

CITY OF BRISTOL – PUBLIC WORKS POLICY

4.5 Non-Resident Special Circumstance Transfer Station Temporary Permit Policy

1. Policy Name

4.5 Non-Resident Special Circumstance Transfer Station Temporary Permit Policy

2. Responsible Division and effective date

Public Works Administrative Division, effective date 8/16/19

3. Rationale or Purpose

This policy establishes the formal Non-Resident the ability to use the Transfer Station temporarily in cases where a loved one has passed away or needs to be placed in special care. The policy also defines the policies and procedures for Non-Resident cleaning out a family member's home in Bristol.

4. Policy Statement

In the course of daily operations, occasionally a non-resident will come in and ask for a Transfer station pass to clean out a family member's home. The City of Bristol will provide a Transfer station pass for \$450.00 with their out of state license. They will need to show proof of the family member's if applicable death and proof of the family member's homeownership or Bristol residency if a renter. The Non-Resident will also have to add \$75.00 on the account for the PAYT charges.

5. Scope

This policy applies to all non-residents who are cleaning out a family member's home in Bristol.

6. Procedures

Non-Resident comes to City Hall to retain a Temporary Transfer Station permit. With approval of all documents required they will be given a Transfer Station permit for \$450.00. The Non-Resident will also have to add \$75.00 to the Transfer Station permit for the Pay As You Throw balance. They will be given all of the guidelines and pricing just as a normal Transfer station permit. This pass will be valid for 7 days.

7. Roles/Responsibilities

It is the responsibility of the non-resident to bring in proper identification, death certificate, and proof of the family members homeownership. Notes from #4

It is the responsibility of the non-resident to have a positive or zero balance before getting the permit fee refunded.

It is the responsibility of the non-resident to promptly return the working transfer station permit within 7 days for a full \$450.00 refund. If the account is negative the office reserves the right to minus it from the \$450.00 refund.

It is the responsibility of Public Works staff to issue a refund check for the \$450.00 with the return of the working permit. Staff will also refund any remaining balances on the account if higher than a zero balance.

It is the responsibility of the Board of Public Works to act on all resident appeals.

8. Definitions

N/A

9. References

21.8 Transfer Station - residential permit policy

10. Consequences of Non-Compliance

N/A

Approval authority: Board of Public Works

Approved date: August 16, 2019

Review cycle: Annually