[Applicant’s Name or Company]
[Property Owner’s Name]
[Project Address]
[Assessor’s Parcel Number]

[DATE]

County of Ventura Public Works Agency
Water & Sanitation
Attn: Construction and Demolition Debris
Recycling Program
800 S. Victoria Ave
Ventura, CA 93009-1650

**Subject:**  **Letter of Documentation for** [CD Permit # or Project Name]

During [construction and/or demolition], the following materials were reused or recycled.

|  |  |  |
| --- | --- | --- |
| Material [list each separately] | Management Method [choose one: **donation**, **onsite reuse**, or **curbside carts**. If the materials were hauled by an Authorized Solid Waste Collector or taken to a Demolition Debris Sorting Facility, receipts must be submitted] | Tons [Actual or estimated] |
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Signature of Applicant