



CONSTRUCTION MANAGEMENT PLANS

Any residential or commercial construction project that is subject to the review and approval of the Mill Valley Planning Commission or the Mill Valley Zoning Administrator, or in the determination of the Director of Public Works, Planning and Building Director or Building Official is of a size, scope of work or is located in area where there may be a concentration of development activity occurring at the same time shall be required to prepare a **Construction Management Plan (CMP)**. The CMP shall be submitted as part of the application for a Building or Grading Permit and shall be subject to the review and approval by the Department of Public Works, Planning and Building Department, Mill Valley Fire Department and the Mill Valley Police Department, as may be necessary, prior to the issuance of any permit for the project.

The CMP shall be provided on a **24 inch by 36 inch** sheet (see attached example) and submitted to the City for review as part of the permit application. The CMP shall include the following information:

1. Schedule: The applicant shall provide a project schedule. The schedule shall provide at a minimum, the following tasks:

- Mobilization
- Demolition
- Grading, Drainage and Erosion Control Facilities
- Foundation
- Rough Framing
- Landscaping (including tree and existing vegetation preservation)
- Completion/Occupancy

All tasks shall be shown with start and end dates and displayed on a time-based chart such as a GANTT chart. The project schedule shall also show task dependencies and include the Critical Path. The General Contractor shall update the schedule when weather or other delays require changes to the schedule of more than two weeks. The Contractor shall notify the City and update the site sign.

2. Job Site, Facilities, and Storage: The CMP shall include the location(s) on the project site of all loading/unloading areas, job box and material storage areas, toilet(s), dumpsters and on-site temporary power pole, and protective fencing around the job site and any trees and vegetation to be preserved. These and any other construction related facilities shall not be in the public right-of-way without the prior approval of the Department of Public Works.

The fee for using the public right-of-way for storage of construction materials or equipment is \$10.00 per space per day in residential areas, and \$20.00 per day in commercial areas. A minimum of 11 feet of clearance shall be maintained at all times along the roadway. Portable toilets and job sheds shall not be permitted to be placed in the public right-of-way without prior approval of the Department of Public Works.

If construction improvements are located in areas of steep slopes, the Contractor shall provide safe temporary hard surface stair access to the improvements. This access shall be shown on the CMP.

2. Traffic Control Plan

Managing project-related traffic is an essential element of the Construction Management Plan. The primary goal of the Traffic Control Plan is to ensure that adequate and appropriate emergency response through the project site is maintained at all times. Additional goals of the TCP include minimizing disruptions to the neighborhood and preventing damage to City Streets. The three basic elements of the TCP are outlined below:

- a. **Delivery Truck Route:** The CMP shall identify the path of travel for delivery trucks to and from the project site. This travel path shall be shown starting from and returning to the City's designated truck route. All project sites not on a "through" road must provide for a "turn-around" area for delivery trucks. If no such area exists on the project site, written permission for a turn-around from a neighboring property must be obtained before any deliveries are made. Deliveries are restricted to certain times; please see below for additional information. All open-bed trucks shall be tarped.
- b. **Parking:** All on and off-site worker parking locations shall be identified, including any carpool pick-up and drop-off locations. Worker parking shall be consistent with the approved project schedule.
- c. **Road Closures** Road closures shall only be permitted by the Department of Public Works (DPW). See below for details.

CONTACT INFORMATION AND POSTING OF THE CONSTRUCTION MANAGEMENT PLAN:

A **24 inch by 36 inch weatherproof copy** of the approved Construction Management Plan shall be posted on the site as part of a job site sign and located so as to be clearly readable from the public right-of-way. In addition to the approved Construction Management Plan, the sign shall include the following information:

- Address of the project site.
- Permitted hours of construction and of deliveries/off-haul.
- Name, e-mail address and direct phone number of the General Contractor.
- Name, e-mail address and direct phone number of the person responsible for managing the project.
- Name and direct phone number of the party to call in case of an emergency.
- City of Mill Valley Code Enforcement Officer (415-389-4203).

PRE-CONSTRUCTION MEETING:

A pre-construction meeting shall be required prior to the start of any site work and/or the issuance of a Building or Grading Permit. Scheduling the meeting shall be the responsibility of the project applicant. Required attendance shall be City staff, the property owner, general contractor and all sub-contractors. The purpose of the meeting will be to review the CMP and all other construction management requirements. The required CMP sign shall be available for review by the City at the pre-construction meeting.

CONSTRUCTION MANAGEMENT REQUIREMENTS:

In addition to the items above, all projects are subject to the following requirements throughout the duration of the project:

- **CONSTRUCTION HOURS** are weekdays from **7:00 AM to 6:00 PM**. Construction noise is not allowed before 8 AM or after 5 PM.
- **DELIVERIES AND OFF-HAUL** (including equipment, materials, removal of soil, refuse or demolition debris) for sites in **Impacted Neighborhoods** is limited to weekdays between the hours of **9:30 AM and 3 PM**. **Current Impacted Neighborhoods include any projects located on Lovell Avenue and Hillside Avenues***. Other sites, such as sites near schools and school routes, may also be limited to this time frame. Deliveries at all other sites shall be limited to weekdays between the hours of **8:00 AM and 5:00 PM**. All drivers shall be advised of the designated project truck route, including approved turn around locations, prior to any deliveries or material removal.

** Impacted neighborhoods are subject to change depending on amount and type of projects occurring within the City.*

- **LARGE TRUCKS** which may have difficulty reaching job sites due to narrow and twisting streets may be accommodated through a temporary road closure as provided below. There have been reported instances of property damage, resident delays and inconvenience and even large trucks becoming stuck en route to job sites. All drivers shall be advised of the potential for limited access along the designated **TRUCK ROUTE** and that the City, with 24-hours advanced notice, will provide traffic control and assistance in reaching the job site safely. If the truck is too large and requires the closure of the road in order to reach the site, then the procedures for **ROAD CLOSURES** shall be followed.
- **ROAD CLOSURES** shall only be permitted by the Department of Public Works (DPW). Applicants shall apply to DPW well enough in advance to process the request. Applicant shall provide a minimum of 48 hours notice in advance of the proposed date of closure to the affected property owners. Notice shall include date(s) and duration of proposed closure, the traffic control plan as well as any detours that may be available. Evidence of such written notification to affected residents and property owners shall be provided to DPW.
- **VEHICLE PARKING** in the public right-of-way at or near the job site shall require a parking placard from the Mill Valley Police. The placard shall include: the project address; project placard number (for example, #2 of 3 placards); and the signature of the Police Chief or his/her designee. Depending on the site and/or the scope of work, the City may limit the number of placards to the project prior to issuing a Building Permit.

ENFORCEMENT:

It shall be the responsibility of the project applicant or their designated representative to advise the City of any modifications to the CMP, to notify the neighboring property owners of modifications to the CMP and to post any modifications of the CMP on the job site sign.

Violations of any portion of the approved Construction Management Plan or other applicable construction management requirement may result in a “Stop Work” order. The “Stop Work” order will be lifted only after the City has sufficient assurance that the repeated violations will cease through the remainder of the project.