

## Construction management plan

Job site information
Project name: _____
Job site address: _____

Contractor
Name: _____ Email: _____
Address: _____ Unit number: _____
City: _____ State: _____ ZIP code: _____
Phone: _____

Estimated construction start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Description of project:

Additional comments:

The construction on this site will follow normal industry and city accepted construction methods for a project of this type. Any references to start date or duration of specific items are estimated and included only for reference. The undersigned hereby acknowledges that they are responsible for getting all appropriate permits, the included conditions related to neighborhood notification and signage, and complying with all building and zoning requirements.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only

Requirements	
<input type="checkbox"/> Neighborhood notification	Date of neighborhood notification: _____
<input type="checkbox"/> Neighborhood meeting	Date of neighborhood meeting: _____
<input type="checkbox"/> Site signage	Site signage in place: _____
<b>Building permit number:</b>	
<b>Approval date and signature:</b>	

The city recognizes that many households are looking for larger homes. As a result, significant additions and/or tearing down of existing homes and rebuilding larger homes is becoming more common. Because St. Louis Park is a fully built community, these major additions and construction of new homes impacts the surrounding neighbors. To address neighborhood issues and concerns related to construction the following is required:

- **Written neighborhood notification** – Required for major additions, demolitions and new construction.
- **Neighborhood meeting** – Required for demolition and new construction. Meeting must be held locally at a convenient date and time for neighbors to attend such as evenings or weekends. The city has meeting space available if you do not hold the meeting at the site.
- **Signage** – Required for demolition and new construction.

### **Definitions (for purposes of the construction management plan):**

**Major Additions:** Means the construction of a second story of any size or a building addition totaling five hundred (500) square feet or greater.

**Demolition:** Means the removal or destruction of more than fifty percent (50%) of the area of exterior walls.

**New Construction:** Means the complete construction of a building.

### **Written neighborhood notification**

At least seven (7) calendar days before demolition, new construction or construction of a major addition commences, written notification of the proposed activity and general construction schedule must be provided to all property owners within a minimum of two hundred (200) feet of the construction property.

### **For demolitions and new construction:**

**Neighborhood meeting** —The applicant must conduct a neighborhood information meeting within the notification area before demolition or new construction commences. The date, time and location of the meeting must be included within the written neighborhood notification. If construction does not begin within three months of the meeting, a second neighborhood meeting must be held.

**Site signage** — A sign must be posted on the property before demolition or new construction commences, identifying the nature of the project, the permit holder, a contact name and phone number, and the site address. The sign must also display a city provided phone number. The sign must be between five (5) square feet and six (6) square feet in surface area. The sign and the content of the sign must be visible from the street and be kept in place until the completion of the project.

### **Best practices for new construction or major additions in St. Louis Park neighborhoods:**

- Parking should be contained on the site when possible. Many St. Louis Park lots are small and this may not be possible. When parking on the street, follow all posted parking signs, park on one side of the street rather than parking trucks across from each other which makes the road very narrow and do not block driveways.
- No trailers overnight on the street.
- Storage of all building materials, dumpsters, trailers, etc. need to be on the property, they are not allowed to be parked/stored on the street.
- All unloading, including equipment, should be done at the property. Equipment should not be driven down the road or sidewalks because it can cause damage. You are responsible for any damage that happens to the public right of way caused by your construction work.
- If you have a portable toilet at the construction site it must to be on the property (cannot be on the right of way) and should be cleaned regularly.
- Blowing trash and dust/debris can be a problem at construction sites. All trash and construction debris needs to be placed in a dumpster and monitored to make sure trash is not blowing around the neighborhood.
- Grass must be mowed and noxious weeds controlled during demolition and construction in compliance with the city's vegetation ordinance.

## Written neighborhood notification letter

Per St. Louis Park City Code Section 6-71: *Written neighborhood notification*. At least seven (7) calendar days before demolition, new construction or construction of a major addition commences, written notification of the proposed activity and general construction schedule must be provided to all neighbors within two hundred (200) feet of the construction property. The city will provide the addresses within the notification area.

*For demolitions and new construction: Neighborhood meeting*. The applicant must conduct a neighborhood information meeting within the notification area before demolition or new construction commences. The date, time and location of the meeting must be included within the written neighborhood notification. If construction does not begin within three months of the meeting, a new written neighborhood notification is needed before construction commences.

The City of St. Louis Park encourages the following information to be included in the neighborhood notification letters:

1. Your company's name, primary contact's name, phone number and email address
2. Anticipated start date and construction schedule
3. The neighborhood meeting date, location and time for demolition and new construction (not required for major additions). The meeting must be held locally at a convenient date and time for neighbors to attend such as evenings or weekends. The city has meeting space available if you do not hold the meeting at the site.
4. City's noise ordinance language
5. City contact information mail or email a copy of the letter to Katie Kline, [kkline@stlouispark.org](mailto:kkline@stlouispark.org), to confirm compliance. To assist you, please see the following sample letter:

Dear Neighbor,

Our company, Building and Remodeling Co., will be removing the existing home and building a new two-story home at 123 2nd Avenue. We have applied for a demolition and building permit with the City of St. Louis Park and will begin removal of the existing home March 1. We plan to begin construction March 15, and it is anticipated to last four months.

We would like to share the plans\* with the neighbors and discuss any questions or concerns you may have. We will be available February 26 from 5-6 p.m. at 123 2nd Ave. If you are unable to attend this meeting, you are welcome to contact me with questions or we can schedule an alternate time to meet individually.

The city's noise ordinance allows for construction activities to occur between the hours of 7 a.m. and 10 p.m. on weekdays and 9 a.m. and 10 p.m. on weekends and holidays. The initial stages of construction do require larger vehicles and there will be a lot of activity occurring at the lot over the next several months. We will do our best to be considerate of the neighbors during the construction of this new home.

The purpose of this letter is to inform you of the upcoming construction activity and increased noise and traffic you may see related to the construction. If you have any questions or concerns, you can contact me at 555.123.456, [building@remodeling.com](mailto:building@remodeling.com), or you can contact Katie Kline, St. Louis Park Housing Specialist, at 952.928.1314 or [kkline@stlouispark.org](mailto:kkline@stlouispark.org).

Sincerely,  
*The Builder*

The Builder Building and Remodeling Co.

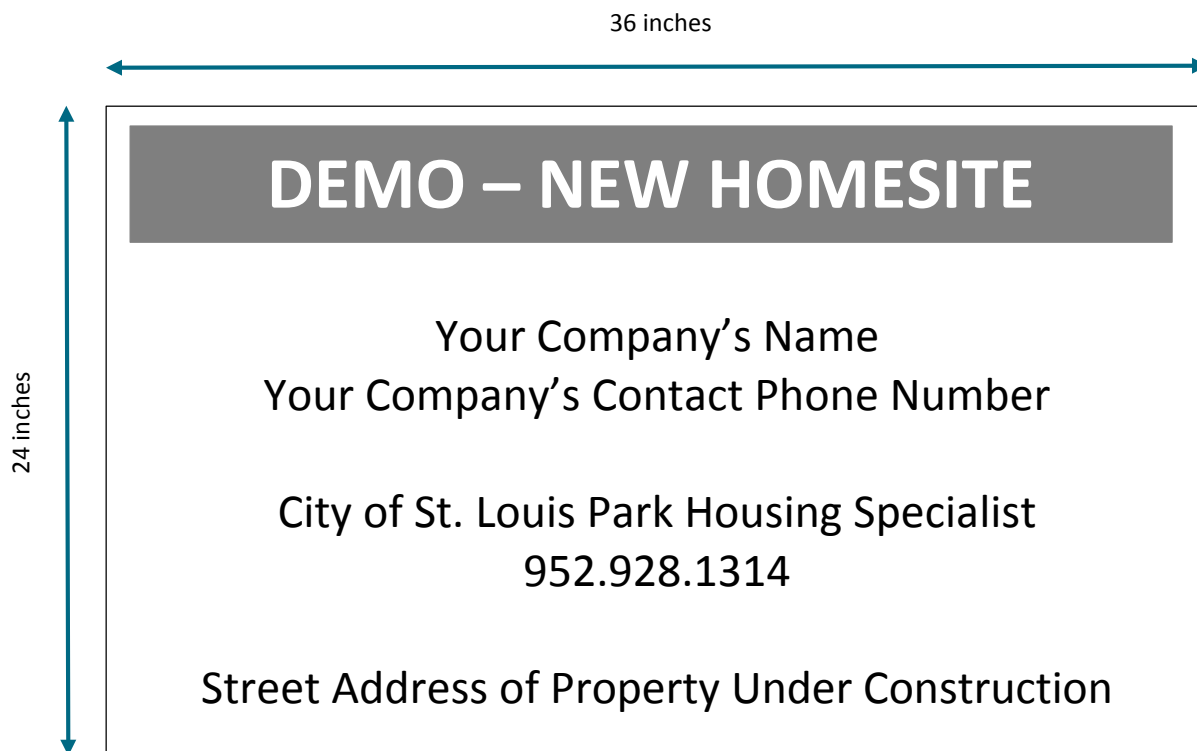
\*Having a copy of the property's survey and house plans available for viewing at the meeting is highly recommended.

## Demolition and new construction signage requirement

### For demolitions and new construction: Site Signage (per St. Louis Park City Section 6- 71)

A sign must be posted on the property before demolition or new construction commences, identifying the nature of the project, the permit holder, a contact name and phone number, and the site address. The sign must also display a city provided phone number. The sign must be between five (5) square feet and six (6) square feet in surface area. The sign and the content of the sign must be visible from the street and be kept in place until the completion of the project.

### Sample sign template



Email a photo of the posted sign to St. Louis Park Housing Specialist at [kkline@stlouispark.org](mailto:kkline@stlouispark.org) to confirm compliance.