



# **CONSTRUCTION MANAGEMENT PLAN REQUIREMENTS MANUAL**

**This manual applies to all development projects within Pitkin County.**

**Contact the Planning Department  
at 970-429-2799 with any questions.**

**November 2017**

## **DIRECTIONS FOR USE OF THIS DOCUMENT**

- I. Prior to permit submittal the applicant shall review this manual in its entirety and note all provisions that may apply to the project.**
- II. Prior to permit issuance, the applicant shall sign a Construction Management Agreement Form, acknowledging their understanding of this manual and the requirement that they adhere to all provisions outlined in this manual. With the Agreement it is understood that a complete Construction Management Plan will be maintained onsite.**
- III. Once the permit has been issued, at least one-week prior to the first required inspection the contractor shall request a Construction Management Inspection through Sages, the County's permit tracking system. Enter [SagesGov.com](http://SagesGov.com) here to log in and schedule your inspection. For additional information on scheduling an inspection please view the [How-To here](#). A County representative will then walk the site with the contractor, noting any special provisions that may be required given the unique nature of every site in Pitkin County. During this site visit an On-site Construction Management Plan Inspection form will be completed, and attached to the on-site Construction Management Plan (CMP). A copy of this form will be maintained onsite with the CMP, and a copy will be on file with the Pitkin County Community Development Department.**

**At any point during this process County staff can meet with project representatives to review this manual and the requirements of their specific project site.**

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## **1.0 GENERAL**

### **1.1 PURPOSE**

The purpose of this Construction Management Plan Manual (CMP Manual) is to provide a consistent policy under which certain physical aspects of construction management will be implemented. The elements contained in this document are related to the development process. It is intended that they apply to both public and private work designated herein.

These standards cannot anticipate all situations. They are intended to assist, but not to substitute for competent work by design and construction professionals. All construction management practices must be consistent with all Land Use Conditions of Approval. Pitkin County does not intend to limit any innovative or creative efforts that could result in better quality, greater cost savings, or both. Any proposed departure from the manual will be judged on the likelihood that such variance will produce a comparable result, adequate for the user and County resident over the duration of the improvement/project.

If the project changes ownership or contracting services change, the Pitkin County Community Development Department must be notified; the new ownership/contractor and must agree to comply with an approved CMP in writing. The approved On-site Construction Management Plan Inspection Form and accompanying CMP must be kept onsite.

### **1.2 APPLICABILITY**

This manual shall govern the construction and development of all public and private construction projects within Pitkin County.

### **1.3 DEFINITIONS AND TERMS**

**Construction Management Plan** – A Construction Management Plan is a combination of diagrams, documents, drawings, and specifications that clearly define the steps that will be taken to demonstrate how the impacts to the community will be minimized. How the impacts associated with any construction project will be managed. Herein described as “Plan” throughout the remainder of this policy.

**Construction Mitigation Officer** – An appointed employee of Pitkin County whose charge is to ensure that all aspects of a Construction Management Plan are followed,

and to further ensure that the impacts associated with construction activities within Pitkin County are effectively managed and impacts associated with those projects are the least necessary to accomplish the project.

County Code Enforcement Officer – The County Code Enforcement Officer enforces the Pitkin County Code and his/her duties include assisting with the Construction Mitigation Plan implementation.

Disturbance Area – A portion of land where topsoil or native soils have been removed for purposes of construction (development).

Best Management Practices (BMP's) – Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMP's also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, waste disposal, or drainage from material storage.

Tree Dripline and Protection Zone - Use the longest branch of the tree as a radius from the center of the tree and make a circle. The circle is then defined as the dripline and thus is the tree protection zone.

Final Stabilization – Uniform vegetative cover has been established with a density of at least 70 percent of pre-disturbed levels.

#### 1.4 REFERENCES

- A. Pitkin County Code
- B. Pitkin County Land Use Code
- C. Pitkin County Road Maintenance and Management Plan
- D. Smuggler Institutional Controls
- E. Transportation Management Plan
- F. Pitkin County Right-Of-Way Permit Requirements
- G. Pitkin County Access Permit Requirements
- H. Pitkin County Earthmoving Permit Requirements
- I. Manual on Uniform Traffic Control Devices for Streets and Highways – 2012 Edition
- J. Colorado Department of Transportation M&S construction standards
- K. Colorado Department of Public Health and Environment Stormwater Management Plan

## 2.0 PROJECT LOCATION

### 2.1 LOCATION

A project vicinity map shall be included in the Plan. The map should accurately depict general project location within Pitkin County and also delineate project extents. The map should include all haul routes through Pitkin County and the City of Aspen.

**2.2 DISTURBANCE AREA**

The Plan shall describe and compute the total project disturbance area. Soil disturbance shall be kept to a minimum. Construction staging and phasing shall occur, where applicable, to minimize soil disturbance time. All disturbed areas should be revegetated as soon as possible, see Attachment G.

**2.3 DESCRIPTION**

The Plan shall include an overview of the construction project including background information, proposed development type and general information. The proposed impact on public utilities such as storm sewer, sanitary sewer, water main, etc. should also be described.

**3.0 PROJECT DOCUMENTATION**

**3.1 PERMITS**

The contractor shall maintain all applicable local, state and federal licenses and permits that apply to the construction project. Applicant shall provide a list of all related permits both applied for and issued.

**3.2 PUBLIC NOTIFICATION**

Contractor shall outline their intended neighbor and home owners association notification program which shall address project phasing, schedule, traffic and/or pedestrian concerns, and hauling/staging operations. Notifications shall address all adjacent neighbors and all residents affected by possible traffic delays. The neighborhood notifications shall take place periodically, throughout the duration of the project, as required.

If requested by the County, a preconstruction meeting shall occur. The purpose of the meeting is to discuss the project and summarize the project specific Construction Management Plan. The contractor and subcontractors could be required to attend the meeting.

**3.3 PROJECT SIGN**

If the development project will extend more than 30 days a project sign shall be constructed and posted. The sign shall be posted in a location where it is readable from the street or driveway to prevent trespassing, and shall meet all Pitkin County Land Use Code requirements.

### 3.4 CONTACT DESIGNATION

The Plan shall have a contact list with associated phone numbers located at the front of the document. The list will include, as required: the owner, contractor appointed overall site supervisor, a safety officer, a traffic control officer, and an erosion control representative. Other information shall include city and county phone numbers, fire department, police department, Roaring Fork Transit Authority (RFTA), school district, and all applicable utility company contact information. The contact list should include hospital contact information and the Emergency 911 reminder.

## 4.0 PROJECT IMPLEMENTATION

### 4.1 DATES OF CONSTRUCTION

Dates of construction shall be specified in the Plan. Any work being performed within the County ROW shall be completed as per the Pitkin County Right of Way permit requirements.

### 4.2 HOURS OF CONSTRUCTION

Construction hours shall be limited to 7am – 7pm Monday through Saturday. No construction is permitted on Sundays and federally designated holidays.

### 4.3 SEQUENCE (PHASING) OF CONSTRUCTION

A construction schedule including all project phasing, with item details, and specific item completion dates is required. Additional phasing may be required by the Pitkin County Planning Engineer or other Community Development representatives.

### 4.4 ADJOINING PROPERTIES

No person shall excavate on land close enough to a property line to endanger any adjacent public street, sidewalk, other public or private property, or easement, without supporting and protecting the property from any damage that might result from construction operations.

### 4.5 PROJECT FENCING

Applicant shall stake all development envelopes prior to any construction activity. The applicant shall install construction fencing around the perimeter of the development envelopes, fencing shall remain in place until the certificate of occupancy is issued.

### 4.6 NATURAL ENVIRONMENT

Project construction shall be oriented to minimize harm to all aspects of Pitkin County's natural environment. All tree and natural resource protection measures must



be identified in the Plan and in place prior to the commencement of any construction or demolition activities.

Proposed projects should be consistent with all land use approvals and the character of existing land use in the surrounding area.

#### 4.7 WILDLIFE HABITAT

Contractors shall be cognizant of all potential wildlife impacts and shall minimize the combined and cumulative impacts of activities and development on wildlife species, wildlife habitat, wildlife movement, and unique landscape elements. Contractors shall be responsible for enforcing dog prohibitions and/or restrictions, as well as any construction schedule limitations where construction may impact critical wildlife.

### 5.0 PARKING MANAGEMENT

#### 5.1 EMERGENCY VEHICLE ACCESS

The contractor shall maintain continuous emergency vehicle access, on and around site, including but not limited to police, fire, and ambulance services. This includes projects adjacent to roads and driveways.

#### 5.2 CONSTRUCTION PARKING DETAILS

**There is NO parking allowed on County roads or with the County Right of Way unless otherwise permitted by Pitkin County.**

Realistically sufficient, on property parking locations, shall be designated and made continually available for all craftsman, laborers, subcontractors, and contractors involved in the site construction process. The County encourages use of public transportation, van pooling and careful staging of subcontractors as a means to eliminate impacts upon the County Right of Way. Parking on the County Road and/or Right of Way may be permitted pending the approval of a Revocable Right of Way permit which may be obtained through the Pitkin County Public Works Department.

#### 5.3 STAGING AREAS

The Plan shall specify construction staging area locations. All staging must occur within the approved development envelope(s). The Plan shall address delivery and construction vehicle staging for the duration of the project. The staging plan shall estimate the number of truckloads, number of heavy equipment deliveries, etc. expected and their timing and duration for each stage of the project. Deliveries and heavy equipment that may negatively impact the county ROW shall be subject to timing management and traffic directing personnel.

County personnel may limit project staging locations, number of trucks, and duration of operations depending on project location, site surroundings and negative impact upon the community and ROW.

The plan shall include location of any cranes. Applicant must obtain all applicable County Right of Way permits from the County Public Works Department for the staging of cranes, however temporary they might be.

#### 5.4 CONSTRUCTION TRAILER, MATERIALS STORAGE, AND WASTE MANAGEMENT

Construction trailer, job materials storage, portable restrooms, waste management and recycling container locations shall be clearly designated on the project site plan. All construction related equipment must remain within the designated building envelope.

All construction sites are required to have recycling receptacles for cans and bottles and also for cardboard and other recyclable packaging materials.

Per Pitkin County Code, any dumpster or other trash receptacle that is used for food refuse must be compliant with the Pitkin County Wildlife Protection Ordinance. All construction waste containers shall be adequately covered at all times until transferred to the landfill. The applicant shall prevent any accumulated debris, litter, or trash on any construction site to blow or scatter onto adjoining properties.

### 6.0 TRAFFIC CONTROL

#### 6.1 GENERAL

All traffic control operations shall be managed by the designated traffic control supervisor. Traffic control personnel shall wear clothing designating them as traffic control and shall be able to successfully converse with the public.

#### 6.2 HAUL ROUTES

The project must follow the designated haul routes and specify any additional routes necessary to complete hauling operations. Project haul routes shall be oriented to minimize traffic congestion and maximize pedestrian safety.

#### 6.3 ONSITE VEHICLE LIMITATIONS

All construction related vehicle activities shall be defined. Maximum vehicle weights and sizes shall be specified and be in compliance with the Pitkin County Road Maintenance and Management Plan section 1.11 and 1.40.

#### 6.4 DELIVERY REQUIREMENTS

Traffic control required for deliveries must be fully coordinated with the Pitkin County Engineering Department. County roads will not be closed, unless granted permission from the Pitkin County Engineering Department via a ROW parking permit and be coordinated with the Pitkin County Sheriff, local Fire Department and Pitkin County Communications Center.

The Plan shall address the maximum number of delivery vehicles onsite at any one time must be specified, along with the hours the deliveries will occur, staging locations and management for deliveries, and any exceptions to the delivery schedule. The delivery schedule shall include traffic management for concrete, earth and aggregate and other building material deliveries. The delivery plan shall specify and identify a delivery coordination employee; the plan shall address deliveries throughout the project's duration.

Delivery vehicles and all other onsite vehicles are not allowed to idle for more than five (5) minutes, with the exception of generators or power take off (PTO) type operations. The general contractor must include an **idling policy** in the Plan that meets County requirements.

## 6.5 TRAFFIC CONTROL PLAN

A complete Traffic Control Plan (TCP) shall be submitted as part of the Construction Management Plan if necessary to be determined by Planning Department. The TCP shall be completed by a Traffic Control Supervisor and must conform to the most current edition of the Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD). The TCP shall contain all information specified in Section 6C.01 of the MUTCD.

## 7.0 PEDISTRIAN PROTECTION

### 7.1 GENERAL

The Plan shall comply with pedestrian safety per MUTCD Chapter 6D, the Americans with Disability Act, and IBC Chapter 33. If the proposed development is affecting RFTA or Pitkin County Open Space and Trails property the appropriate agencies shall be notified and all required signage shall be installed.

## 8.0 SEDIMENT AND EROSION CONTROL

### 8.1 REQUIREMENTS

An engineered (stamped and signed) drainage and erosion control plan must be submitted with all Access, Earthmoving, Demolition and Building Permits. The D&E Control Plan must be maintained until surface coverage is at least 70% of pre- disturbance levels, or until permanent physical erosion reduction methods have been employed. If the area of disturbance is equal to or greater than one acre a state stormwater permit (SWMP) is required.

## 9.0 FUGITIVE DUST CONTROL

## 9.1 FUGITIVE DUST CONTROL PLAN

If your project has the potential to degrade air quality, or to create a nuisance for adjacent properties or roadways as a result of blowing dust, then your County permit, or other land use approval, will typically require you to submit an Application Form for a Fugitive Dust Control Plan for review and approval, see Attachment F.

The Colorado Air Pollution Control Division also regulates fugitive dust pollution from land development activities in the State of Colorado. State requirements are complex. General information can be obtained online at: Air Pollution Control Division at the Colorado Department of Public Health and Environment. Specific questions can be directed to Division staff by calling 303.692.3100. If you are required to submit a Fugitive Dust Control Plan to the state in connection with state permitting requirements, you may submit the same plan to EH/NR in order to satisfy the County Fugitive Dust Control Plan requirements.

## 10.0 EMISSIONS

### 10.1 GENERAL

All vehicles and equipment used on site will be properly maintained such that the engines will function within manufacture's standards or parameters.

### 10.2 EMISSIONS FROM DIESEL POWERED ENGINES

Emissions from diesel engines operated within the UGB shall be of a shade or density no darker than 40% opacity, except for starting motion no longer than 10 seconds or for stationary operation not exceeding 10 seconds.

## 11.0 NOISE SUPPRESSION

### 11.1 GENERAL

All construction activity shall comply with Pitkin County's noise limitations as outlined in section 6.36 in the County Code. All construction equipment shall be adequately muffled and maintained to minimize project noise.

## 12.0 ENFORCEMENT

### 12.1 COUNTY CONSTRUCTION MITIGATION OFFICER

The Construction Mitigation Officer may include the Pitkin County Planning Engineer, Pitkin County Code Enforcement Officer, or other County representative. A Construction Mitigation Officer may complete random site visits to determine if the project is following approved Plan and requirements. The officer is not intended to take the place of a Pitkin County building inspector.

## 12.2 COUNTY CODE ENFORCEMENT

The Director of Pitkin County Community Development, his/her appointee, the Chief Pitkin County Building Official, his/her appointee or the County Code Enforcement Officer may complete random site inspections to determine if a project is meeting its conditions of approval. These inspections are not intended to substitute for standard building code compliance inspections.

## 12.3 CORRECTIVE ACTION

Pitkin County shall enforce construction violations as follows:

1. The first violation for a specific project shall result in a verbal warning to the project supervisor along with an explanation of the violation with a timeframe for violation remediation.
2. The second violation for a specific project shall result in a written warning to the project supervisor with explanation of violation and timeframe for compliance.
3. The third violation for that project, regardless if the violation is different from previous violations on the project, shall result in a Notice of Violation/ "Stop Work Order". Upon issuance of a Stop Work order all work on the job site shall cease until the remediation steps outlined in the Stop Work order have been accomplished to the satisfaction of Pitkin County.

Failure to remedy construction violations may subject the project owner, contractor or both to the maximum penalties allowable under the Pitkin County Land Use Code and Colorado State Statute, and civil litigation.

## 12.4 INSPECTION REPORTS

A Pitkin County Community Development representative or County enforcement personnel shall complete construction inspection reports. All reports are available for public review and will be located in the County Community Development Department.