALL APPLICANTS MUST COMPLY WITH GENERAL REQUIREMENTS AND DESCRIPTION OF WORK STATED ON THE BACK OF THIS PERMIT", and then write in below that "Must adhere to City Standards and the expiration date (no more than 30 days of date of issuance); 4) sign off on the verification statement on the Encroachment Permit Application and write in the \$98 permit fee – none of the "Items Verified" boxes on the Application need to be checked; 5) log the permit into Tidemark; and 6) insert the Tidemark Case Number (ROW2010-XXXXX) into the "Permit No." box in the upper right hand corner of the Encroachment Permit Application. Staff will then issue a receipt to the Applicant and the Applicant will then be routed to the cashier to pay the \$98 permit fee. Upon showing proof of payment, the permit is then issued.

STEP 4 – Inspections

No inspection is made – if complaints regarding the Dumpster are submitted to the City, such complaints will be forwarded to the Public Works Department (Becky Martin) for site inspection and enforcement.

STEP 5 – Project Completion/Close-out

All of the paperwork for the approved Dumpster Encroachment Permit is then stapled together, three hole punched, and placed in the Public Works 3-ring binder located at the front counter.