

## Temporary Suspension of Waste Collection Service

The Carlsbad Municipal Code allows a resident of the city and customer of the city's waste collection contractor to request a temporary suspension of collection services for discarded materials including for solid waste, organic waste, and recyclable materials, to a premises that is vacant for no less than 30 days. (CMC Section 6.08.020(c)(3).)

There are two types of suspension requests that a customer may submit: a temporary vacancy and an extended vacancy. A temporary vacancy is when a customer requests the suspension of waste collection service and the associated billing for 31 days to 90 days. An extended vacancy is when a customer requests the suspension of waste collection service and associated billing for 91 days to 180 days, or the continuation of a Temporary Vacancy, for a total extended vacancy of more than 90 days, though less than 180 days. More information about a Temporary Vacancy and an Extended Vacancy are below:

1. **Temporary Vacancy:** Customers seeking a Temporary Vacancy must complete a Temporary Suspension of Waste Collection Service Request Form, and certify, under penalty of perjury, that the residence will be vacant for the entirety of the requested period. A Temporary Vacancy will only be approved for up to two non-consecutive occurrences in a one-year period. The one-year period will start following the approval date of the Temporary Vacancy.
2. **Extended Vacancy:** Customers who initially request a vacancy of 91 to 180 days or have received approval for a Temporary Vacancy and need to extend the temporary suspension of waste collection services and associated billing, must:
  - (1) complete a Temporary Suspension of Waste Collection Service Request Form
  - (2) provide a utility bill during the time when the Temporary Vacancy was approved, which serves to demonstrate that water, electricity, or gas usage was minimal and consistent with the usage of a vacant residence. If the property continues to receive gardening, landscaping, or tree trimming maintenance and subsequently generates green waste materials, the customer must also provide certification from a licensed landscaper who will haul away the green waste material to a state-approved collection center.

The city reserves the right to periodically visit the property to verify vacancy.

### **REQUEST PROCESS:**

A customer may request the temporary suspension of waste collection service only if the following conditions apply:

1. The property is not occupied during any portion of the period that service is suspended.
2. The property is a single-family residence.
3. Waste collection services have not been suspended for a period greater than 180 days during the preceding one-year period.
4. The customer completes the Temporary Suspension of Waste Collection Service Request Form no less than 15 days prior to the start of the requested period of suspension.

After 180 days of suspended service, waste collection services and billing will resume automatically.

**ENFORCEMENT:**

It is the responsibility of the customer to terminate the temporary suspension of waste collection services and to restart services if the property is occupied before the end of the period initially approved. Failure to notify the city in writing prior to reoccupying the property may constitute a delinquency of payment for waste collection services. Charges and penalties may be applied retroactively to the first day that services were suspended. The city reserves the right to contact the associated water district to verify the status of service to confirm that the property remains vacant. Additionally, the city reserves the right to periodically visit the property to confirm that the property is vacant and that no waste collections services are required.

Any questions or concerns about the temporary suspension of waste collection service or questions about the request process should be submitted to the Sustainable Materials Management Division by phone (442) 339-2646 or by email [SustainableMaterialsManagement@CarlsbadCA.gov](mailto:SustainableMaterialsManagement@CarlsbadCA.gov)

Please mail or return the Application in person or by mail to:

City of Carlsbad  
Attn: Sustainable Materials Management Division  
1635 Faraday Avenue  
Carlsbad, CA 92008

## Temporary Suspension of Waste Collection Service Request Form

Name: \_\_\_\_\_

Are you the waste services account owner?     YES   or    NO

If NO, Account owner name and relationship to owner: \_\_\_\_\_

Account owner phone number: \_\_\_\_\_

Account owner email address: \_\_\_\_\_

Republic Services account #: \_\_\_\_\_

Water utility district (check one):

- Carlsbad Municipal Water District
- Olivenhain Municipal Water District
- Vallecitos Water District

Water utility district account #: \_\_\_\_\_

Service address: \_\_\_\_\_

City/state/zip: \_\_\_\_\_

Dates of vacancy: \_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY)

Application is for a Temporary Vacancy (i.e., 31 to 90 days):     YES   or    NO

Application is for an Extended Vacancy (i.e., 91 to 180 days):     YES   or    NO

If this application is for an Extended Vacancy, is a utility bill attached to this application?

YES                                  or                                   NO

Date of City's approval for Temporary Vacancy (if applicable): \_\_\_\_\_

Any customer receiving an extension must provide the city with written notification concurrent with any change in occupancy so that the city may restart service as soon as the property is no longer vacant. To reinstate solid waste service on the property address, please contact the Sustainable Materials Management Division by phone at (442) 339-2646 or by email at [SustainableMaterialsManagement@CarlsbadCA.gov](mailto:SustainableMaterialsManagement@CarlsbadCA.gov).

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

### SMM Division Use Only

SMM Division Staff Name: \_\_\_\_\_

Application Receipt Date: \_\_\_\_\_ (MM/DD/YYYY)

Attached Supporting Documentation (for Extended Vacancy only):

Utility	Yes	No	N/A
Water (<1 Unit Per Month)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas & Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaper Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application Status:

APPROVED      or       REJECTED

Date of Decision: \_\_\_\_\_

Reason for Rejection (Extended Vacancy Only): \_\_\_\_\_

Date Applicant Notified of Decision: \_\_\_\_\_

If Application Approved, was Republic Services Notified?

Solid Waste Service Suspension Billing Pause:

YES      or       NO

Container Removal and Re-delivery (if applicable):

YES      or       NO

Date of Notification: \_\_\_\_\_