

CITY OF BRISTOL – PUBLIC WORKS

21.8 TRANSFER STATION - RESIDENTIAL PERMIT POLICY

1. Policy Name

21.8 Transfer Station Residential Permit Policy

2. Responsible Division and effective date

Public Works Solid Waste Division, Effective Date:

3. Rationale or Purpose

This policy establishes the formal Transfer Station Residential permit plan for The City of Bristol.

4. Policy Statement

This defines the residential permit, how they are sold and the guiding principles behind the permit.

5. Scope

This policy applies to all Bristol residential property owners and tenants wishing to bring acceptable solid waste generated by them to the solid waste Transfer Station.

6. Procedures

Residential permits are sold to Bristol residents for a five year period at fees set by the Board of Public Works. A valid Driver's license showing a Bristol address is required to purchase a permit. Other situations not addressed above (i.e. commercial vehicles, non-driving residents) may be allowed access to the Transfer Station under procedures discussed in this policy. A resident may appeal any decision or stated policy at a Board of Public Works regular meeting.

7. Roles/Responsibilities

Residents are responsible for applying in person or online for Transfer Station permits. The Public Works Superintendent of Solid Waste Operations, the Public Works Analyst, and Administration staff is responsible for enforcement and compliance of this policy. The Public Works staff is responsible for ensuring adherence to guidelines when issuing permits. The Board of Public Works is responsible for approving Transfer Station policies and setting fees. The Director of Public Works is responsible for interpretation of policy, can make policy related decisions, and can bring issues to the Board of Public Works for decision at his discretion.

The Board of Public Works is responsible for hearing appeals from residents on decisions and application of policy.

8. Definitions

See City of Bristol, Code of Ordinances

Part II Code of Ordinances

Chapter 10 Solid Waste

Section 10-2. *Definitions*

Resident is defined as the individual applying for a Transfer Station residential permit.

9. References

See City of Bristol, Code of Ordinances

Part II Code of Ordinances

Chapter 10 Solid Waste

Section 10-10. *Solid Waste Transfer Station*

10. Policy

Access to the City of Bristol Transfer Station, under this policy, shall be limited to the following:

- (1) All residential permits are five-year permits. Residential permits are for Bristol residents and/or taxpayers only. Business waste **will not be accepted** at the Transfer Station with a **residential permit**.

Fees for use of the Transfer Station:

- a. **Five-year residential permits are available for \$50.00** for a rear view mirror hang tag. Permits can be purchased in the Public Works office located on the ground floor of City Hall. Office hours are Monday through Friday, 8:00 am to 5:00 pm. Please bring the following with you:
 - Permit fee of \$50.00 cash, check or credit/debit card.
 - Your current driver's license (showing your Bristol address)
 - You will also need to fund your Pay As You Throw account before entering the Transfer Station. Minimum balance of \$25.00 required to start the account.
- b. Permit Replacement- If you lose your permit, you must purchase a new one at \$35.00. Replacement permits cannot be ordered online. You must come into the office to replace your permit. Windshield stickers: If you have one of the original windshield tag permits and sell your vehicle or have your windshield replaced your five-year permit can be replaced with a mirror tag if you bring the old permit into the Public Works office. If you do not remove the permit from your windshield; you will need to purchase a replacement permit.
- c. Permit Renewal-Permits can be renewed online for \$40.00 or at the Public Works office for \$50.00 for a five year renewal. You will continue to use the same permit. If you no longer have the permit, you must come into the office to purchase a replacement permit. You no longer need your vehicle registration to renew your permit. You will be notified via the electronic display screens at the Transfer Station when your permit is close to expiration. You can check your expiration date and account balance online or from your home. To renew your residential permit online, visit the Payment Center and select Pay As You Throw Permit Renewal.
- d. Account Process - Each Transfer Station user must have funds in a PAYT account. Once a resident visits the Transfer Station, any cost for the load will be deducted from their account. Each permit holder automatically has an account in the system.

- Transfer Station accounts need to be funded before you can enter the Transfer Station.
 - Minimum funding to open your account is \$25.00
 - Once the account balance is below \$30.00 (or higher in some cases based on usage history), residents will receive a reminder message (on the message boards at the Transfer Station) that funds need to be added to the account.
 - Once funds fall below \$25.00, access to the Transfer Station will be denied until funds are added to the account.
 - If a load brought in to the Transfer Station exceeds the amount on a residents account, the account will be deactivated and future access to the Transfer Station will not be allowed until the balance is paid in full and additional funds of at least \$25.00 is available on the account.
- e. Adding funds to your account. No Payments will be accepted at the Transfer Station.
- Credit/debit card or electronic check (using your checking account number and bank routing number) payments can be made online.
 - To make a credit/debit card payment on line, visit our payment center or click on the Pay Online button on the left side of the City’s web page.
 - Funds will be available in your account 24 hours after making an online payment.
 - You may also come to City Hall (Monday to Friday, 8:00 AM to 5:00 PM at Public Works – Ground Floor) to pay with cash, check or credit/debit card. Payments made at City Hall will be available to use immediately.
- f. Family members of Bristol residential property owners and tenants may access the Transfer Station under a non-commercial situation other than discussed above may purchase a one week pass for \$50.00, which will be refunded when the pass is returned to the office. Situations meeting the conditions for a family member pass include: Non-resident clearing out the home of a deceased family member, who was a residential property owner or tenant (a copy of the obituary or similar documentation must be provided). This pass must be purchased in person at Public Works in City Hall. Minimum funds of \$75.00, refunded if not spent.

The hours of operation of the Transfer Station facility are:

Mon-Fri 7:15am - 2:45pm
 Saturday 7:30am - 1:00pm

11. Consequences of Non-Compliance

Warning, civil citation, and/or possible loss of access to use of the Transfer Station Facilities.

Approval authority: Board of Public Works

Approval Date:

Review cycle: Annually