



TOWN OF LOS GATOS CONSTRUCTION MANAGEMENT PLAN GUIDELINES

Where required by a project's Conditions of Approval, an approved Construction Management Plan is required in order to obtain a Building Permit and/or Grading Permit. The Construction Management Plan will be reviewed by the Engineering Division, Planning Division and Building Division prior to approval. The Construction Management Plan should be included in the Building and/or a Grading Permit set as a standalone full-size sheet that provides the following information as applicable:

Earth Movement Plan

Please visually display within the plan sheet how the proposed earthwork and grading activities will be achieved. Information such as the anticipated phasing, sequencing and work schedule of planned grading activities; stockpile sizing, location(s) and cover; interim erosion control measures, etc. should be included within this plan.

Traffic Control Plan

A traffic control plan is typically required for any construction project within the public right-of-way. If required for a project, please complete the Town's [traffic control checklist](#) and coordinate with the Town's Traffic Engineer and Public Works Inspector to prepare and implement a project-specific traffic control plan.

Project Schedule

The provided project schedule shall include all construction activities, and their respective tasks, along with their approximate start and finish dates. At a minimum, the schedule should include, as applicable, areas of work such as:

- Mobilization
- Demolition
- Grading and Drainage
- Completion
- Construction of parking/storage areas
- Implementation of erosion control measures
- Landscaping

This may be accomplished with a sequential list of activities and their representative dates, Gantt chart, or other appropriate methods if approved by the Engineering Division. Include the intended days of the week and hours for work and construction activities. Please refer to the construction hours specified in the project's conditions of approval to ensure that said days and hours are in compliance.

Any specific constraints or restrictions for particular construction activities placed on the project by the Town (i.e. the prohibition of grading activities and operations during the rainy season if included in the project's conditions of approval) shall be identified on the plan.

Site Security Fencing

Provide construction fencing specifications (i.e. height, location, type) and identify provided points of access.



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Parking

All construction-related parking shall be on-site and along the property frontage. Provide details about the number and type of vehicles accessing the construction site. Identify where all on-site parking stalls will be located (minimum 8.5'x18' per stall) and how vehicles will enter from and exit site to the adjacent roadway.

Construction Staging Area(s)

Provide and identify the location of any intended loading/unloading areas.

Materials Storage Area(s)

Identify any and all material storage area(s). All construction materials, debris and equipment shall be stored on-site. If this is not possible, an Encroachment Permit shall be obtained from the Engineering Division of the Parks and Public Works Department prior to placing any construction materials or equipment in the public right-of-way. Job boxes shall not be placed in the public right-of-way.

Construction Trailer Location

Provide and identify the location and size of any necessary construction trailer(s) and any required storage containers.

Dumpster Location

Provide and identify the location of any necessary dumpster storage facilities during construction. A Debris Box Permit shall be obtained from the Engineering Division of the Parks and Public Works Department prior to placing any debris boxes in the public right-of-way.

Concrete Washout Location

Provide and identify the location of the concrete washout facility.

Outhouse Location(s)

Provide and identify the location of any necessary portable toilet(s) for the proposed improvements. Portable toilets shall not be placed in the public right-of-way.

Additional Information

- 1) Provide any other notes necessary to clarify the plan as applicable.
- 2) Any change to an approved construction management plan shall be submitted prior to approval.