



Community Recycling Ordinance Variance Application Instructions

Variance application process

- 1) Determine which variance applies to your location (see variance details below)
- 2) Complete the [Variance application](#) and submit to environmentalcompliance@fcgov.com
- 3) City of Fort Collins staff will visit your location to verify the elements included on your variance application. Staff will look in external and internal trash and recycling bins, and will talk with residents and/or employees, and may request written documentation as relevant to the variance application. City staff may also discuss your location with your hauler.
- 4) City staff will determine whether your location meets the criteria for the variance and will send documentation of that decision to you and to your hauler.
- 5) If your variance is not approved, you will have 30 days to sign up for recycling service or elect to sign a [Recycling Service Refusal Confirmation](#) acknowledging you are paying for services but declining on-site bins (see below for details).

Community Recycling Ordinance Requirements

The Community Recycling Ordinance requires haulers to provide and charge for recycling services to all multi-family and commercial locations. The recycling must be a minimum of 33% of the overall service provided to the location.

Variances from the requirement can be applied for the following reasons:

- **Space constraints on the property prevent the addition of additional dumpsters or carts on the property.**
 - Space constraint must be permanent and unable to be alleviated by property owner
 - Does not assume current size of trash bin is required; a smaller trash bin that may be serviced more frequently (within a reasonable service frequency, at Environmental Compliance staff's discretion) may allow space for a recycling bin to be added
 - If enclosure is too small, options include adjusting bin size and service frequency or to modify the enclosure to fit the needed levels of service (location would contact the Fort Collins Zoning Department to adjust enclosure: Zoning@fcgov.com, 970 416-2745)
- **The location does not generate at least 96 gallons / week of single stream recyclables or the single stream recyclables generated are not 33% of the amount of the waste generated from the location**
 - Single stream recyclables are the items shown on [these guidelines](#)
 - If location does not generate a minimum of 96 gallons of single stream recycling per week, no recycling service is required
 - If location generates an amount of single stream recycling that is equal to or greater than 96 gallons per week, but is less than 33% of their overall service level, the recycling service level requirement will be adjusted to the amount of recycling service required for the recyclables generated
- **Recyclables are self-hauled to a recycling drop-off center by the business or multi-family complex management (rather than hiring a waste hauler to collect the recyclables)**
 - Must have bins / space set aside / a system in place, ideally labeled as being for recycling, and employees / tenants must understand and use the system to store recyclables before management hauls them to a recycling drop-off center or their residential recycling

- **The location utilizes separate licensed collectors for trash and recycling.**
 - Must have collection bins at the location from separate trash and recycling companies. Must provide signed service agreements with each hauler showing location's trash and recycling service levels.
 - If the location generates over 96 gallons per week of recycling, the 33% recycling service minimum still applies
 - If the recycling service need is less than 33% of the overall service level, location must also apply for a variance for recycling generation level.
- **The only available location to service recycling bin(s) is unsafe to service**
 - Only available location for recycling bin must be substantially less safe to service than the trash bin service area for that location
 - Site servicing location safety perspective will be confirmed with hauler

If your location doesn't qualify for a variance but does not want onsite recycling

If your location does not qualify for a variance but you do not want to have recycling service onsite, you can choose to pay for service but not receive it. In such case, you and your hauler must complete the [Recycling Service Refusal form](#) and submit it to environmentalcompliance@fcgov.com.

City of Fort Collins assistance

The City of Fort Collins WRAP (Waste Reduction and Recycling Assistance Program) is here to help you start or improve your recycling program and can help troubleshoot most situations. Connect with WRAP [here](#).

Additional questions

If you have additional questions, please see [fcgov.com/cro](https://www.fcgov.com/cro) or call 970-416-2745.