



CITY OF BELVEDERE

Staging, Parking and Material Delivery Guidelines

The City of Belvedere welcomes construction projects as long as they do not unduly inconvenience residents. Contractors, their employees, and subcontractors who disturb the peace and well being of Belvedere residents, through violations of vehicle codes or other City codes and policies will be subject to citations, having their vehicles towed and/or having the building permit revoked.

Permits will not be issued unless there is an approved staging plan. **Violations of the staging plan may result in the building permit being revoked. The permit may not be reissued until the project is reheard before the planning commission and all new fees are paid.**

The following guidelines have been established to guide contractors and architects in planning and budgeting their projects:

1. It will shorten the review process if you submit the Staging, Parking and Material Delivery Plan along with your permit application. Plans should be written, well thought-out and cover all possibilities. Plans are reviewed by the Building Official, Public Works Superintendent, and City Manager.
2. Belvedere streets are narrow and winding. In many spots there is room only for a single car to pass. **YOU CAN UTILIZE ONLY THREE ON-STREET PARKING SPACES FOR YOUR PROJECT.** If there are not legal parking spaces in front of your parcel now and you temporarily remove landscaping, fencing or walls, you may utilize those newly created temporary spaces as long as they leave a minimum of 10 feet clear space for vehicles to pass. Use of spaces in this manner must be noted on the staging plan and require review. See Public Works Superintendent Scott Derdenger for more details. **ALL OTHER PARKING FOR YOUR PROJECT MUST BE OFF-STREET OR BE TAKEN CARE OF BY CARPOOLING OR BUSING.**
3. All material must be delivered to off-street areas. Trucks offloading or unloading material must do so while parked in legal parking spaces or be off street. Any use of the public right-of-way for off-loading or on-loading will result in a citation from the police department and possible revocation of the building permit. The Public Works Superintendent will issue you an encroachment or road closure permit for on-loading

and off-loading only when there is no possible alternative. Full road closures are discouraged.

4. Encroachment permits should be available on site in case the public works superintendent, a police officer or the building official needs to verify them.
5. The use of barges, where possible, is strongly encouraged.
6. In order to comply with these regulations, it may be necessary to build temporary on-site staging areas by cutting, filling and shoring. Walls, fences and landscaping may have to be removed to gain access for parking and material storage.
7. All construction projects must be completed within 6 to 18 months of the date of permit issuance, depending on the valuation of the job, or as set by the Planning Commission. Projects which run longer than this may be subject to fines of up to \$1000 per day, as determined by the City Council, to a maximum of \$200,000.
8. A job superintendent must be on site at all times when any work is in progress by either the contractor or any subcontractors. Failure to do so may result in your permit being revoked.
9. Loud music, cursing, fighting or leaving trash on the street or neighbors' property is prohibited and violations may result in your permit being revoked.

**NOTE: ENCROACHMENT PERMIT IS REQUIRED FOR
A DEBRIS BOXES LOCATED ON A CITY STREET**

When approved this becomes
City of Belvedere Conditions of Permit Approval
Exhibit A
Staging, Parking and Material Delivery Plan

For _____ (Address) (project address) permit # _____

(Provide description of staging and delivery plan. Use additional sheets and drawings as necessary)

I will have no more than ____ number of construction vehicles utilizing street parking.

Print Name: _____ Signed: _____ Date: _____

(for staff use only)

No more than _____ (__) construction-related vehicles associated with this project are to be parked on any public street within the City of Belvedere at any given time. Furthermore, all such construction-related vehicles, including but not limited to contractor's and sub-contractor's vehicles, concrete trucks & concrete pumpers, cranes, tractors, drill rigs, material delivery trucks, etc., parked on the public right-of-way are to be parked immediately in front of or on the subject property, and if parked on the right-of-way, shall be counted toward the maximum allowable number of vehicles indicated above. Violations of the staging plan may result in a "STOP WORK ORDER" being issued and/or the revocation of the building permit. The permit may not be reissued until the project is reheard before the planning commission and all new fees are paid.

Comments:

Approved by: _____
City Manager