



## Exemptions from Mandatory Garbage Collection Service

**City of Citrus Heights**  
General Services Department  
6360 Fountain Square Drive  
Citrus Heights, CA 95621  
Phone: (916) 727-4770

The City of Citrus Heights Municipal Code Sec. 74-39 requires mandatory garbage collection service for all improved parcels. Mandatory garbage collection service is typical in cities and counties throughout the country and is the standard for most California jurisdictions. Mandatory garbage collection promotes and preserves public health & safety, enhances the community by reducing the financial motivation for illegal dumping, the accumulation of waste at homes and businesses, trash-burning, or theft of service from others.

Sometimes circumstances arise where suspending garbage service for a time is appropriate, such as when there has been a house fire or another condition that has caused the home to become uninhabitable or where the owner-occupant has an extended vacancy. In such cases, property owners of owner-occupied properties can apply for a Temporary Exemption from Garbage Collection (Exemption). An Exemption is valid for a maximum of one year and is not transferable. Real estate for sale and rental properties are not eligible for vacancy exemptions. Only owner-occupied properties are eligible for vacancy exemptions.

### Frequently Asked Questions

#### What circumstances qualify for a temporary exemption from garbage collection service?

There are two types of temporary garbage exemptions generally granted: specific types of Vacancy and a Secondary Structure on the same parcel.

Some instances of extended absence by the owner-occupant may qualify for a Vacancy exemption. Typically, those instances are when the owner-occupant is going to be away from the home for significant amount of time (military assignment, extended travel, etc.), the owner-occupant has passed away, or there has been a fire or other emergency that renders the home uninhabitable. Supporting documentation for a Vacancy exemption can include:

- Letter stating owner-occupant is leaving area, house will be vacant, dates of vacancy, and plan for removal of yard waste (if applicable)
- Proof that utilities have been turned off
- Letter or other document explaining why property is vacant, such as property in probate due to death of owner-occupant, repossession/foreclosure notification from bank
- Long-term military service creating vacancy
- Copy of fire report from Sacramento Metro Fire Department
- Copy of Notice and Order from Citrus Heights Building & Safety Division or Code Enforcement Division stating the structure is uninhabitable
- Copy of Death Certificate if the owner-occupant has passed away. Note that a certified copy is not necessary.

A Secondary Structure exemption is eligible when a secondary structure is located on the same parcel as a primary structure with normal trash service (sometimes referred to as a Granny-Flat, Mother-in-law quarters, or Additional Dwelling Unit). Approval for a Secondary Structure exemption requires all of the follow conditions:

- The legal property owner must reside on the parcel.
- The Secondary Structure occupant is a family member of the legal property owner.
- The Secondary Structure is not more than 1200 sq. ft. in area.
- No rental agreement exists between the two structure occupants. (The occupant of the Secondary Structure does not pay rent to the owner.)

What circumstances will **not** qualify for a temporary exemption from garbage collection service?

An Exemption may not be used for real estate for sale or for rental/investment properties. Applications submitted for real estate on the market or rental/investment properties will be rejected. The only exceptions to this are applications submitted with a fire report from Sacramento Metro Fire Department or a Notice and Order from Citrus Heights Building and Safety Division or Code Enforcement Division stating the structure is uninhabitable.

How do I apply for a temporary exemption from garbage collection?

To apply for an exemption, please complete the application “Request for Temporary Exemption from Garbage Collection” and provide supporting documentation with the application. Please be sure to include a start and end dates for the exemption period. If an end date is not known at this time, please enter one year from start date. Note: Retroactive dates are not allowed.

Is there anything else important I should know about applying for a temporary exemption from mandatory garbage service?

Properties granted an Exemption are subject to periodic inspection by a city representative to determine continued compliance with the requirements. If the city representative determines a violation has occurred, the city will rescind the exemption, and Republic Services will again bill for garbage collection service.

Applications for an Exemption are typically processed within 30 of receipt of the application and all required supporting documentation. Republic Services will continue to bill for garbage service until the City approves an exemption from mandatory service. Property owner will be billed a processing fee/cart return fee of \$27.20 upon Exemption approval.

Where do I turn in my application and supporting documentation for an Exemption?

Please complete and return the application with supporting documentation to:

City of Citrus Heights  
General Services Department  
6360 Fountain Square Drive  
Citrus Heights CA 95621

You may also email the application  
with supporting documentation to  
[CHrecycles@citrusheights.net](mailto:CHrecycles@citrusheights.net)



Request for Temporary Exemption from Garbage and Recycling Service

City of Citrus Heights
General Services Department
6360 Fountain Square Drive
Citrus Heights, CA 95621
Phone: (916) 727-4770

Today's Date: \_\_\_\_\_

I. Account Information:

Property Owner's Name: \_\_\_\_\_
Service Address: \_\_\_\_\_
Daytime Phone: \_\_\_\_\_
Garbage/Recycling Day: \_\_\_\_\_
Contact Person (if different than owner): \_\_\_\_\_
Mailing Address: \_\_\_\_\_
E-mail address: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Requested End Date: \_\_\_\_\_

A temporary exemption is valid for only one year for the current owner-occupant and is not transferable.

A resident may apply for the following exemption types, pursuant to the City Garbage Collection Exemption Administrative Policy. Note: Exemptions from mandatory garbage collection service are not intended to be used for real estate for sale or for rental/investment properties.

II. Type of Exemption and Requirements: Resident must check the box for the requested exemption(s) and provide the required documentation listed.

[ ] Vacancy Exemption - Residence is vacant because of an extended vacation/absence or because structure has been deemed uninhabitable. Please list below the type of supporting documents included with this application and include plan for removal of yard waste if applicable.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

[ ] Secondary Structure Exemption - The secondary structure is one that is located on the same parcel as the primary structure and is not more than 1,200 square feet in area. All of the following must apply:

- Legal property owner must reside on property.
• Primary structure owner must subscribe to the normal trash service level.
• No rental agreement exists between the two property occupants.
• Second structure occupant is a family member.

Please include a letter as supporting documentation identifying the legal property owner, the occupant of the secondary structure, and that occupant's relationship to the owner.

[ ] Other - Requirements determined by City Manager/General Services Director
Please include a letter explaining why a temporary exemption from mandatory garbage service is needed and include supporting documentation.

**III. Waste Generation Information:**

	YES	NO
1. Is the dwelling a single-family residence?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the dwelling <b>owner-occupied</b> ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do the occupants recycle?	<input type="checkbox"/>	<input type="checkbox"/>
Are recyclables brought to a buyback center?	<input type="checkbox"/>	<input type="checkbox"/>
Are recyclables set out for the City's curbside recycling program?	<input type="checkbox"/>	<input type="checkbox"/>
Are yard trimmings recycled in the green carts?	<input type="checkbox"/>	<input type="checkbox"/>

In order for a temporary exemption to be granted, all required supporting documentation must be submitted with this request form and the form must include an original signature.

By signing this form and requesting an exemption from regular/weekly garbage collection service,

I, \_\_\_\_\_, certify that I understand the required provisions of the Garbage Collection Exemption Policies, and I am within compliance for the requested exception. I agree to periodic inspection of my property by City staff to verify compliance with this application. I also understand that if the City of Citrus Heights determines that a code violation has occurred, any approved exemption request will be immediately rescinded, trash carts will be delivered and billing will commence. Republic Services will continue to bill for this service until such time as an approval is on file.

I acknowledge that a \$27.20 processing fee will be charged.

I declare, under penalty of perjury, under the laws of the State of California, that all information submitted to the City of Citrus Heights is accurate to the best of my knowledge.

_____ <b>Owner's Signature (or Owner's Power of Attorney)</b>	_____ <b>Date</b>
_____ <b>Print Name</b>	

**Please sign this form and return it and supporting documentation to:**

**City of Citrus Heights  
 General Services/Solid Waste/Recycling  
 6360 Fountain Square Drive  
 Citrus Heights, CA 95621**

**You may also email the application  
 with supporting documentation to  
[CHrecycles@citrusheights.net](mailto:CHrecycles@citrusheights.net)**

**This Section for City Staff Use Only**

**Recommendations:** \_\_\_\_\_

<input type="checkbox"/> <b>APPROVED</b>	COMMENTS: _____
<input type="checkbox"/> <b>DENIED</b>	_____
<input type="checkbox"/> <b>OTHER</b>	_____

_____ <b>City Staff Signature</b>	_____ <b>Date</b>
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