



**FREDERICK COUNTY GOVERNMENT**  
**DIVISION OF SOLID WASTE AND RECYCLING**

Jessica Fitzwater  
*County Executive*

*Phillip S. Harris, Director*

**Residential Curbside Recycling Opt-In Program  
Multi-Family Properties and Small Businesses**

Dear Frederick County Property Owner,

Did you know that your property may be eligible to receive curbside recycling services through Frederick County? Offering recycling services to your tenants improves their experience, maintains your property and keeps recyclable materials out of landfills. As of April 2018 we expanded availability of this service to multi-family properties with nine (9) or fewer units and to certain small business proprietors. If you are receiving this letter, your property could qualify.

Multi-Family Properties

If you choose to enroll your property in curbside recycling collection, the property bill will reflect a charge for \$88/year per unit, which is what single-family residences pay. The charge will show on your bill as a System Benefit Charge (SBC). Multi-family properties with no curbside recycling currently pay a System Benefit Charge of \$49/year per unit. Should you choose to opt into this program, each unit will be charged the total fee, regardless of number of units currently occupied or the number of carts requested. Fractional service is not permitted for multi-family properties.

Small Businesses

The expansion of curbside recycling is available to certain types of small businesses. For a business to be eligible, the commercial property must be 4,999 square feet or less and possess one of the following Bureau of Public Road Use Codes (BPRUC) classifications<sup>1</sup>:

BPRUC	Description
05200	Bed and Breakfast
39000	Barber Shop/Hair Salon
40600	Office with Apt Up
40800	Office-Converted Dwelling
41000	Office Building, Medical
41800	Office-Med, Converted Dwelling
42000	Office-Veterinary

In addition, these commercial properties also must meet **all** of the following criteria: (1) have ten (10) or fewer employees (including part-time employees), (2) be located outside of the City of Frederick Historic District, and (3) be located between two existing residential service units on the Curbside Recycling Collection contractor's routes.

If you choose to participate in curbside recycling collection, the property will be charged \$88/year for properties that are smaller than 2,999 square feet, and \$176/year for properties between 3,000 and 4,999 square feet. The charge will show on your bill as a System Benefit Charge. Currently, low-waste commercial properties pay \$42/year for every 2,000 square feet of space.

<sup>1</sup> <http://dat.maryland.gov/realproperty/Documents/bpruc.pdf>

### All Eligible Properties

Once a decision is made to participate in the curbside recycling program, it cannot be revoked unless the multi-family property is legally converted to another use, or the commercial property's BPRUC designation or business type changes.

If the property owner decides to participate, each multi-family unit or individual small commercial property is eligible to receive single-stream recycling collection service. Service is provided every other week on a standard collection day, which is occasionally shifted to accommodate holidays or inclement weather. Each unit may receive one (1) recycling cart. Carts are available in 35-gallon, 65-gallon, or 95-gallon sizes, and have wheels and a lid.

### Billing

If you decide to enroll in the program we will determine your new System Benefit Charge and prorate the amount you owe for the remainder of the county fiscal year (July 1<sup>st</sup> - June 30<sup>th</sup>).

### Enrollment

In order to enroll (Opt-In) your property in the program, please:

- Contact our Commercial Recycling Analyst (Kip Kelley, [kkelley@frederickcountymd.gov](mailto:kkelley@frederickcountymd.gov), 301-600-7230) to determine your eligibility and prorated payment amount.
- Complete the form sent to you by the analyst and pay by check, made out to "Treasurer of Frederick County" for the determined amount within the next 30 days, or the fees will change.
- Submit the form and the check together to the Division of Solid Waste and Recycling for processing. Mail to Attn: Curbside Opt In Program, 9031 Reichs Ford Rd., Frederick MD 21704.

At the time of your signature and submission of the attached form, you agree to pay the prorated SBC rate for the period of time the property receives service in the current fiscal year, and for your property to be automatically enrolled and billed at the higher rate from this time forward.

Once Division of Solid Waste and Recycling staff receive the form and payment, the property will be enrolled in the program. The designated units will receive the requested recycling cart(s) on the first collection day of the month in which service begins. Residents may begin using said carts immediately. Forms postmarked earlier than the 15<sup>th</sup> of the month will be processed to begin service in the next month; for example, a form postmarked January 1<sup>st</sup> to 15<sup>th</sup> would begin service in February, and forms postmarked January 16<sup>th</sup> to 31<sup>st</sup> would begin service in March.

All properties are subject to review and inspection by the Division of Solid Waste and Recycling in order to verify program eligibility. If you choose not to opt into this program or are deemed ineligible, but are still interested in pursuing recycling initiatives at your property, please contact our office for a listing of potential haulers, or search online for waste removal companies. There may be commercially available options that may better suit your needs.

If you have any questions or need additional information feel free to contact me at 301-600-7230.

Sincerely,



Rebecca Culler  
Recycling Program Manager