



**TO:** Development Services Customers

**SUBJECT:** **INFORMATION BULLETIN 576**  
Solid Waste Collection Services

**DATE:** September 13, 2019

**CREATED BY:** Solid Waste Management Department and Development Services Department

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**Purpose:**

Chapter 14 (*Solid Waste*) of the San Antonio Municipal Code describes the processes and requirements for solid waste customers and sets regulations for commercial collection, multi-family recycling and commercial solid waste collectors. It also sets fees and penalties and outlines prohibitions. The Solid Waste Management Department (“City or SWMD”) provides residential collection services and is charged with compliance and enforcement of Chapter 14.

SWMD provides curbside automated, containerized recycling, organics and garbage collection to traditional single-family developments. SWMD does not collect from multi-family developments, such as apartments or high-rise residential developments. The City does not provide commercial dumpsters. With some exceptions, the SWMD also does not collect from private streets.

Automated collection is the City’s primary collection method. The City utilizes automated collection because it is safe and efficient through the utilization of one truck with one driver that does not exit the truck. Automated collection from high density developments is difficult because cart storage is limited, cart placement on the City Street is limited and collection truck access is limited.

This bulletin provides guidance to developers for consideration of solid waste services for locations **within the San Antonio City Limits**. This bulletin does not apply to generators of classes of waste such as industrial, hazardous and medical that are regulated by other agencies or rules other than Chapter 14. Where guidance in this IB conflicts with City Code, City Code shall govern.

**Scope:**

**1. Municipal Code/State Law**

Developers should plan on compliance with these minimum requirements:

*30 TAC 330* - Texas Commission on Environmental Quality (TCEQ) regulations require that garbage containing putrescible material be collected a minimum of once per week.

City of San Antonio Municipal Code Chapter 14- Solid Waste

In all situations, design consideration must be made on where collection will occur (inside the property or at the street). For City-provided service, containers and materials for collection must be placed at the street accessible to the collection truck. Reusable containers must be removed from the right-of-way between collections and stored inside the property.

## **2. City-provided Collection Service**

Designers of new developments required to use City service should consider requirements for service in site design, as outlined in *Chapter 14-10 through 14-17*:

SWMD Service Array:

- Weekly collection of garbage, recycling and organics using containers provided by the City for each commodity
- Twice annual collection of brush
- Twice annual collection of bulky waste

The standard collection methodology is mechanized, using a truck equipped with a boom to collect brush and bulky waste and a truck equipped with a mechanical arm to lift and empty garbage, recycling and organics containers. Service is provided from a public street and containers and materials must be accessible to the collection truck. The default container collection point is in the street with the wheels against the curb. For accountability and enforcement, City services are provided in a house-to-house manner. Each home has a location to set their containers or brush/bulky trash for collection. Locations where multiple homes place their containers or materials at a common location are discouraged as unauthorized persons may use the containers that authorized users have been assessed fees for and accountability for City-issued collection containers is difficult to manage.

Containers for garbage, recycling and organics are issued to subscribed users. Users are responsible for container security and sanitation, for storage between collections and for set out on collection day.

The City notifies residents when brush and bulky collection will occur. Residents must set their eligible items out for collection. Sufficient clear space must be available at the front or side right-of-way (not in the street or on the sidewalk) accessible to the collection truck for materials to be placed for collection. Residents are assessed solid waste fees on monthly CPS Energy bills (CPS). The amount assessed is based on the size of the garbage container selected by the resident. Three sizes are available with the lowest fee for the smallest container and escalating in accordance with the size.

Public streets utilized for truck access must be constructed to standards with densities to accommodate the weight of trucks and width to allow maneuverability for collection. Collection must be made from a public street. To minimize backing of collection trucks, dead-end streets should be avoided and a cul-de-sac or location to safely turn around should be provided.

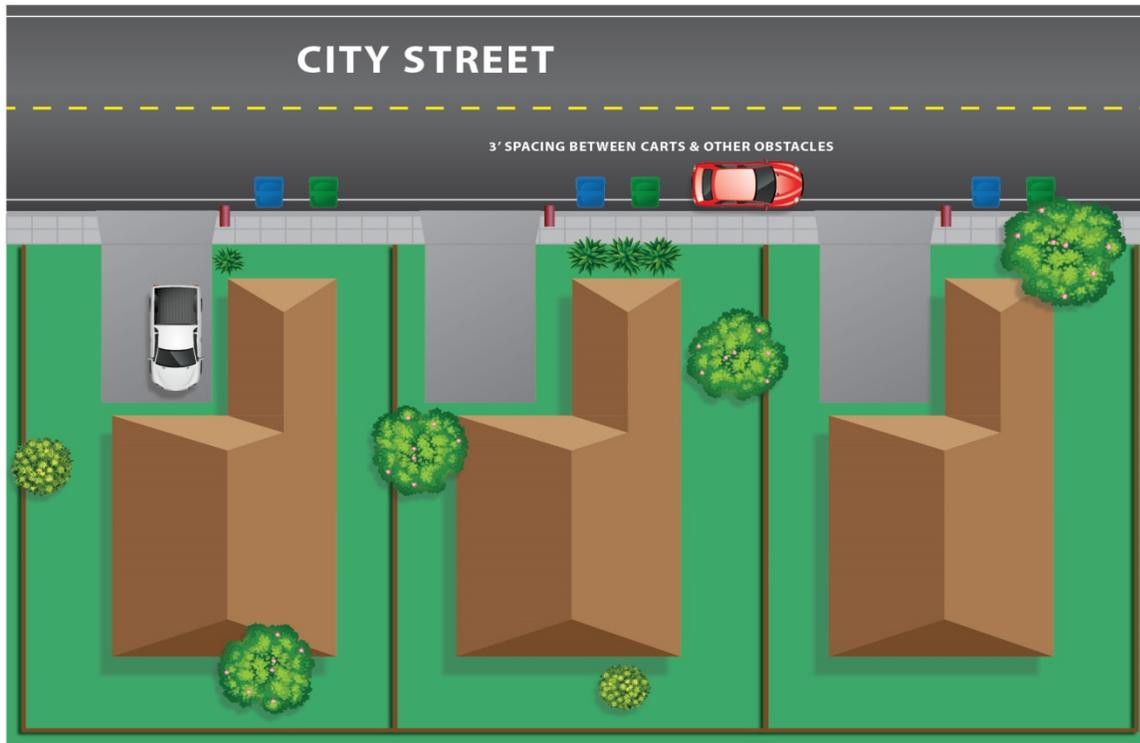
Residents must maintain low-hanging tree limbs and must not set out containers or other material near fixed objects or atop water meters. A minimum of three (3) feet spacing is required between carts and other objects for the mechanized collection arm to latch to the container. Please know that recycling and organics are collected on the same day and that at least three (3) feet of

spacing is also required between these containers (as shown on the diagram below). Vehicles parked in the street on collection days impede safe collection. Adequate off-street parking should be provided. The diagrams below help to illustrate property spacing between carts and collection concepts for different types of residential development.

### Minimum Required Container Spacing

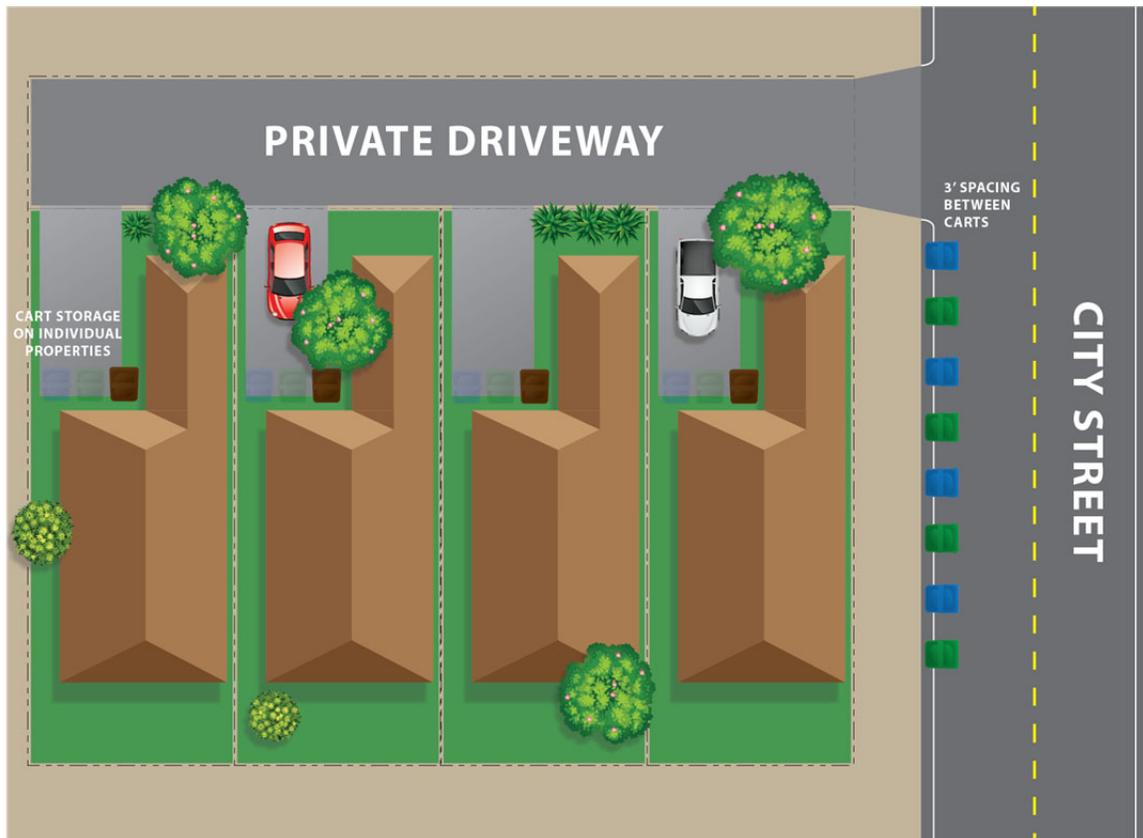


### Typical Collection Concept



The City will provide collection services to developments with single-family dwellings (including non-traditional developments with 4 or fewer homes) that directly abut a public street using automated collection and mechanized brush/bulky collection methodology. Exceptions, such as developments with non-traditional residential developments with 5 or more units may be assessed to ensure they are compatible for City collection. Design requirements outlined below must be satisfied.

### Concept for Collection from Non-Traditional Development –Adjacent Public Street



Note that service using public alleys is restricted to existing approved homes. Alley service is subject to requirements in *Chapter 14-10*, and is not discussed here.

Initiating City Service: When residents occupy new homes, they should contact City Customer Service by dialing 311 to initiate service

Small businesses that generate materials in content and volume similar to a traditional single-family residence and comply with the above requirements may be eligible for limited City-provided service. The City does not provide dumpsters and does not provide service in the Central Business District.

## **City-provided Service Exception Requests including Non-Traditional Residential Properties**

Single-family developments including Non-traditional residential properties, where private streets are utilized to provide service may use private-providers, or may request to be evaluated for City- provided service.

If private service is selected, City solid waste fees are not assessed. The owner(s), developer, Homeowners Association or property manager should arrange service with a private provider and maintain continuous service. As homes are occupied residents should contact the private-provider to start service. Each development's design should take into account the needs of private-provider service.

Traditional residential developments of any size and Non-traditional residential developments with 5 or more units that do not directly abut a public street may be eligible for City-provided collection services if the developments meet the requirements for automated collection, including:

- Room for maneuverability of the truck and collection arm/boom
- Eight (8) feet of space adjacent to the curb for collection of brush and bulky materials
- Space on the public street/private street or driveway for the containers on collection day
- Space inside the property for storage of containers between collections
- No structure that could impede automated collection is allowed within five (5) feet of the curb
- Private streets or driveways should be constructed to Local Type A (Conventional Street Design Standards); allow two-way traffic; be through-streets connecting to another street without dead-ends or provide a cul-de-sac or spot to turn around designed in accordance with Section and Figure D103.1 Appendix D *Fire Apparatus Access Roads*, 2018 International Fire Code, adopted at section 11-32 of the San Antonio Municipal Code; parking in the streets/driveways on Local Type A streets is allowed at all times.
- Private streets or driveways that are not constructed to Local Type A Standards may be eligible for City collection if the street/driveway on which collection is occurring meets the fire lane dimension and layout requirements outlined in the 2018 International Fire Code. This includes a minimum 25-foot wide, two-way, fire apparatus road. The fire apparatus road being used for collection should have adequate no parking signage and striping on each side of the street as required by the City of San Antonio Development Services Department however, off-street parking stalls are allowed outside of the fire lane path. Turnaround and curb radius dimensions on curves and intersections should also meet the requirements of the 2018 International Fire Code or subsequent local amendments as approved by the City of San Antonio Development Services Department. Dead ends without a turnaround meeting the requirements of the International Fire Code are not allowed.

**Process for Exception Requests:** A form for Exception Requests is attached to this IB. Applicants requesting exception should complete the form and submit to their case manager. The case manager will forward the request to the Solid Waste Management Department for appropriate review and response.

If the use of City-provided service is requested, SWMD will assess the subdivision to ensure the design complies with the requirements above for City-provided Residential Service.

SWMD- approved designs that are later changed or modified to the extent that they no longer conform to SWMD standards and requirements may be exempted from service by SWMD. The City must have capacity to add homes to existing collection routes. If feasible and approved, all residences in the development are required to use City-provided service and will be assessed monthly solid waste fees. In cases where private streets or driveways must be utilized for service, the streets/driveways must be maintained by the owners and the Developer/Homeowners Association/Property Manager must execute a Release of Indemnity/Right of Entry agreement with the City prior to the start of city-provided service. CPS assesses the Solid Waste Fee for the City, sufficient time is required to relay to CPS whether fees are, or are not to be assessed.

### **3. Privately -provided Collection Services**

Developments that the City cannot service due to non-compatibility with City collection methodology, design constraints or other concerns, should consult with a private-provider during design to arrange for private service prior to resident occupancy. Developments where the City does not provide service should define and document for the property owners that private collection service is required. Residents should be notified which private provider to contact to initiate service. For economy of scale, consistency and cleanliness, it is advised that the community contract via co-op or Homeowners Association with a single private provider to maintain continuous solid waste services.

- If service is not provided by the City, solid waste fees will not be assessed.
- Multi-family properties with three (3) or more residential units must also provide recycling collection, in accordance with *Chapter 14-43*.
- Private providers who collect or dispose of municipal solid waste in the City Limits must have a valid SWMD Permit for each vehicle. For a list of permitted companies from which to choose: [sanantonio.gov/swmd/About-Us/Private-Hauler](http://sanantonio.gov/swmd/About-Us/Private-Hauler)

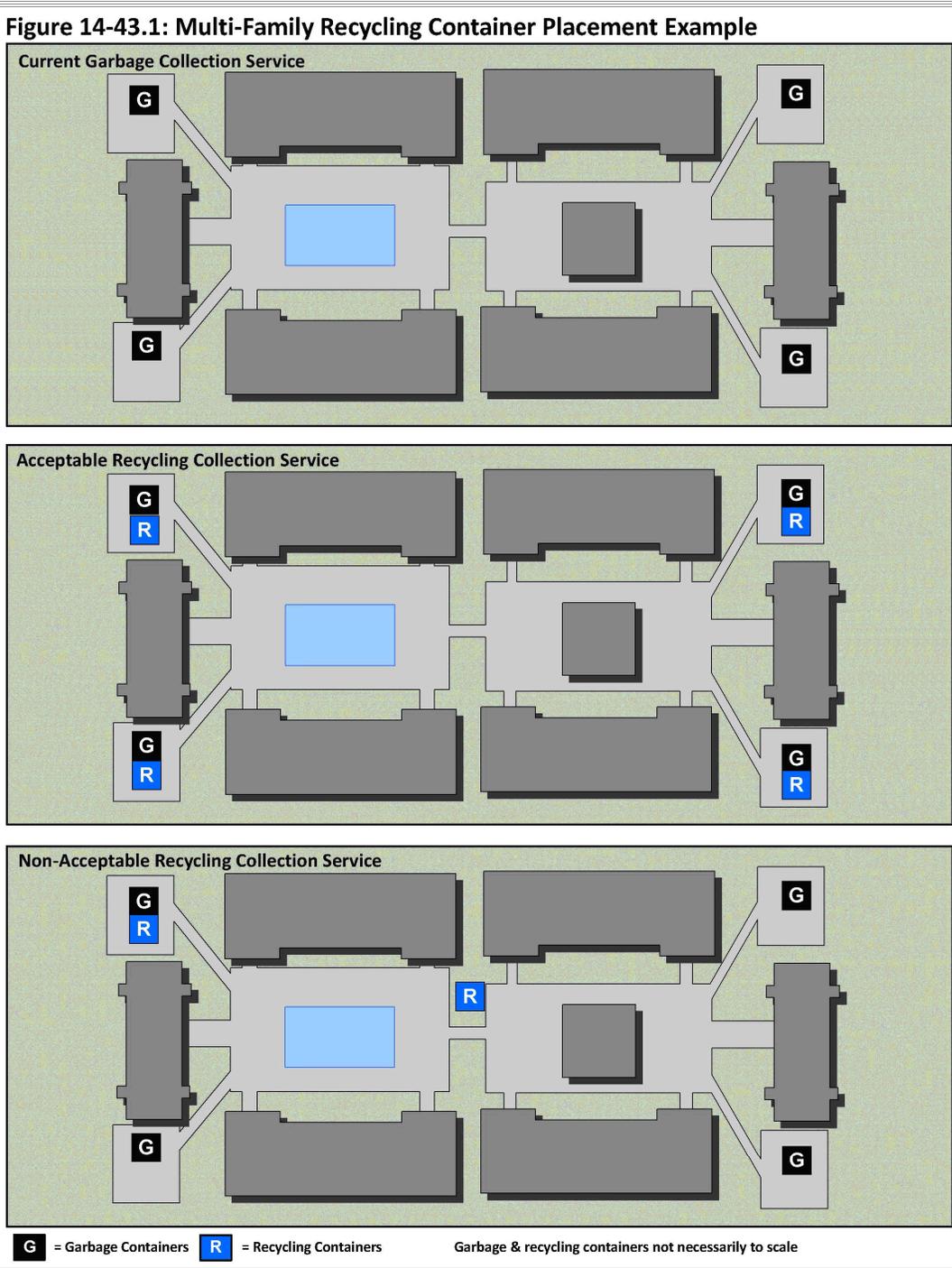
Commercial service requirements are listed at *Chapter 14-41*. Multi-family recycling requirements are listed at *Chapter 14-43*.

Typically, dumpsters are situated at one or more locations inside the property. In some cases a compactor may be utilized. Containers and compactors must be accessible for the collection vehicles to service them. The driveways should be substantial enough to support heavy collection vehicles. Special considerations occur in the downtown area due to traffic and development densities. Roll-out containers, bags and boxes may be utilized and service is provided from the public street or alley. An illustration of a multi-family complex is shown in the next diagram.

Developers should consult with a private provider to determine the appropriate methodology, container type and size, amount of containers needed and frequency of service.

- Private providers who collect or dispose of municipal solid waste in the City Limits must have a valid SWMD Permit for each vehicle. For a list of permitted companies from which to choose: <https://www.sanantonio.gov/swmd/About-Us/Private-Hauler>

- Multi-family properties with three (3) or more residential units must also provide recycling collection in accordance with *Chapter 14-43*
- City solid waste fees are not assessed to units that do not receive City-provided service



#### **4. City Fees**

Solid Waste and/or environmental fees are assessed on monthly CPS Energy Electric bills:

*Solid Waste Fee* - Assessed to those customers that receive City-provided solid waste services

*Environmental Services Fee* - All properties, residential and nonresidential, shall pay a monthly environmental services fee per each electrical meter account. This fee is intended to defray municipal expense necessary to cleaning up illegally dumped waste, collecting and disposing of dead animals, performing regulatory maintenance on closed landfills, providing environmental services to the city's park system, and equitably sharing costs for neighborhood clean-ups benefiting residents and businesses that do not pay a monthly solid waste processing fee. Payment of this fee entitles residential customers to utilize SWMD: Bulky Waste Collection Centers, Brush Recycling Sites and Household Hazardous Waste Drop-off sites.

#### **Definitions**

*Business* means a property that generates waste other than residential waste. Businesses include, but are not limited to: restaurants, retailers, wholesalers, schools, institutions, hotels, motels, offices, manufacturers, commissaries, nurseries, kennels, day-care centers, hospitals, clinics, medical-service establishments and repair and service facilities.

*Multi-family Property* means a property with three (3) or more residential dwelling units including but not limited to, apartments, townhomes, condominiums, high rise condominiums and San Antonio Housing Authority properties. Units are typically constructed on one tract of land. Units are typically not owned by the occupants.

*Non-traditional Residential Property* means one or more residential buildings on one tract such as a duplex, triplex or quadraplex, or a single family residential property located within a medium to high density development typically comprised of small lots where access to a public street is limited, also referred to as an Infill Development Zone.

*Planned Unit Development (PUD)* means a residential subdivision comprised of single-family residences where public access is restricted and where the streets are privately-owned and privately maintained.

*Private-provider* means a private company capable of providing solid waste services. Private providers operating in the City of San Antonio are subject to the requirements in Chapters 14-40 through 14-44.

*Private Street* shall mean a non-publicly owned street, road, or driveway used for vehicular access. Public access is restricted or prohibited and the owner(s) is/are responsible for maintenance. The conditions for provision of service using private streets are outlined at Section 2 above.

*Putrescible Waste* shall mean solid wastes which are capable of being decomposed by microorganisms with sufficient rapidity as to cause nuisances from odors or gases and capable of providing food for, or attracting, birds and disease vectors.

**Prepared by:** David McDaniel, Solid Waste Management Department

**Reviewed by:** Catherine Hernandez, Development Services Department

**Authorized by:** David Newman, Solid Waste Management Department  
Melissa Ramirez, Development Services Department



IB NUMBER 576 ATTACHMENT  
SWMD DEVELOPMENT REVIEW

**Instructions: To facilitate assessment, please provide the requested information, answer the questions to the best of your knowledge and affirm the acknowledgement.**

DATE:

Name of Subdivision:

Primary Address:

Street

Use (check one)

Single-Family

Multi-Family

Mixed

Number of single-family units:

Are all single-family units accessible from a public street for provision of solid waste services?

Yes  No

If no, are private streets or driveways included?  Yes

Smaller lots may not generate organic materials (yard waste) in volume to warrant carts for organics collection. Therefore this program is optional and organics (green) carts will be provided only upon request; however there will be no reduction in monthly fees. Should provision of organics collection also be assessed?  Yes  No

Requestor Contact Information:

Company Name

Representative Name

Email

Phone

Extension

**I acknowledge that if City solid waste services are provided:**

- Solid waste services are provided in accordance with Municipal Code Chapter 14
- Carts will be issued by the City to each single-family residence
- Carts may not be stored at the public street
- Space has been provided inside each property for storage of garbage and recycling carts (and organics carts upon request) between collections
- Each single-family residence will be billed monthly by CPS Energy for solid waste services
- If private streets or driveways are used for solid waste collection, streets shall meet design standards outlined in IB 576, provisions have been made to restrict parking, coordination will be made to provide the City's required release of Indemnity/Right of Entry, obstacles will be eliminated and vegetation will be maintained to allow access and safe passage of collection trucks and equipment.

Attach a site plan showing building footprints, building setback lines, public streets and private streets/driveways. Additional pertinent information can be provided by attaching a narrative or additional plans.

Thank you for your request. City staff will assess this development and may contact the requestor for additional information.

For SWMD use only:

Date received:

Reviewed by: