



## **Multifamily Recycling Guidelines**

### **Who is required to provide recycling?**

A multiple-family dwelling building, an apartment building, a condominium, or a complex of residential buildings, containing five or more individual living units.

### **What can be recycled?**

Newspaper, corrugated containers, magazines, catalogs, junk mail, craft bags, bimetal and ferrous cans, aluminum cans, glass containers, and recyclable plastics, whether alone or in combination.

### **Time for compliance**

- Full compliance of the ordinance will be required within one year of receipt of a rental certificate issued after June 1, 2015. For instance:
  - If a rental certificate is renewed in August of 2015 full compliance with the recycling ordinance will be required by August of 2016.
  - If a rental certificate is renewed in May of 2016 full compliance with the recycling ordinance will be required in May of 2017.

### **Manager/owner**

- Submit a compliance plan by March 31, 2015. This should include:
  - The Multifamily Recycling Plan (first submittal)
    - Can be found on the City of Des Moines website or available at the Neighborhood Zoning Division office
  - A site sketch must be submitted showing location of collection bins to be in compliance with Chapter 134 of the Municipal Code of the City of Des Moines
    - If collection bins are to be placed in required setbacks or required parking stalls you may need to:
      - seek a variance from the Zoning Board of Adjustment
      - Or seek an administrative waiver approved by staff.
    - If the current garbage collection location is determined to be grandfathered in for lack of enclosure the addition of recycling bins

will not necessarily constitute an expansion that would require an enclosure.

- Attempt placement of the collection bins close to waste collection containers to provide easy convenient access for tenants.
- Location of bins shall not interfere with public or private sidewalks, walkways, vehicle traffic or entrances to buildings.
- Determine the type and number of recycling containers needed using the information sheet provide by staff or contact your waste hauler.
- Indicate that a waste hauler will be hired or indicate management of the units will haul materials to a waste facility
- Failure to submit a plan for review by the renewal inspection after June 1, 2015 will be considered a code violation and could result in a delay in issuance of a rental certificate.

### **Neighborhood Inspection Zoning Division staff**

- Review of the Multifamily Recycling Plan and site plan for compliance.
  - o Full compliance of the ordinance will be required within one year of receipt of a rental certificate issued after June 1, 2015.
- When the renewal packet is sent out for inspections due after June 1, 2014, staff will provide comments and compliance information based on the Multifamily recycling plan and site plan.
- Comments will be returned prior to a rental inspection due after June 1, 2015.
  - o Comments will include direction on obtaining any exceptions, variances, administrative approvals and waivers.
  - o Staff will be available to meet to with anyone who has specific questions or concerns regarding compliance with the recycling ordinance.
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### **Manager/owner**

- Obtain all exceptions, variances, administrative approvals or waivers necessary to receive an approved site plan.
- Receive an approved site plan from Community Development staff before the expiration of the compliance period.

### **One year after the issuance of a rental certificate after June 1, 2015**

- Submit a Multifamily Recycling Plan that includes all required information to the Neighborhood Inspection Zoning Division.
- Install an adequate number of recycle bins in compliance with the approved site plan.
  - o Recycle bins must have be durable, watertight and made of metal or plastic.
  - o Shall have lids to protect materials.
- Label all recycling containers.
  - o Label with recycling symbol indicating the containers are for recyclable materials only.

- Labels must also list the types of materials which can be placed in the container.
- Obtain a written contract with a waste hauler licensed by the City of Des Moines for the removal of the recyclables from your property. Submit a statement that management will remove recycled materials. The removal frequency should be often enough as to avoid allowing containers to overflow.
- Disposal of recycled material must be to an approved recycling center.
- Supply a copy of the contract to the Neighborhood Inspection Zoning Division that indicates where the vendor will dispose of the recycled materials.
- Ensure tenants are educated about the recycling services providing details of how they are to participate including:
  - Location of the recycling receptacles
  - Types of recyclable materials accepted.
- Provide all new occupants with information about the recycling services available to them.

## **Other requirements**

- Notify the Neighborhood Inspection Zoning Division whenever there is a change in your recycling program including:
  - Change of contract waste hauler.
  - Change in type of and number of containers.
  - Change in location of collection bins.
- Must be maintained in good repair in a clean and sanitary condition, free of odor, free of flies and vermin.
- Location of the recycle bins must be kept free of all litter and spillage of recyclable materials
- If the bulk container becomes filled prior to the scheduled pickup date the owner/manager must collect and dispose of the material or call the waste hauler for immediate pick up.

## **Enforcement**

Failure to comply is grounds for denial of a rental certificate pursuant to Chapter 60, Article I of the Municipal Code of the City of Des Moines.

## **Suggestions**

- Attempt to educate tenants about the recycling services providing details of how they can participate including:
  - Location of the recycling receptacles
  - Types of recyclable materials accepted.
- Provide all new occupants with information about the recycling services available to them.