

## CONSTRUCTION MANAGEMENT PLAN FOR

<hr/> <b>Project Name &amp; Site Address Number</b>
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<b>QR Code</b>
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(For Office Use Only)
<hr/> <b>Permit Number</b>

The construction on this site will follow normal industry and City accepted construction methods for a project of this type. Specific items of concern will be addressed as noted below. Any references to start date or duration of specific items are estimated and included only for reference. Construction management plans can also be found at: [www.EdinaMN.gov](http://www.EdinaMN.gov)

**Sec. 10-110. Permit Requirements.** Unless otherwise specifically provided the following are required for both demolition permits and building permits. Demolition and Building Permit are defined as follows:

*Demolition:* The removal or destruction of more than fifty percent (50%) of the area of the exterior walls of a single or two family dwelling units.

*Building Permit:* A permit to construct a new single or two family dwelling unit.

(1) The applicant must furnish the City with a certificate of insurance evidencing the following required coverage:

Commercial general liability, including XCU coverage:

Bodily Injury:	\$1,000,000 each occurrence
	\$1,000,000 aggregate products and completed operations
Property Damage:	\$1,000,000 each occurrence
	\$1,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, hired):

Bodily Injury:	\$1,000,000 each occurrence
	\$1,000,000 each accident
Property Damage:	\$1,000,000 each occurrence

The minimum insurance coverage must be maintained until six (6) months after the demolition has been completed or, if a new dwelling is being constructed, a certificate of occupancy has been issued. The City must be named as an additional insured.

(2) The applicant must furnish the City a cash escrow of Two Thousand Five Hundred (\$2,500) Dollars for a demo permit and Ten Thousand (\$10,000) Dollars for a new single-family-dwelling / two-family-dwelling. An escrow is required for both a demolition permit and building permit. The City may draw on the cash escrow to reimburse the City for the repair of damage to public property or to remedy permit violations. If the City draws on the cash escrow, upon the City's demand the permit holder must deposit in escrow additional funds to restore the escrowed amount to Two Thousand Five Hundred (\$2,500) Dollars & (\$10,000) Ten Thousand Dollars. The cash escrow must remain in place until the work under the permit for which the escrow was made has been completed.

(3) *Soils investigation report and shoring plan.* Based upon soil types, topography, the location of adjacent structures and other pertinent information, the Building Official shall determine if a soils investigation report and/or shoring plan is necessary. If the Building Official determines that a soils report is necessary, the applicant shall have a soil report prepared and signed by a licensed professional soil scientist or licensed professional engineer. If the building official determines a shoring plan is necessary, the applicant must provide detailed plans to ensure that adjacent property will not be damaged by reducing lateral support for driveways,

foundations, fences or lawns caused by excavation, demolition or construction activity. The report must be approved by the Building Official. The permit holder must adhere to the approved plan(s).

- (4) *Existing condition of property.* Before a permit is issued, the Building Official must photograph the existing condition of the property, curbs, sidewalks, streets, boulevard and trees adjacent to the property.
- (5) *Written notification of demolition.* For a demolition permit, at least fifteen (15) calendar days before demolition commences, the permit holder must provide written notification to all property owners within three hundred (300) feet of the demolition site notifying the property owners of the proposed demolition and building plans, if applicable, and invite them to a neighborhood meeting. The neighborhood meeting must be held at least five (5) days before demolition commences. A sign must also be posted on the demolition site at least five (5) days before demolition commences identifying the nature of the demolition, the permit holder, a contact name and phone number, and the site address. The sign must also provide a City phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five (5) and six (6) square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until the completion of demolition.
- (6) *Signage of construction.* For a building permit, a sign must be posted on the permit site at least five (5) days before construction commences identifying the nature of the construction, the permit holder, a contact name and phone number, and the site address. The sign must also provide a City phone number to call with any questions, complaints or concerns. The dimension of the sign must be between five (5) and six (6) square feet. The sign and the content of the sign must be visible from the street. The sign must be kept in place until a certificate of occupancy has been issued.
- (7) *Stormwater and erosion control plans.* For a building permit, the applicant must submit stormwater and erosion control plans prepared and signed by a licensed professional engineer. The plans must be approved by the City Engineer and the permit holder must adhere to the approved plans. The stormwater management plan must detail how stormwater will be controlled to prevent damage to adjacent property and adverse impacts to the public stormwater drainage system. The erosion control plan must document how proper erosion and sediment control will be maintained on a continual basis to contain on-site erosion and protect on and off-site vegetation. Permit holder must protect all storm drain inlets with sediment capture devices at all time during the project when soil disturbing activities may result in sediment laden storm water runoff entering the inlet. The permit holder is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. Devices must be regularly cleaned out and emergency overflow must be an integral part of the device to reduce the flooding potential. Devices must be placed to prevent the creation of driving hazards or obstructions.

### **Sec. 10-111. Permit Standards for Both Demolition Permits and Building Permits**

- (a) The permit holder must comply with the State Building Code, State Statutes and the City Code, including articles III, VI, VII and XVII of this Chapter.
- (b) Deliveries of equipment and material to the site, work crews on site and construction and demolition activity are prohibited except between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday and 9:00 a.m. and 6:00 p.m. on Saturday. Work is prohibited on Sundays and Holidays.
- (c) The permit holder must repair any damage to public property, streets, and sidewalks. If damage occurs to the foregoing, it must be repaired within three (3) working days after the damage occurs, unless the permit holder has received written permission from the Building Official to delay repairs to a later specified date.

- (d) The permit holder must maintain a five-foot (5') parking setback from driveways and a thirty-foot (30') parking setback from intersections. When parking on a street, a vehicle must be completely located on the street surface, parallel to and within twelve (12) inches of the curb. Vehicles in violation of these requirements may be towed in accordance with Minnesota Statutes § 168B.035. On street parking of equipment other than licensed motor vehicles is prohibited. Stopping, standing or parking a vehicle is prohibited, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
1. On a boulevard between the sidewalk and roadway;
  2. Within five (5) feet of the intersection of any public or private driveway or alley with any street or highway;
  3. Where the vehicle will block a fire escape or the exit from any building;
  4. Where temporary signs prohibit parking.

Parking is allowed on local streets if a twelve-foot (12') wide area is open for the traveled portion of the road. On collector and arterial roadways, a minimum of twenty-two feet (22') must be open for the traveled portion of the road. Off-street and off-site parking for onsite workers is required to the extent practicable.

Police officers, community service officers, parking monitors and the Residential Redevelopment Coordinator of the City shall be responsible for enforcing the parking requirements and parking regulations of this Section.

- (e) The permit holder must install and maintain a rock entrance pad or its equivalent at each location where vehicles enter or exit the construction site, at locations approved by the Building Official.
- (f) The site must be maintained in a neat and orderly condition. Prior to leaving the construction site at the end of each day, the permit holder must remove empty cans, paper, plastic and other material that is not needed for construction from the site or deposit them in a dumpster. The permit holder must keep streets, sidewalks, boulevard areas and adjacent properties clean from waste, materials or refuse resulting from operations on the site. Inoperable equipment and equipment not being used on the site must be removed within twenty four (24) hours after it becomes inoperable or is no longer in use. Where work on any project lies within areas of pedestrian traffic or vehicular traffic, the project area must be cleaned and swept and all materials related to the project must be stockpiled in appropriate areas. Debris must be contained on the project site. No material may be deposited or stockpiled on the public streets, boulevards, sidewalks or adjacent property. At the end of each working day, the permit holder must remove any soil, trash or debris that washed or was deposited on any public sidewalk or street and must remove any trash or debris that washed or was deposited on any adjacent property.
- (g) Dust control is the responsibility of the permit holder. As weather permits, materials subject to demolition shall be thoroughly dampened with water so as to prevent dust. The permit holder must eliminate dust problems immediately upon receiving notice from the Building Official that there is a dust problem.
- (h) No building material, temporary sanitary facilities, dumpster or equipment may be placed within street right-of-way, or on a sidewalk. Motor vehicles may not be parked or stopped on a sidewalk. Public sidewalks must be left open and unobstructed at all times.
- (i) Prior to commencing demolition, protective fencing approved by the Building Official must be installed around boulevard trees and trees that will not be removed.

**Sec. 10-112. Stop Work Orders**

If the Building Official finds any work being performed in a dangerous or unsafe manner or that is in violation of the provisions of the permit, City Code or the State Building Code, the Building Official may issue a stop work order. The stop work order must be in writing and issued to the permit holder or the person doing the work. Upon issuance of a stop work order, the cited work must immediately cease. The stop work order must state the reason for the order and the conditions under which the cited work will be permitted to resume.

**Sec. 10-113. Misdemeanor**

Violations of this Section or of the terms of approval of a permit issued under this Section are a misdemeanor.

Site Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

The estimated construction start date is \_\_\_\_\_.  
The estimated completion date is \_\_\_\_\_.

The undersigned hereby acknowledges that they are responsible for complying with the below conditions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor