

SAMPLE LETTER FOR C&D PERFORMANCE SECURITY RETURN REQUEST

[COMPANY LETTERHEAD]

Date

Ziad Mazboudi, Senior Civil Engineer
City of San Juan Capistrano
32400 Paseo Adelanto
San Juan Capistrano, CA 92675

Re: Request for Return of Performance Security Deposit
Construction Waste Management Plan

Project Name: _____

Address: _____

Form of Security Deposit (Bond, Money Order; Letter of Credit; Certificate of Deposit):

Bond Number (if applicable): _____

Dear Mr. Mazboudi:

As required by the Construction & Demolition Debris Ordinance, we have recycled ____% of all construction debris on the above project. This is to request the return of our [monetary deposit or release of our Performance Security Bond] placed with the City of San Juan Capistrano to assure our compliance with the City's construction debris recycling program.

Please find enclosed the completed Waste Recycling and Disposal report summary filled as required, along with the receipts from the [waste hauler, designated recycler and sub-contractors] which collected waste and recycling material from our project.

If you have any questions, please contact me at () _____.

Sincerely,

(Name)

(Title)

(Company Name)