



Construction Site Management Plan Checklist

A Construction Site Management Plan (CSMP) is required for the following building permit applications: Demolition/Deconstruction, Grade and Fill, Addition, Single Family Dwelling, Secondary Dwelling Unit, New Commercial Building, and New Multi-Unit Residential. Below are the required items to be included in the CSMP. Please check “Yes” if the item is included, “No” if it is not included, and “N/A” if it is not applicable. Please provide an explanation for any “No” and “N/A” answers at the bottom of the checklist.

Project Address:		Date:
CityView Permit Number:	Start Date:	End Date:
Individual responsible for CSMP compliance:		Phone number:

1. CSMP information to be shown:	Yes	No	N/A
a. Property address and location			
b. Adjacent roads			
c. Lot lines, setbacks, easements, right-of-way lines			
d. Existing and proposed contours			
e. Location of onsite and adjacent water bodies, wetlands, drainages, and stormwater systems			
f. Areas and extent of soil disturbance (show any phasing)			
g. Erosion and sediment control measures with standards details			
h. Vehicle tracking control measures <ul style="list-style-type: none"> • For commercial, industrial, and multifamily sites, aggregate tracking pads shall be constructed of three-inch to eight-inch angular aggregate. • For all other sites, aggregate tracking pads shall be constructed of a minimum of 1 3/4" angular aggregate. • If using FODS mats, a minimum of two mats are required. 			
i. Inlet protection for any adjacent inlets effected by runoff from the project			
j. Staging, stockpile areas, and material storage			
k. Dumpsters, trash receptacles, portable toilets			
l. Loading/unloading areas			
m. Contractor parking locations			
n. CSMP Standard Notes			

2. External Traffic Control Plan showing:	Yes	No	N/A
a. Show and label all traffic control devices and ensure they are MUTCD compliant			
b. Site access points, show existing adjacent streets and driveways, and identify any changes and associated signage			
c. Sidewalks and trails, identify any changes and associated signage			
d. Use of ROW			
e. Crane use details, including but not limited to, ROW encroachment, swing radius, loading locations (crane will require ROW permit from the city)			

3. Dust Control
<p>Provide narrative describing efforts to reduce fugitive dust from construction activities.</p>

Provide comments for all “No” or “N/A” answers:

* Notify adjacent property owners prior to mobilization.

* Refer to Engineering Standards, Chapter 8, Construction Stormwater Management Program for further requirements.

Standard Notes for Construction Site Management Plans

- A. Contractor is responsible for installing and maintaining temporary erosion and sediment control measures during construction to prevent release of pollutants.
- B. All control measures must be installed prior to construction.
- C. Control measures shall be inspected weekly and maintained as necessary.
- D. Contractor is responsible for removing all sediment, trash, and construction debris from adjacent roads, ROW, neighboring properties, and drainage ways resulting from the construction activities.
- E. All access points to the project site must be stabilized with a vehicle tracking control pad. Vehicle tracking control pads must meet Engineering Standards, Chapter 8 requirements. Access to the project shall only occur at approved access location(s) shown on the CSMP.
- F. Written permission must be provided when accessing construction sites from neighboring properties. Disturbance of neighboring properties must be stabilized with erosion control measures and reseeded prior to certificate of occupancy approval.
- G. All trash and construction debris shall be picked up daily and disposed of properly into trash containers.
- H. No equipment or building materials shall be stored within the ROW without prior approval.
- I. No overnight vehicle or equipment parking allowed in the ROW from November 1 to May 1.
- J. Concrete waste and washout water shall be contained in a lined concrete washout pit or other washout container. All wash water shall be retained onsite and prohibited from discharging the project site.
- K. Contractor is responsible for complying with all local, state, and federal laws.
- L. Emergency access must be kept obstacle free and passable at all times.
- M. A ROW permit, applied for via the CityView Portal is required for any work in the ROW. No work shall be conducted in the ROW between November 1 and May 1 without prior approval from the director of Public Works.
- N. Where required as part of the ROW permit or where site work affects the pedestrian or vehicle travel way, traffic control shall be installed. All traffic control shall be in accordance with the current edition of the Manual on Uniform Traffic Control Devices.
- O. Sidewalks adjacent to construction sites shall be maintained for public use by the contractor. In areas where construction is taking place next to the sidewalk or overhead hazards are possible, contractor is responsible for installing and maintaining sidewalk protection.