

1. General Information - Construction Management Plan shall include but not be limited to the following:
 - A. A description of the project, its location, and other pertinent background information.
 - B. The name and title of person responsible for all matters pertaining to the terms of the permit. The general contractor shall be fully accountable for all contractors and subcontractors, including all project-related utility companies.
 - C. The name of the designated traffic coordinator - responsible for scheduling deliveries, spotting trucks and other construction-related vehicles and equipment within the site, eliminating queuing on the public street, ensuring that streets are kept clean, etc.
 - D. Relative to the method of construction, applicants must indicate that all methods have been explored and that the proposed method has been determined to be the most feasible with the least negative impact on traffic and public safety (e.g. utilization of a climbing crane rather than a truck crane). Cost cannot be the sole determining factor in responding to this criterion.
2. Site Plan - A detailed site plan or series of plans shall include but not be limited to the following items:
 - A. A site plan drawing at a scale of 1" = 20" for each phase of the project, including any demolition at existing structure.
 - B. A list of all abutting streets.
 - C. Dimensions of all streets, sidewalks, alleys and easements abutting or affecting the site.
 - D. Exact location and dimensions of street occupancy required at any time during the life of the construction work, including duration of occupancy by work phase.
 - E. Location and description of signage for pedestrians, vehicle movements and prohibitions and any other necessary signage. Said signage shall be installed in accordance with the locations and intervals determined by the Departments of Transportation & Mobility and Public Works & Parks, and shall be maintained by the general contractor for the duration of each phase of the construction project.
 - F. Location of cranes, hoists and other major construction equipment, and location of trucks during loading and unloading operations.
 - G. Location and schedule of utility cuts and connection work, and any other site work that requires use of the public way.
3. Area Plan - A large-scale plan (to the scale of 1" = 100") of the area in which the project is located that indicates the following:

- A. Street system serving the vicinity of the project for a distance of 500 feet (minimum) in all directions.
 - B. Routes to be used by trucks to reach site from the City boundary.
 - C. Existing construction projects which may affect or be affected by traffic related to this project.
 - D. Location of remote staging area(s) related to this project and its subcontractors.
4. Special Conditions - Detailed documentation regarding special or unique items relating to construction activities which require use of the public items including the following:
- A. Police details - Describe location, time, assignments, and other proposed uses.
 - B. Perimeter Protection – Describe steps to be taken to isolate construction area from adjacent pedestrian, bicycle, and motor vehicle traffic around the site.
 - C. Snow removal - Describe steps to be taken to assure that clear dimensions will be maintained and any other special measures to be taken.
 - D. Street cleaning - Describe steps to be taken to provide street cleaning and necessary to maintain streets over which this project's construction vehicles travel to the level of cleanliness as normally provided by the City.
 - E. Abutter Notification – A summary of the impacts of the street occupancy on adjacent businesses and residents accompanied by responses from establishment owners. Describe the steps taken for initial and ongoing contact with immediate abutters to explain the project phasing, and to discuss any anticipated impacts due to the planned construction.
 - F. Pedestrians - Describe measures to be taken to provide for the safety and accessibility of pedestrians adjacent to the site; if necessary to provide covered walkways, describe inside clear dimensions (desirable 5'0" wide and 7'0" high), suitable lighting, temporary ramps, and other special measures to ensure safe pedestrian use.
 - G. Tree Protection – Describe measures to be taken to provide for the protection of public shade and other publicly owned trees, shrubs and other plant materials adjacent to the site. The applicant shall assume all publicly owned trees, shrubs and other plant materials adjacent to the site shall be saved unless specifically designated to be removed with the permission of the City's Tree Warden. Furthermore the applicant shall be liable for all damage and/or disturbance to existing publicly owned trees and shrubs not otherwise designated for removal by the City's Tree Warden. Trees or shrubs which are damaged irreparably shall, at the Tree Wardens discretion, be replaced by the applicant with new trees or shrubs of the same size and type. In the event that replacement of damaged trees is not feasible or impractical as determined by the Tree Warden, the full replacement costs will be assessed to the Contractor's account at values based upon the square inches of cross-sectional area of trunk (measured at 4 ft.

(1.22 m) above grade), in accordance with the most recent Trunk Formula Method described in the ISA Guide.

- H. Sediment & Erosion Control – In conformance with the City’s Stormwater Management Policies, the applicant must submit an Erosion and Sediment Control Plan indicating the specific provisions to minimize on-site erosion and prevent off-site sediment transport, including provisions to preserve topsoil and limit disturbance. Design details for both temporary and permanent erosion control structures must be approved by the Department of Public Works & Parks.
- I. Construction Hours & Delivery schedules - Describe construction hours and truck delivery schedules or how the schedules will be handled with breakdowns relating to structural steel, facing panels, concrete excavation, etc. Special attention should be made to ensure that deliveries are not scheduled between the hours of 7 a.m. to 9:30 a.m. and 4 p.m. to 6 p.m.
- J. Construction Waste – Describe steps to be taken for the responsible processing and recycling of construction waste.
- K. Public Safety - Describe steps to be taken to ensure that emergency vehicle access will be maintained at all times including provisions for inspections by Police and Fire personnel during the construction phase. Fire lanes and appropriate signs shall be established through and around the site on a priority basis. Actual determination of actual limits necessary may be done via field trials at which both the Fire Department and Department Transportation & Mobility will be present.
- L. Construction Employee Trip Generation - Reasonable efforts shall be made to identify the number of employees at the site and steps taken to eliminate the parking of vehicles of the construction workers at the construction site where site constraints dictate, and on the public street in the vicinity of the construction project. The general contractor shall consider arranging for off-site, remote parking areas with shuttle buses to the site, ride sharing, etc., and these efforts must be documented.
- M. Portable Sanitary Facilities – Describe the location of portable sanitary facilities as required by applicable codes and identify their location on a site plan.