CITY OF THOUSAND OAKS APPROVAL CHECKLIST
FOR REFUSE/RECYCLING ENCLOSURES

ADMINISTRATIVE ITEMS:

- Waste Management (a.k.a.: “G.I. Industries”) must approve plans for a new refuse/recycling enclosure (enclosure) prior to issuance of a building permit. Due to trash truck back-up distance requirements, applicants seeking to upgrade or remodel existing enclosures should also contact Waste Management prior to applying for a permit. Please call the office at 805-955-4353 or the mobile phone at 805-207-2339 for an appointment. Waste Management’s approval shall be filed in the Engineering folder of the project file.

- The City’s Operational Recycling Plan shall be completed and submitted by the developer to the Public Works Department. The Operational Recycling Plan shall be kept in the Engineering folder of the project file (Section VI, Ordinance No. 1200-NS).

STRUCTURAL REQUIREMENTS AS SHOWN ON PLAN:

- The design and finish of the enclosure must be architecturally similar to the building it serves per the Planning Division of the Community Development Department. In a similar manner, the style and composition of the roof shall be determined by the Planning Division.

- The interior dimensions of the two-bin enclosure shall be a minimum of 8 feet wide, 18 feet 8 inches long, and 9 feet high at the lowest point inside the structure. The minimum interior dimensions for a three-bin enclosure are the same except that the length shall be increased to a minimum of 20 feet inside the structure. See Plate T-1.

- The interior slab of new enclosures shall have no slope and no drain. No hose bib or other water supply shall be located in or adjacent to the enclosure. Only dry cleanup measures shall be used to maintain the interior of the enclosure. See Plate T-1.

- No other area shall drain to the enclosure. Storm water run-off shall be directed away from the trash and recycling area.

- A 6 inch high continuous curb shall be constructed around the bottom interior perimeter of the enclosure – except at the openings for the gates. Enclosures serving non-residential buildings shall have a 6 inch high deck or stoop as shown on Plates T-1 and T-2.

- An 8 foot wide, 6 inch thick, steel reinforced, concrete apron shall be installed across the full width of the gate area. The apron shall slope away from the enclosure with a fall of 2%. See Plate T-1.

- The enclosure shall have 6 foot high decorative masonry block walls, or block walls with a stucco finish. Posts or pilasters used to support the roof of new enclosures shall be integral with the walls. The posts or pilasters shall not be separate structural elements installed inside of, or outside of, the enclosure walls. See Plates T-3 through T-8.
All gates which provide access and egress for the trash and recycling bins shall have a minimum horizontal clearance of 5 feet and shall have cane bolts mounted at the bottom. “Stab holes” shall be provided in the concrete slab in order to hold the gates both in the open and closed positions. The stab holes for the open position shall be 120 degrees from the stab holes closed position. All gates, regardless of use, shall be mounted on separate steel poles anchored in concrete rather than being attached to the masonry block walls. See Plates T-1 and T-9.

Gates providing access and egress for employees shall be equipped with self-closing hinges.

Enclosures serving multi-unit residential developments shall be accessible to the disabled. The access/egress door may be relocated to the back of the enclosure if needed to enable perimeter ramp construction for accessibility. A ramp to accommodate the disabled may then be installed as needed.

Two (or more) “Please Recycle” signs shall be purchased from the City of Thousand Oaks Public Works Department at a cost of $10.00 each, and shall be posted in conspicuous places on the enclosure (as per Ordinance No 1200-NS). Typically, one sign is posted on the access/egress gate at or above waist level, while the second sign is posted on the back wall at or slightly below “eye level.” See Plate T-3.

Trash and recycling enclosures shall be covered. The roof shall have a 9 foot minimum soffit clearance so that the lids of trash bins can be opened when they are inside the enclosure. See Plate T-3.

If a galvanized metal roof is installed, it must be painted in a manner that is consistent with the color(s) of the enclosure.

Compactor units that are self-contained and watertight may remain exposed to rainfall provided that the surrounding area is kept clear of litter and debris.

LOCATION REQUIREMENTS:

When ever practical, a new enclosure shall not be visible from a public street or right-of-way. In those instances when it is not possible to locate the enclosure at the back of the parcel and/or behind the main structure, the enclosure shall be situated in such a manner that the gates shall not be readily visible from a public street or right-of-way.

If conditions are such that the enclosure must be built where it will be clearly visible from the street, the architectural design and décor must be the same as the main structure.

Adequate back-up distance shall be provided for the refuse hauler’s trucks. The distance that is needed varies depending on circumstances, so applicants are advised to check with Waste Management prior to submitting plans to the Public Works Department.

Enclosures serving multi-unit residential developments shall be located no further than 250 feet from the front door of the furthest unit as measured along the accessible path of travel.
### REFUSE/RECYCLING ENCLOSURES
### OPERATIONAL RECYCLING PLAN

<table>
<thead>
<tr>
<th>Planner</th>
<th>Developer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Project Title</td>
<td>Project</td>
</tr>
<tr>
<td>Residential</td>
<td>Commercial</td>
<td>Industrial</td>
</tr>
</tbody>
</table>

As a condition of your Certificate of Occupancy and as outlined in the City’s Refuse/Recycling Enclosure Space Regulations, the developer and/or owner of a proposed development must submit an Operational Recycling Plan. Please answer the following questions and submit a completed form to the Resource Division of the Public Works Department. A Certificate of Occupancy cannot be issued by the Community Development Department until this form is completed and signed off by the Resource Division.

1) **Name, address, phone number, and e-mail of contact person for the applicant or developer:**
   
   ______________________________________________________________________
   ______________________________________________________________________

2) Please estimate the percentage of each material to be collected and recycled:
   - Bond and Mixed Paper ______
   - Newspaper ______
   - Plastic ______
   - Glass ______
   - Corrugated Cardboard ______
   - Aluminum ______
   - Steel ______
   - Other ______

3) **How will yard waste collection be managed? Will the yard waste go to the landfill?** ______
   ______________________________________________________________________

4) **What is your proposed weekly refuse collection schedule?** (Please circle the day or days.)
   M T W Th F S ___________________________________________________________

5) **What is your proposed recyclables collection schedule?** (Please circle the day or days.)
   M T W Th F S ___________________________________________________________

6) **How will recycling (or diversion) be promoted? Who will explain the recycling (or diversion) program to the employees or tenants?** ___________________________________________________________

7) **Has the proposed enclosure location been reviewed by Waste Management? If you received an approval letter from Waste Management, please attach it to this form. If not, please explain:** ___________________________________________________________

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Public Works Department Plan Checker __________________________ Date __________
Approved ________ Not Approved ________ Indicate corrections needed below:

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PLAN
NOT TO SCALE

TRASH ENCLOSURE GUIDELINES
PLAN REVIEW

Prepared by: Public Works

NOTE: These plates are intended to provide general design guidance to assist you in achieving minimum standards only. These plates shall not be used as a substitute for the final design review of any project. All trash enclosure plans that are ready to submit for a Building Permit shall be wet stamped by a licensed engineer or architect.

January, 2018 | T-1
PAINTED HOT DIP GALVANIZED METAL SHEETING (FIRE RETARDANT)

FASCIA TO SCREEN METAL ROOF

ROOF RAFTERS PER PLANNING DIVISION

STUCCO OR DECORATIVE MASONRY WALL TO MATCH BUILDING(S)

"PLEASE RECYCLE" SIGN

7'-0" THICK CONC. APRON

CONCRETE WALL FOOTING SEE FOOTING DETAIL 1

FRONT ELEVATION NOT TO SCALE

MINIMUM INTERIOR SOFFIT CLEARANCE 9'-0"

REAR ELEVATION NOT TO SCALE 6'-0"

City of Thousand Oaks

TRASH ENCLOSURE GUIDELINES PLAN REVIEW

Prepared by: Public Works

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March, 2012 T-3

City Planner

City Engineer
METAL ROOF TRASH ENCLOSURE

NOTE: A METAL ROOF MUST BE PRIMERED AND PAINTED

ROOF PLAN
NOT TO SCALE

4"X8" WOOD RAFTER
1/2 INCH PER FOOT
(2% MIN SLOPE) TO BACK

8"X10" WOOD BEAMS
1/2 INCH PER FOOT
(2% MIN SLOPE)

MINIMUM INTERIOR SOFFIT CLEARANCE

8" ON

6" MIN CONC. APRON

NOTE: NO SLOPE ON INTERIOR FLOOR OF ENCLOSURE

SIDE ELEVATION
NOT TO SCALE

City of Thousand Oaks

TRASH ENCLOSURE GUIDELINES
PLAN REVIEW

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March, 2012

T-4