



REVERSE VENDING MACHINE INFORMATION SHEET

A Reverse Vending Machine (RVM) is defined in Zoning Ordinance Section 1-2-1 as "six (6) or fewer automated mechanical devices which accept one (1) or more types of empty beverage containers and issue a cash refund or another type of redemption bonus. A RVM may sort and process containers mechanically, provided that the entire process is enclosed within the machine." A Reverse Vending Machine Permit allows an applicant to install a RVM within Commercial, Industrial, Medical & Science, or Multi-use zoning districts. No public hearing or public notice is required to obtain this permit.

Please use this information sheet as a checklist to assemble the materials required for your Reverse Vending Machine Permit, and bring it with you when you submit your application. If you have any questions about the items requested, please call the Development Assistance Center at 949-724-6308.

INFORMATION SHEET

SECTION A: CITY DOCUMENTS

- Reverse Vending Machine Permit Application

SECTION B: PROPERTY OWNER LETTER

- This letter must clearly indicate that the owner or his/her authorized representative (such as a property management firm) of the host site understands and accepts the proposed recycling operation on the site

SECTION C: CHECK PAYABLE TO THE CITY OF IRVINE

- A fee of \$90.03 is required for a Reverse Vending Machine Permit.

SECTION D: PROJECT PLANS

These must be legible and must be drawn to scale to clearly illustrate the components of the project. Remember that the staff may not be familiar with the property and will need this information to determine that the Zoning Ordinance standards are met by your project. Use the checklist to be sure your plans include the following **required** elements:

- Two 8 1/2" by 11" copies of a site plan of the host site showing building footprints, driveways, parking areas, and the location of the proposed recycling unit. (This type of diagram is often available from the property management firm.) Include a detail showing the dimension of the pedestrian walkways adjacent to the machines.
- A diagram indicating the position and size of signs. A photograph may be used to show signs provided dimensions of the signs are noted.

SECTION E: DEVELOPMENT STANDARDS

1. Outdoor vending machines shall be located on the sidewalk against the exterior wall of the front or side elevation of the supermarket building with the front of the machine facing the main parking lot.
2. Reverse vending machines shall not be placed within the parking lot, or within any existing setback or landscape area.
3. Reverse vending machines shall be located in such a way that they do not pose a hazard to pedestrian circulation or safety.

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4. No additional parking spaces shall be required for reverse vending machines that are located in conjunction with a supermarket.
5. No additional landscaping shall be required for reverse vending machines that are located in conjunction with a supermarket.
6. Signs shall be limited to the signs incorporated into the machines by the manufacturer. Signs shall be in proportion to the machine and shall not exceed 16 square feet per machine.
7. All reverse vending machines shall be clearly marked to identify the type of material to be deposited, operating instructions, and the identity and phone number of the responsible person to call if the machine is inoperative.
8. The operating hours of all reverse vending machines shall be limited to the operating hours of the host use.

REVERSE VENDING MACHINE PERMIT SUBMISSION

Once you have completed this application, return it together with the permit fee and required plans. Staff will review your submittal and if all regulations have been met, issue a permit over the counter. If your completed application is submitted by mail, you will receive your approved permit via the mail in approximately five (5) working days.

WALK-IN: City of Irvine
Planning and Zoning Counter
1 Civic Center Plaza
Irvine, CA 92606

MAIL: City of Irvine
Planning and Zoning Counter
P.O. Box 19575
Irvine, CA 92623-9575



REVERSE VENDING MACHINE PERMIT APPLICATION

DATE SUBMITTED

APPLICANT INFORMATION

NAME

ADDRESS

CITY STATE ZIP PHONE

PROJECT INFORMATION

ADDRESS OF REVERSE VENDING MACHINE

HOURS OF OPERATION

CITY STATE ZIP NUMBER OF REVERSE VENDING MACHINES

PROPERTY OWNER SIGNATURE
(AUTHORIZATION FOR PLACEMENT OF
REVERSE VENDING MACHINES)

DATE

ATTACH THE FOLLOWING REQUIRED DOCUMENT:

Site plan

FOR OFFICE USE ONLY

CASE NUMBER

STAFF APPROVAL

DATE