



## SUBMITTAL REQUIREMENTS CONSTRUCTION MANAGEMENT PLAN

In order to obtain a Building Permit and/or Grading and Shoring Permit for all projects other than single-family residential projects, an approved Construction Management Plan is required. The Construction Management Plan shall be reviewed by the Engineering Division, Planning Division and Building Division prior to approval.

***Note:** Contact the Engineering Division regarding any Special Encroachment Permits, Parking Stall Permits or Transportation Permits that may be required for activities outlined in the Construction Management Plan.*

**All materials identified below shall be submitted in digital (PDF) format.**

### CONSTRUCTION MANAGEMENT PLAN

One (1) set (11" x 17") that include the following in PDF format:

1. **Cover Sheet** – See attached template.
2. **Truck Routing and Staging Plan**
  - Provide a map that identifies the route to be used to and from site for all truck traffic. Include all streets to be used within Los Altos City limits.
  - Provide anticipated hours of truck traffic and material deliveries.
  - Provide details pertaining to where off-site truck staging for material deliveries that require multiple trucks at any one time (concrete, building materials, etc.) will be located.
  - Provide a traffic control plan designed and maintained by a certified individual qualified in this responsibility.
3. **Construction Site Parking and Staging Plan**

All construction related parking shall be on-site, along the property frontage and, if necessary, in approved off-site locations.

- Provide details about number and type of vehicles accessing the construction site. Identify where all on-site parking stalls will be located (minimum 9'x18' per stall) and how vehicles will enter/exit site to street. ***Note:** If Downtown parking stalls are to be occupied longer than the allowed time limit, a Parking Stall Permit will be required.*
- If off-site parking is required to accommodate construction worker parking, identify off-site location to be used and how workers will get to/from construction site.

- Provide location and size of construction trailer and any other mobile offices and/or storage containers that will be required.
- Provide construction fencing specifications (i.e. height, location, type) and access points.
- Identify material staging area(s).
- Provide any other notes necessary to clarify plan as applicable

4. **Sidewalk Closure and Pedestrian Detour Plan**

- Identify all sidewalks and pedestrian paths of travel that will need to be closed during construction.
- Identify pedestrian detour paths of travel.
- Identify detour signage (type and placement) that will be installed to redirect pedestrians.

5. **Noise Reduction Plan**

- Identify all noise reduction measures that will be employed to comply with the City's Noise Control Ordinance (LAMC Chapter 6.16).
- Include the following required condition: "At least 24 hours prior to any jack-hammering activities, all occupants of adjacent properties will be notified."

# CONSTRUCTION MANAGEMENT PLAN

**123 MAIN STREET, LOS ALTOS CA**

**JULY 1, 2012**

## ACKNOWLEDGEMENT

## APPROVALS

The goal of this Construction Management Plan is to minimize construction related impacts to the surrounding neighborhood and adjacent properties and their occupants. Specifically, the objectives of this plan are to:

- Reduce parking impacts related to the proposed construction;
- Contain construction related parking to project site and areas approved by the City;
- Reduce construction noise impacts to the greatest extent technically and economically feasible; and
- Minimize off-site dust and air quality impacts per best management practices.

In order to achieve the above stated goal and objectives, we agree to, and will abide by, the terms contained in this Construction Management Plan.

Engineering Division

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Planning Division

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Owner, 123 Main Street

Date

General Contractor, 123 Main Street

Date

Building Division

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## PRE-CONSTRUCTION MEETING

The contractor and owner shall schedule a pre-construction meeting with City staff (Building, Planning and Engineering) after permit issuance, but prior to start of work, to review Construction Management Plan implementation.