



COMMUNITY DEVELOPMENT DEPARTMENT | Building Division

401 Grove Street, Healdsburg, CA 95448-4723

Phone: (707) 431-3346 | Email: building@healdsburg.gov | Website: www.healdsburg.gov

CONSTRUCTION MANAGEMENT PLAN GUIDELINES

The purpose of the Construction Management Plan (CMP) is to identify responsibilities and establish procedures related to project construction activities. The CMP is to be prepared by the applicant and submitted to the City of Healdsburg Community Development Director, for approval prior to issuance of a building permit for project related construction activities. The following items are to be included in the CMP. NOTE: ITEMS #6.0 & #7.0 ARE ONLY REQUIRED WHEN THE CHECKBOX IS MARKED.

SITE PLAN FORMAT - REQUIRED INFORMATION (minimum 24"x 36" plan sheets):

1.0 Project Location

1. Street address (if assigned)
2. Assessor's Parcel Number

2.0 Project Description

1. Type of use(s)
2. Square footage of parcel and structures
3. Floor area ratio
4. Building height

3.0 Identification of project team and contact information for each individual/firm

1. Developer
2. Architect
3. Civil Engineer
4. Geotechnical Engineer
5. General Contractor
6. Construction Manager
7. Subcontractors

4.0 Project Facilities and Operation

1. Location of construction support facilities; construction office trailer and temporary power
2. Location of portable sanitation facilities (port-a-potties) for employees on-site
3. Location of on-site parking spaces
4. Parking management plan for employees
5. Location(s) of onsite construction signage (see "On-site Sign Requirements")
6. Construction debris waste collection and removal
7. Materials delivery and handling on-site
8. Erosion control measures, location and installation details
9. Dust control procedure
10. Site security measures and location

5.0 On Site Signage Requirement:

1. On-site signage shall be posted prior to commencement of any project related construction activities that includes: community liaison contact information; days and hours construction activity is allowed; and other applicable information (see “On-site Sign Requirements, Project Information and Construction Hours”).
2. Contact information for the permit holder responsible for construction is to include the following:
 - Name of permit holder responsible for construction
 - Position
 - Company
 - Telephone number with voice mail message capability
 - Email
 - A statement that the requestor will receive a reply in one business day

BOOKLET FORMAT - PROCEDURE DOCUMENTS:

□ 6.0 General Operating Principles

1. Pre-construction meeting; date and time, required attendees
2. Regular project status meetings and frequency of meetings
3. Public safety /site security
4. Days and hours of construction
5. Noise and vibration control
6. Air quality/dust control
7. Copy of Storm Water Pollution Prevention Plan (SWPPP)
8. Construction schedule that provides a 3 week forecast of construction activities shall be submitted to the City and updated weekly

□ 7.0. Community Liaison

1. On-site signage shall be posted prior to commencement of any project related construction activities that includes: community liaison contact information; days and hours construction activity is allowed; and other applicable information (see “On-site Sign Requirements, Project Information and Construction Hours”).
2. A project website shall be created and maintained by the community liaison that will provide up-to-date information about project construction activities, potential impacts, contact information, etc.
3. Contact information for the community liaison is to include the following:
 - Name of individual serving as community liaison
 - Position
 - Company
 - Telephone number with voice mail message capability
 - Email
 - A statement that the requestor will receive a reply from the Community Liaison with one business day



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**CONSTRUCTION MANAGEMENT PLAN
ON-SITE SIGN REQUIREMENTS
PROJECT INFORMATION & CONSTRUCTION HOURS**

Healdsburg Municipal Code Section 9.32.070

Prior to commencement of construction within the City of Healdsburg any project involving the construction of one or more new buildings or residences, including reconstruction, remodels, renovation, demolition, grading, or where the property is not occupied or where the public way is affected, the permit holder shall post a sign near the primary entrance(s) to the area of construction. Sign(s) shall be posted in a conspicuous place visible from the public right-of-way, at least five feet (5') above ground level, and shall be of a highly contrasting background, with legible black lettering. Lettering other than the project address shall be a minimum of one and one-half inches (1-1/2") in height.

The sign shall read as follows:

Project Address: “<u>NUMBER & STREET</u>” (minimum 12 inch tall)	
ALLOWABLE CONSTRUCTION HOURS (includes any and all deliveries or off-haul)	
MONDAY—FRIDAY	7:30 a.m. to 6:00 p.m.
SATURDAY	7:30 a.m. to 6:00 p.m.
SUNDAY/HOLIDAYS	Prohibited
Permit Holder Responsible for Construction or Community Liaison: “<u>Name</u>” “<u>Company</u>” “<u>Position</u>” “<u>Phone Number</u>” “<u>Email</u>”	
Statement that the requestor will receive a reply with one business day.	
Project Web Site Address (when required)	

Construction work includes any site preparation, equipment or material assembly, installation, development, substantial repair, alteration, demolition or similar activity, for or on private property or public right-of-way, structures, or utilities. Posting of the Project Information and Construction Hours sign is for the purpose of informing information to the public, all contractors their employees and subcontractors, all other persons at the construction site, and emergency responders, basic location and contact information.

Violation of the allowable construction hours may be enforced by issuance of a Stop Work Order requiring suspension of work or issuance of a citation(s) or both.