



City of Artesia Construction and Demolition Waste Diversion Program
Security Deposit Reimbursement Request Form

Within 60 days after passing final inspection you must submit this form, a copy of your deposit receipt, and the required supporting documentation proving that at least 65% of the waste generated at your project was reused or recycled in order to apply for your security deposit reimbursement.

SECTION I. PROJECT INFORMATION: Required fields marked with \*BOLD

\*Applicant Name: \_\_\_\_\_ Project Final Inspection Pass Date: \_\_\_\_\_
\*Address: \_\_\_\_\_ \*City/State: \_\_\_\_\_
\*Zip Code: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

SECTION II. PROJECT DOCUMENTATION:

Supporting Documents: Copy of Security Deposit Receipt \_\_\_ CR&R Recycling Report \_\_\_ Weight Tickets \_\_\_
Report From Other Recycling Facilities \_\_\_

Please provide correct mailing information below if not the same as in Section I:

Name: \_\_\_\_\_
Address: \_\_\_\_\_ City/State: \_\_\_\_\_
Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

I certify that the supporting documentation is fully compliant with the City's 65% diversion requirement. I understand that the deposit will be forfeited if it is determined that a good faith effort to comply with the Construction and Demolition Waste Diversion Program as specified in Section 6-2.202 of the Artesia Municipal Code was not made.

Name \_\_\_\_\_ Title \_\_\_\_\_
Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Approved\_\_ Denied\_\_ Comments: \_\_\_\_\_

Total Waste Generated \_\_\_\_\_ Total Recycled \_\_\_\_\_ Total Reused \_\_\_\_\_ Net Diversion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approvals
Administration \_\_\_\_\_ Date \_\_\_\_\_
Finance \_\_\_\_\_ Date \_\_\_\_\_
Tracking # \_\_\_\_\_
Security Deposit : \$ \_\_\_\_\_
Amount Refundable: \$ \_\_\_\_\_
Account Code: \_\_\_\_\_ 100-4300-2546 \_\_\_\_\_
Process Date: \_\_\_\_\_
Check No. \_\_\_\_\_