Construction Management Plan Template Instructions

Contractors may choose to use this **Word** document template to create a site specific Construction Management Plan. Refer to the **Standard Elements of a Construction Management Plan** for guidance.

Instructions:

1. Print out a copy of these instructions for reference.
2. In sections 1-7 of this document, select and replace the **black type only** with your site-specific information as directed.
3. Enter N/A after any light blue sub-heading that is not applicable to your project.
4. When your document is edited, you can automatically update the page numbers in the table of contents.

To update **Table of Contents**:

|  |  |
| --- | --- |
| Click on the **Table of Contents** title |  |
| Click on 'Update Table...' |  |
| Select 'Update entire table'  Click 'OK' |  |

Save as ‘CMP\_ProjectAddressSDCIlanduse-construction number’

**Delete instructions page before submitting CMP**

Construction Management Plan Cover Sheet:

Project Address:

MUP #:

Applicant/Contractor:

Date:

Note: Approval or Conditional Approval of your Construction Management Plan *does not constitute permit approval*. You must apply for and receive all applicable permits before work may commence.

A proposed Haul Route narrative must be submitted as a separate attachment or separate document along with your Construction Management Plan. See page 7.

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# 1. Project Overview

1.1 Project address: Example 1234 Dexter Avenue N., Seattle, WA 98109

1.2 Site Development: A brief description of the project.

# 2. Construction Communication

2.1 Contact Person: An on-site contact person is required. All contact information is to be included in the CMP: phone, email, fax, and mobile number.

2.2 Construction Notification List: Attach to the CMP a Construction Notification List identifying affected parcel owners, neighbors, and area businesses that will receive direct notification of planned and emergency construction activities. This notification list shall include contact information for:

* Parcel owners and affected parties adjacent to the project site.
* Parcel owners and affected parties within 300 feet of the project site.
* Parcels owners and affected parties in direct line-of-sight of the project site.
* Community organizations, major institutions, schools, and hospitals in the area.

* 1. Communication methods: Identify what methods of communication will be used to notify the contacts on the Construction Notification list.

* 1. Notification timing & tracking: Identify timing for notification to contacts on the Construction Notification List and keep notification actions updated as they occur. See the example in the *Standard Elements of a Construction Management Plan* on the SDOT website.

**Note:** SDOT Street Use requires notification and permits for all work or impacts in the right of way. Contact SDOT Street Use at [SDOTPermits@seattle.gov](mailto:SDOTPermits@Seattle.gov) or **(206) 684-5253.**

Emergency-related construction activities impacting the right of way require additional notification directly to the City of Seattle Transportation Operations Center (TOC). Seven days a week, 6 AM to 10 PM at (206) 684-5117. After hours, 10 PM to 6 AM at (206) 684-5122.

If a closure is expected to extend into a weekday AM or PM peak traffic hour and is on a key arterial call TOC on-call personnel.

## 2.5 Construction Project and Known Special Events in the Vicinity

The CMP shall identify existing construction projects or known projects and special events (parade, run, marathon, community event). Indicate construction or event activity that might begin or occur during the life of the CMP to identify potential construction related conflicts and the need for coordination.

# 3. Construction Noise and Sensitive Receivers

## 3.1 Construction Hours

* Identify the hours the contractor is intending to work.
* Identify demolition and construction activities within permissible construction hours.

## 3.2 High noise-generating activities

* Identify unusually high noise-generating activities; when they are likely to occur; and their duration.

## 3.3 Noise-sensitive receivers

* Identify known sensitive receivers (such as hospitals or hotels where residents are asleep) and construction activities such as noise and vibration that are potentially adverse to those receivers.

## 3.4 Construction noise management

* Identify list of measures to be implemented to reduce or prevent noise impacts during demolition and construction activities during both standard and non-standard working hours.
* Identify techniques to minimize demolition and construction noise including:
  + timing restrictions
  + noise reduction construction technologies
  + process modifications

# 4. Construction Milestones

4.1 Schedule of construction milestones, including:

* Estimated start date
* Duration
* Completion date for each phase of construction (Demolition, Shoring & Excavation, Foundation, Shell & Core, and Architectural Completion)
* Description of each phase, with description of noise and traffic generators, and anticipated construction hours for each phase
* Construction parking management for each phase

# 5. Off-site Construction Worker Parking

5.1 Location

Identify where construction worker parking will be located and how it will be managed. Include:

* Peak number of construction workers anticipated on site by project phase
* Map showing location of nearby parking lots to be used by construction workers coming to the site
* Number of parking spaces in each of the identified lots
* Methods proposed to encourage/require carpooling, transit, and non-motorized transport
* Estimated schedule of when construction workers may park in any parking stalls constructed on site for the purpose of worker parking

# 6. Right of Way Use

* 1. SDOT Coordination

Right of way use must be approved by SDOT prior to beginning work. SDOT requests right of way use planning happen at least 3 months prior to beginning work. Contact SDOT Street Use at [**SDOTPermits@seattle.gov**](mailto:SDOTPermits@seattle.gov) or **(206) 684-5253** for current review and submittal lead times.

* 1. Material management Identify where truck and material movement will be located. Identify the following on a schematic:
* Staging and off-site queuing locations
* Proposed haul route
* Crane locations both on private property and in the right of way
* On-site construction access locations  
  1. Pedestrian mobility Identify where pedestrian mobility is being maintained for each phase of construction per the requirements outlined in the [SDOT DR 10-2015](http://www.seattle.gov/Documents/Departments/SDOT/About/DocumentLibrary/DirectorsRules/SDOTDR%2010-2015Signed.pdf) Pedestrian Mobility in and around Work Zones Director’s Rule. Include the following on a schematic:
* Sidewalk closures and pedestrian mobility per frontage for working hours
* Sidewalk closures and pedestrian mobility per frontage for non-working hours
* Transit stop closures and/or relocation locations
  1. Street closures Identify parking and travel lane closures for each phase of construction. Include the following on a schematic and include estimated hours (24/7, peak, or off-peak hours, etc.):
* Parking lane closures
* Bike lane closures (re-routes and/or detour locations)
* Travel lane closures

# 7. Traffic impacts and Traffic Operations Center Infrastructure

Traffic Infrastructure requiring temporary relocation: Infrastructure will be relocated in a permanent fashion in a location providing comparable view and then returned to the original location upon completion of the project at the project’s cost, unless otherwise approved by the TOC Manager.

# Attachment 1 Construction Notification List

# Attachment 2 Site Plan

# Attachment 3 Nearby Parking Lots, Transit Stops for Construction Workers

**Submit a proposed Haul Route narrative and maps as a separate attachment or separate document along with your Construction Management Plan. Please see the Haul Route template on the Permit Templates and Checklists webpage -** <http://www.seattle.gov/transportation/permits-and-services/permits/permit-templates-and-checklists>.