



**PASADENA PUBLIC WORKS**  
Street Maintenance & Integrated Waste Management  
[www.ci.pasadena.ca.us/publicworks](http://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

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*Submittal Checklist for*

**NON-EXCLUSIVE SOLID WASTE COLLECTION FRANCHISE RENEWAL APPLICATION**

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

**REQUIRED DOCUMENTS TO SUBMIT:**

- Renewal Application for non-exclusive solid waste collection franchise hauler
- Recycling Plan for Assignment
- Provide list of vehicles used in Pasadena, including vehicle year, license plate number, date of purchase and vehicle type (CNG, Dual-fuel, Alternative-fuel or Diesel)
- Third party diversion documentation (only if it applies to your business)
- Clear color photocopy of the owner's or president's California Driver License
- Copy of California Highway Patrol (CHP) certificate or BIT program review forms
- Waste Characterization Analysis/Exemption report (only if it applies to your business)
- 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
- A \$292.17 check made payable to the City of Pasadena. (Please mark on the memo line of the check "franchise 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 application is subject to the review of your past performance and does not warrant automatic renewal of your franchise