

# CLOSED DISPOSAL SITE SERVICE REQUEST

Environmental Health Division  
Solid Waste Management Program  
5050 Commerce Drive, Baldwin Park, CA 91706  
<http://publichealth.lacounty.gov/eh> | (626) 430-5540



Incomplete Application Package will not be accepted. For questions, please contact the **Solid Waste Management Program** at **(626) 430-5540** or email **swmp@ph.lacounty.gov**.

DATE OF APPLICATION: \_\_\_\_\_

PROJECT REVIEW TYPE		
<b>Note:</b> Legacy sites are disposal sites that ceased accepting waste prior to January 1, 1988.		
<input type="checkbox"/> Field Investigation Workplan	<input type="checkbox"/> Landfill Gas Control Workplan	<input type="checkbox"/> Legacy Site PCLUP – New/Amendment
<input type="checkbox"/> Post Closure Land Use Plan (PCLUP) – New/Amendment	<input type="checkbox"/> Other: _____	

PROJECT INFORMATION
PROJECT NAME/ EXISTING FACILITY NAME:
PROJECT DESCRIPTION:

SITE INFORMATION	
SITE ASSESSOR'S PARCEL # (APN):	CROSS STREET(S):
SITE ADDRESS:	SWIS # (if applicable):

LANDOWNER	
LANDOWNER NAME:	PHONE #:
LANDOWNER ADDRESS:	EMAIL:

OPERATOR	
OPERATOR NAME:	PHONE #:
OPERATOR ADDRESS:	EMAIL:

APPLICANT / CONSULTANT	
APPLICANT / CONSULTANT NAME:	PHONE #:
APPLICANT / CONSULTANT ADDRESS:	EMAIL:

BILLING INFORMATION	
BILLING ADDRESS:	EMAIL:

**FEES**

**Note:** Services that are not listed in Los Angeles County Ordinance Section 8.04.720 and that are not detailed in the Section of Service Charge in Subsection F, shall be charged in accordance with the Standard Billing Hourly Rate Schedule.

- Project Review fee is **\$835.00** for up to **5 hours** of review by the Environmental Health Division.
- Consultation fee is **\$167.00** per hour, with a minimum one hour.
- An additional billing invoice will be issued upon completion of the project review.

Position Classification	Rate (\$/hr.)
Chief Environmental Health Specialist	<b>\$196</b>
Environmental Health Specialist III / IV Environmental Health Staff	<b>\$167</b>
Environmental Health Technician	<b>\$99</b>
Clerical	<b>\$87</b>

**SUBMISSION AND PAYMENT PROCESS**

- Must be printed or typed clearly. Where indicated, check the appropriate box. All information must be provided.
- **An incomplete Application Package will not be accepted.**
- Payment can be made by check or money order.
- Field personnel cannot accept payments.
- Submit completed and signed application for service request, with associated supporting documents (Workplan/Report: attachments, figures, tables, and/or appendices).
- **Do not submit your payment until you have received an invoice.**

**IN-PERSON:**

Submit application and payment in-person between 8:00 a.m. - 4:30 p.m., Monday through Friday, except for holidays, at:

**Environmental Health Headquarters  
Attn: Solid Waste Management Program  
Los Angeles County  
5050 Commerce Drive  
Baldwin Park, CA 91706**

Acceptable forms of in-person payment include electronic payment, cash, check, cashier's check, or money order in the exact amount due. Post dated and two-party checks will not be accepted.

**ELECTRONICALLY:**

Submit application and payment online using credit card (Visa, MasterCard, American Express, or Discover), debit card, and electronic check (e-check).

Contact the **Solid Waste Management Program** at: [swmp@ph.lacounty.gov](mailto:swmp@ph.lacounty.gov) to request a secure email to submit personal documents safely.

**Please note that there is an additional convenience fee charge using online payment.**

**MAIL:**

Mail a completed and signed application, with associated and supporting documents to the address below. An invoice will be generated and sent to you along with payment instructions. Make a check, cashier's check, or money order payable to the **Los Angeles County Department of Public Health** and include your invoice number.  
**DO NOT MAIL CASH.**

**Mail to:**  
**Environmental Health Headquarters  
Attn: Solid Waste Management Program  
Los Angeles County  
5050 Commerce Drive  
Baldwin Park, CA 91706**

**OWNER/REPRESENTATIVE DECLARATION**

I understand the following:

- All fees paid that are associated with the Service Request are **NON-REFUNDABLE** and **NON-TRANSFERABLE**.
- Final Findings and/or Determinations will not be available unless payment is received in full.
- Project Review time beyond the initial 5 hours will be billed at a rate of **\$167 per hour**.

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

<b>SR #:</b>	<b>FA #:</b>	<b>SR Entered by:</b>	<b>Date Entered:</b>
<b>Total Amount Paid:</b>	<b>Check #:</b>	<b>Invoice #:</b>	<b>Payment Received by:</b>
			<b>Date Received:</b>