



**Checklist for a
CONSTRUCTION MANAGEMENT PLAN**
Planning & Building Department
Building Division

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APPLICABILITY. *This checklist should be used when submitting an application for a **BUILDING, RIGHT-OF-WAY, GRADING, OR OTHER PERMIT** that requires use of the Town’s Right-of-Ways or Easements, or for projects that have significant impact on the public. The purpose of the Construction Management Plan is to review use of public rights-of-way and easements, and impact on the public.*

When is a Construction Management Plan required?

Section 12.08.045 requires a Construction Plan and/or Staging Plan for public infrastructure improvements and projects that require use of the Town’s rights-of-way, easements, or land.

INSTRUCTIONS. *Use this checklist to complete all portions of the application. All items on this checklist should be shown or noted on the plans, including not applicable items. ALL phases of the construction should have a construction management plan, e.g. demolition, excavation, shoring, vertical construction, exterior finishes, work in the right-of-way.*

CONSTRUCTION MANAGEMENT PLAN SUBMITTAL REQUIREMENTS. *Please fill out the left side of this checklist.*

| APPLICANT | ALL Construction Management Plans shall include the following: | TOWN |
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| | A brief narrative summarizing the scope of the project. | |
| | Proposed schedule of construction for the Project. <ul style="list-style-type: none"> • The following restrictions shall be considered in the schedule In accordance with Jackson Municipal Code 12.08.040.B. Winter use in accordance with 12.08.320. | |
| | Schedule of Construction and impacts within the Town’s rights-or-way, easements, or land. <i>Exact dates are likely not available but the magnitude of the duration, e.g. number of days use expected.</i> | |
| | PUBLIC IMPACT: <ul style="list-style-type: none"> • Include a statement that: <i>Owner/Applicant will coordinate with the Town to identify the properties and businesses most impacted by the construction to create an email contact list, to provide information as to the project schedule and work.</i> <ul style="list-style-type: none"> ○ Provide this list to and include Town of Jackson Engineering Division, townengineering@jacksonwy.gov . • Include a statement that: <i>The owner and contractor are aware that the right-of-way is a shared use area, including community special events, Town capital improvement projects, that they will coordinate with the Town to accommodate these events.</i> • | |
| | CONSTRUCTION PARKING: <ul style="list-style-type: none"> • Include a statement that: <i>Contractor shall implement a clear and self-enforcing construction parking plan that does not use/or encumber downtown on street and/or public parking lot parking spaces. The plan specifies that employee or contractor parking within time restricted parking zones, the Home Ranch, East Deloney, Miller Park and/or the Parking Garage lots is not allowed. Contractor will encourage carpooling and bus riding, and when possible provide shuttles into the project.</i> | |
| <input type="checkbox"/> <input type="checkbox"/> | SITE LOGISTICS: <ul style="list-style-type: none"> • State the anticipated Work Hours: <i>Typically, Monday – Friday 7 AM to 7PM, Weekends and Holidays 8 AM – 5PM, but may vary by location.</i> • TEMPORARY FACILITIES: Show the location of: construction trailers, trash, recycling, bathrooms, concrete washout, etc. | |

| <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> CONSTRUCTION BARRIER: show the location, fencing material, access gate locations, etc. ROAD USE: location for deliveries and haul routes | | | | | | | | | | | | | | |
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| | <p>TEMPORARY USE OF STREETS, ALLEYS, AND PUBLIC PROPERTY</p> <ul style="list-style-type: none"> USE: The worksite may encroach into the right of way up to the back of sidewalk, back of curb, or edge of pavement (10 feet back from edge of pavement in the winter) provided that any established pedestrian way is maintained, or an alternate route is approved. Town reserves the right restrict use of the public way or require barriers to be moved out of the public way. <ul style="list-style-type: none"> For any plan that proposed extending barriers or walkways into the right-of-way, include a statement that: <i>Site barriers shall not interfere with Town snow removal. Contractor shall be responsible for all snow removal from along the barrier after each time the Town plows. Snow removed by the contractor will NOT be hauled to the Town fairgrounds.</i> OBSTRUCTIONS: Construction materials and equipment shall not be placed or stored so as to obstruct access to fire hydrants, standpipes, fire or police alarm boxes, catch basins or manholes, nor shall such material or equipment be located with 20 feet of a street intersection or placed so as to obstruct normal observation of traffic signals or to hinder use of the traveled way. UTILTY FIXTURES: Construction materials and equipment shall not be placed or stored so as to obstruct free approach to any fire hydrants, fire department connection, utility pole, fire or police alarm boxes, catch basins or manholes, or so as to interfere with the passage of water in the gutter. Protection against damage shall be provide to such utility fixtures during the progress of the work, but sight of them shall not be obstructed. PERMITS: Public Right of Way permits are required for use of the public way. RESTRICTIONS: In accordance with Jackson Municipal Code 12.08.040.B. Winter use in accordance with 12.08.320. | | | | | | | | | | | | | | |
| | <p>STORMWATER MANAGEMENT:</p> <ul style="list-style-type: none"> Include a brief description of the proposed stormwater pollution prevention plan and methods. <i>Final measures will be reviewed with the building or grading permit.</i> | | | | | | | | | | | | | | |
| | <p>SITE PLAN:</p> <ul style="list-style-type: none"> Property Boundary: Project and Adjacent Proposed work Adjacent Streets including sidewalks. | | | | | | | | | | | | | | |
| | <p>CRANE (if applicable):</p> <ul style="list-style-type: none"> Show the location, range, and height. <i>No moving of materials over an open to the public area is allowed.</i> Show the location(s) for picking up outside the construction area. Include a statement that: <i>Picks are not allowed adjacent to areas open to the public unless they are within a fenced construction zone.</i> Include a statement that: <i>Cranes will be operated by certified operator and follow industry and OSHA standards.</i> | | | | | | | | | | | | | | |
| | <p>PROTECTION OF PEDESTRIANS: <i>if applicable.</i></p> <ul style="list-style-type: none"> Barriers: <ul style="list-style-type: none"> Shall not be less than 8 feet in height; and, shall be placed on the side of the walkway nearest the construction; and, shall extend the full length of the construction site; and Openings in such barriers shall be protected by gates/doors that are normally kept closed. Shall not interfere with Town Snow Removal Operations <p>Barrier and Covered Walkway Criteria</p> <table border="1" data-bbox="251 1661 1393 1925"> <thead> <tr> <th>HEIGHT OF CONSTRUCTION</th> <th>DISTANCE FROM CONSTRUCTION TO LOT LINE</th> <th>TYPE OF PROTECTION</th> </tr> </thead> <tbody> <tr> <td rowspan="2">8 feet or less</td> <td>Less than 5 feet</td> <td>Construction Railing</td> </tr> <tr> <td>5 feet or more</td> <td>As required for safety</td> </tr> <tr> <td rowspan="2">More than 8 feet</td> <td>Less than 5 feet</td> <td>Barrier and Covered Walkway</td> </tr> <tr> <td>5 feet or more, but not more than ¼ the height of construction</td> <td>Barrier and Covered Walkway</td> </tr> </tbody> </table> | HEIGHT OF CONSTRUCTION | DISTANCE FROM CONSTRUCTION TO LOT LINE | TYPE OF PROTECTION | 8 feet or less | Less than 5 feet | Construction Railing | 5 feet or more | As required for safety | More than 8 feet | Less than 5 feet | Barrier and Covered Walkway | 5 feet or more, but not more than ¼ the height of construction | Barrier and Covered Walkway | |
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| | | 5 feet or more, but between ¼ and ½ the height of construction | Barrrier | |
| | | 5 feet or more, but exceeding ½ the height of construction | As required for safety | |
| <p>For projects without sidewalks, protection may still be required. For sidewalk closures, show the signage directing pedestrians away from the construction and closed sidewalk. All walkway modifications shall maintain ADA Access.</p> | | | | |
| | STABILIZED CONSTRUCTION ACCESS: <ul style="list-style-type: none"> • Provide and maintain a stabilized construction access. • Provide a sweeping broom to remove tracked soil and mud from the road as necessary. <i>Sweeping to the storm drain is not acceptable.</i> | | | |
| | TRAFFIC CONTROL: <ul style="list-style-type: none"> • Identify how street and pedestrian traffic will be managed including proposed signing and ADA compliance. <i>Final approval of the plan will be with actual Public Right-of-Way permit applications.</i> | | | |
| | SHORING: <ul style="list-style-type: none"> • Identify the type of shoring intended for use. Shoring within the right-of-way requires an Encroachment Agreement. • For shoring plans that are not included with a Building Permit application, a Grading Permit is required for approval of the design plans. | | | |
| | STAGING: <ul style="list-style-type: none"> • Identify off site staging locations. State or show that the area will be fenced and screened. • <i>Off-site staging sites may require a conditional use permit or other approval, e.g in residential areas.</i> | | | |
| | PERFORMANCE BONDS AND GURANTEES: <ul style="list-style-type: none"> • Financial assurance that required construction or installation of improvements, performance of duties, or other financial duty is completed shall be in accordance with section 8.2.11 of the Jackson Land Development Regulations. <ul style="list-style-type: none"> ○ For projects encumber, utilize, construct, improve, etc. within the right-of-way a financial assurance shall be provided for those improvements. ○ When a project alters or encroaches into the PROW for excavation, shoring, etc. the bond shall be based on the costs of the work to complete barriers, excavation, shoring, foundation construction, and backfill as well as any final site improvements, e.g. sidewalks and landscaping, to restore the full use of the public way and provide a safe development site. • Warranty: Unless exempted by the Planning Director, all public improvements and required mitigation shall be warranted by the applicant for a period of two 2 years following completion and fnal inspection of all such improvements or work. | | | |
| | MODIFICATION: <ul style="list-style-type: none"> • The Town has the authority to require modification to the Construction Management Plan. | | | |

CONSTRUCTION MANAGEMENT PLAN REVIEW PROCESS.

Description of Events

Contractor for the owner prepares a Construction Management (CM) Plan

Submit CM plans with the Building or Grading Permit Application

Town Review for Sufficiency and determination of whether Town Council approval is warranted.

Conduct a meeting with and / or provide notice to the property owners in the affected area to review and provide input on the proposed plan. *Contact the Town Engineer for further clarification and determination.*

Town Council Approval Required for projects that meet any of the following warrants:

- Plan requires a negotiated fee approval.
- Plan requires utilizing Town rights-of-way, beyond those typically allowed, for extended periods
- Close off Town sidewalks, travel lanes, or parking for extended periods
- As determined by the Town Engineer or Public Works Director.

Generally, an extended period is considered to be more than 7 days but may vary depending on location and level of impact.

Construction Management Plan finalized or approved prior to Building Permit Issuance