



Construction Management Plan

339 Third St. • Excelsior, MN 55331

(952) 653-3674

Email permit to: permits@excelsiormn.org

This agreement applies to all un-occupied construction projects of new build or major remodeling of one and two unit dwelling structures. This agreement must be signed prior to issuance of a building permit and must be attached to approved site plans and be present on-site at all times during active construction.

Project Address:		
Permit #	Proposed Start Date:	Proposed Completion Date:
Applicant Name:		Applicant Address:
Applicant Phone:		Applicant email:

- The permit holder shall coordinate all infrastructure improvements with the Public Works Superintendent (952) 653-3676.
- All improvements shall comply with the attached memorandum from City Engineer Morgan Dawley dated _____.
- Upon completion all disturbed areas shall be seeded or covered with sod.

Chapter 16, Article III, Sec. 16-102.

Construction activities. No person shall engage in or permit construction activities on private property except between the hours of 7:30 a.m. and 7:00 p.m. on any weekday or between the hours of 9:00 a.m. and 6:00 p.m. on Saturdays. For purposes of this section, "construction activities" shall mean any deliveries of equipment and material to site and the operation of equipment, construction vehicles, or construction crew vehicles.

Sec. 10-6. Construction Management Plan

Escrow. The applicant must furnish the City a cash escrow of \$2000 prior to issuance of a 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 \$2000. The cash escrow must remain in place until the work under the permit for which the escrow was made has been completed.

Neighbor Notification and Contact Information. Prior to issuance of a building permit, staff will notify all property owners within 350 feet of the project site by sending a letter explaining the proposed project and building plans. A sign must also be posted on the project site at least 5 days prior to issuance of a building permit identifying the permit holder, a contact name and phone number, construction hours, the site address, and City phone number (952-474-5233). The dimension of the sign must be between 5 and 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 the project.

Stormwater and Erosion Control. The applicant must submit stormwater and erosion control plans prepared and signed by a professional engineer licensed by the State of Minnesota. 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 and have properly installed and maintained perimeter

sediment protection devices encompassing construction areas at all times during the project when soil disturbing activities may result in sediment laden storm water runoff entering the inlet or otherwise leaving the site. Erosion control devices shall be installed prior to issuance of any building permits.

Damage to Public Property. The permit holder must repair any damage to public streets, sidewalks, boulevards (including trees), curbs, water shutoff valves, utility services, gutters, catch basins, manholes or sewers to the satisfaction of the Department of Public Works. If damage occurs to the foregoing, it must be repaired within 3 working days after the damage occurs, unless the permit holder has received written permission from the zoning administrator to delay repairs to a later specified date.

Parking. The permit holder must maintain a 5-foot parking setback from driveways and a 30-foot parking setback from intersections. When parking on a street, a vehicle must be completely located on a street surface. On street parking of equipment other than licensed motor vehicles is prohibited. The City will sign the street opposite the construction site "No Construction Parking," and no construction vehicles may park there.

Tracking Dirt. The permit holder must install and maintain a rock entrance conforming to City standards at locations approved by the zoning administrator. Tracking of dirt onto public roads during hauling and general day-to-day construction operations will require periodic sweeping of these roadways by the permit holder. Soil and sediment deposited onto public and/or private pavement areas shall be removed at the end of each work day. Sweeping maybe ordered at any time if conditions warrant.

Site Maintenance. 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 all litter 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.

Restrooms and Building Materials. No building material, temporary sanitary facilities or equipment may be placed within 10 feet from the edge of the street. Public sidewalks must be left open and unobstructed at all times. Long-term (over 5 days) stockpiles of building supplies are prohibited.

Tree Protection. When reasonable, protective fencing shall be installed around all boulevard trees and/or trees along lot line that are to be saved prior to issuance of any construction or building permits. Fencing shall be placed around the drip line to protect the soils over the root zone from compaction, when reasonable. Significant tree and/or vegetation removal shall be coordinated through the City Forester (952) 653-3674 and conform to the requirements set forth in Article 22 of the City Code.

Dumpsters. Dumpsters shall be located on site. If not possible, dumpsters on street must be approved by Public Works and pay the established fee. Street use permits will be issued in 30 day increments only and be may be renewed up to a total of 120 days. Dumpsters shall be removed only during approved hours of operation.

Dust Control. Permit holder must eliminate dust problems immediately upon receiving notice from City that there is a dust problem.

The undersigned herby acknowledges that they are responsible for complying with the State Building Code, State Statutes, the City of Excelsior Code of Ordinances and the conditions listed in this Construction Management Agreement.

Signature of Contractor

Date