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# CITY OF BELVEDERE

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## 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. Contact City Manager/Public Works Director Robert Zadnik 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 \$1200 per day, as determined by the City Council, with no limit to the amount of fines that will be imposed.
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 \_\_\_\_\_ (project address) permit # \_\_\_\_\_  
(Address)

(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



City of Belvedere  
 450 San Rafael Avenue  
 Belvedere CA 94920

## ACKNOWLEDGMENT OF CONSTRUCTION RESPONSIBILITY

Address of property: \_\_\_\_\_ APN: \_\_\_\_\_

**THIS DOCUMENT MUST BE EXECUTED BY THE APPLICANT PROPERTY OWNER, AND THE ARCHITECT, OR CONTRACTOR, FOR ALL PROJECTS THAT RECEIVE DESIGN REVIEW AND/OR ARE SUBSTANTIAL IN THEIR SCOPE OF WORK.**

To assist you, as the property owner, and your project representatives in the successful completion of your construction project, as well as to advise you of important aspects of construction regulation in Belvedere, the City is providing to you the following information. By you and your representative signing this document, you are acknowledging that you have read, understand, and will comply with each of the points listed below.

1. Once Design Review approval has been granted, construction plans may be submitted to the City. The construction plans shall be **identical** to the plans approved for design review. (Authority: Belvedere Municipal Code Section [BMC] 20.04.010) Deviations from the plans approved for Design Review cannot be approved except by an amendment to the Design Review approval. It is the applicants' responsibility to assure conformance, and the failure of staff to bring nonconformities to the applicants' attention shall not excuse the applicant from such compliance.
2. Comments from City staff regarding the project shall neither be deemed official nor relied upon unless they are in writing and signed by the City Manager or his designee.
3. Without the prior written approval of the City, construction on the project shall not deviate in any manner, including but not limited to form, size or color, from approved construction plans. If at any time during construction, and without such written approval, construction on the project is found by a member of City staff to deviate from the approved construction plans in any manner, an official STOP WORK ORDER will be issued by the City, and there shall be a total cessation of all work on the project.
4. If such a STOP WORK ORDER is issued, the City may initiate proceedings to impose administrative penalties or nuisance abatement proceedings and issue an order to show cause, which will compel the undersigned property owner to appear before the City Council and show cause why the work performed does not deviate from the approval plans and why such work should not be condemned as a public nuisance and abated. (Authority: BMC Chapter 1.14 & 8.12)
5. If the total cost of the project exceeds the permit valuation on the building permit, the owner shall pay the additional fee based on the difference between the original estimated valuation and the final valuation. (Authority: California Residential Code § R109 & California Building Code §109) Any cost incurred by the City in determining or assessing the revised value of the property, or in collecting the additional permit(s) fee(s), shall be charged to the Property Owner. Nonpayment of such additional permit fees incurred is a violation of the City's municipal code, and will be enforced by the City pursuant to the provisions of Belvedere Municipal Code Chapter 1.14, including imposition of the lien on the subject property.
6. The City's Construction Time Limit (CTL) Ordinance mandates a specific period of time for the completion of each project and the start date, relative to the CTL Ordinance, is considered the date of the permit issuance unless the City is notified in writing of a different start date. (Authority: BMC Chapter 14.04.035.)
7. For construction projects which previously had not been assigned a CTL, when design review is required in mid-project, a permit is issued to memorialize the new work and the inception of the required CTL. The assigned CTL beginning date is the date of the first permit issued for the project. The length of CTL time assigned to the project is based on the valuation of total project cost and the entire project is to be completed by the assigned CTL date.

**I have read, acknowledge and agree to be bound by the foregoing "Acknowledgment of Construction Responsibility" and representations one through seven contained therein.**

\_\_\_\_\_ Date \_\_\_\_\_ Date: \_\_\_\_\_  
 Property owner Architect or Contractor



# CITY OF BELVEDERE

450 San Rafael Avenue • Belvedere, CA 94920-2336  
Tel: 415/435-3838 • Fax: 415 435-0430 • www.cityofbelvedere.org

## Project Statement & Subcontractor's List

Permit Number \_\_\_\_\_

Site Location \_\_\_\_\_

"There are hereby imposed upon all businesses, trades, professions, callings and occupations, whether or not carried on for profit, license taxes in the amounts prescribed in this chapter. Except as provided in Section 5.04.010, it shall be unlawful for any person to transact and carry on any business, trade or profession, calling or occupation in the City without first having procured a license from the City so to do or without complying with all of the applicable provisions of this chapter." (Section 5.04.030, Belvedere Municipal Code.)

This shall include each and every subcontractor performing work on the referenced project.

Before the permit is issued for this project all subcontractors must be declared and this statement must be submitted to the Building Department. The permit will not be issued until all City and code requirements have been met and each contractor and subcontractor has obtained a City of Belvedere business license. These business licenses must be kept in effect throughout the duration of the referenced project.

Check one of the following:

- There will be no subcontractors on this job. I will perform all work.
- The subcontractors specified on the reverse side of this form will perform the work at the referenced site.

I certify under penalty of perjury under the laws of the State of California that I have used all reasonable diligence in preparing this statement. I have reviewed the statement and, to the best of my knowledge, the information contained herein is true and complete.

General Contractor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

Date: \_\_\_\_\_

Owner-Builder: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

Date: \_\_\_\_\_

# SUBCONTRACTORS LIST

DRYWALL

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
PHONE & EMAIL

ELECTRICAL

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
PHONE & EMAIL

FRAMING

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
PHONE & EMAIL

GRADING

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
PHONE & EMAIL

HVAC

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
PHONE & EMAIL

LANDSCAPING

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
\_\_\_\_\_  
PHONE & EMAIL

OTHER

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
\_\_\_\_\_  
ADDRESS  
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PHONE & EMAIL

OTHER

\_\_\_\_\_  
NAME Contractor's No: \_\_\_\_\_  
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