



PASADENA PUBLIC WORKS
 Street Maintenance & Integrated Waste Management
www.ci.pasadena.ca.us/publicworks
 626-744-7162 Phone -- 626-396-7774 Fax

Mail: City of Pasadena
 Department of Public Works/SMIWM
 P.O. Box 7115
 Pasadena, CA 91109-9866

***SUBMITTAL CHECKLIST FOR
 FRANCHISE HAULER APPLICATION – COMPOSTING ONLY***

This checklist must be submitted with the application. For questions regarding the contents of this form, please contact Carmen Rubio at (626) 744-7162.

REQUIRED DOCUMENTS TO SUBMIT:

- Application for franchise hauler
- Certificate of automobile insurance
- Certificate of general liability insurance (name City of Pasadena as additional insured)
- Certificate of worker's compensation insurance
- Recycling Plan for Assignment
- Provide list of vehicles used in Pasadena, including vehicle year, make, model, I.D., license plate number, date of purchase and vehicle type (CNG, Dual-fuel, Alternative-fuel or Diesel)
- Clear photocopy of the owner's or president's Driver License
- Copy of California Highway Patrol (CHP) certificate or BIT program review forms
- Copy of County of Los Angeles Waste Collector Permit
- Customer List (in alphabetical order with address, customer name, telephone number, number of bins, bin sizes, number of units and number of collections per week)
- Accounting Statement : From accountant, accounting firm or bookkeeper stating that all revenue and income arising out of its operations are kept in a manner that conforms to generally accepted accounting principles
- \$292.17 check (per general fee schedule), made payable to City of Pasadena. Please mark on the memo line of the check "franchise hauler composting only application fee"
- Partnership Statement: If the applicant is a partnership, include the name and the address of each partner on an additional sheet of paper

PLEASE NOTE:

The approval of your franchise hauler application-composting only is subject to the review of your past performance and does not warrant automatic renewal of your franchise.

Per Pasadena Municipal Code (PMC) 8.61.170 "Any franchisee that collects, transports, and/or hauls organics and/or other compostable materials shall only transport or haul said materials to a composting facility that has been permitted/certified by the State of California."