



**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. Section 12.08.40.B requires a plan for encroachments within the downtown core between June 15-September 25.

**INSTRUCTIONS.** Use this checklist to complete all portions of the application. All items on this checklist should be shown or noted on the plans. **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	<b>ALL</b> Construction Management Plans shall include the following:	TOWN
	A brief narrative summarizing the scope of the project.	
	Proposed schedule of construction for the Project. <ul style="list-style-type: none"><li>• 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.</li></ul>	
	Schedule of Construction and impacts within the Town's rights-of-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>	
	<b>PUBLIC IMPACT:</b> <ul style="list-style-type: none"><li>• Include a statement that: <i>Owner/Applicant shall 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"><li>○ At a minimum all properties and businesses on the immediate block face(s) and alley shall be included as well as those within 200 feet of the project.</li><li>○ Provide this list to and include Town of Jackson Engineering Division, <a href="mailto:townengineering@jacksonwy.gov">townengineering@jacksonwy.gov</a>.</li></ul></li><li>• For large non-residential and multi-family permits or projects that impact or utilize the Town's right of way, travel lanes, and or pedestrian corridors the applicant shall conduct a Neighborhood Meeting based on their draft plan prior to Town approval. Revisions to the plan may be required following the meeting.</li><li>• 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></li></ul>	
	<b>CONSTRUCTION PARKING:</b> <ul style="list-style-type: none"><li>• Include the following statement: <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</i></li></ul>	

	<p><i>shuttles into the project.</i></p>	
	<p><b>SITE LOGISTICS:</b></p> <ul style="list-style-type: none"> <li>• 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></li> <li>• TEMPORARY FACILITIES: Show the location of: construction trailers, trash, recycling, bathrooms, concrete washout, etc. Facilities shall be located on private property and screened to the extent practical, and not within the Town right-of-way.</li> <li>• CONSTRUCTION BARRIER: show the location, fencing material, access gate locations, etc.</li> <li>• ROAD USE: location for deliveries and haul routes.</li> </ul>	
	<p><b>TEMPORARY USE OF STREETS, ALLEYS, AND PUBLIC PROPERTY</b></p> <ul style="list-style-type: none"> <li>• 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 to restrict use of the public way, maintain pedestrian ways, or require barriers to be moved out of the public way. <ul style="list-style-type: none"> <li>○ For any plan that proposes 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></li> </ul> </li> <li>• 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.</li> <li>• UTILITY 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 provided to such utility fixtures during the progress of the work, but sight of them shall not be obstructed.</li> <li>• PERMITS: Public Right of Way permits are required for use of the public way.</li> <li>• RESTRICTIONS: In accordance with Jackson Municipal Code 12.08.040.B. Winter use in accordance with 12.08.320.</li> </ul>	
	<p><b>STORMWATER MANAGEMENT:</b></p> <ul style="list-style-type: none"> <li>• 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></li> </ul>	
	<p><b>SITE PLAN:</b></p> <ul style="list-style-type: none"> <li>• Property Boundary: Project and Adjacent</li> <li>• Proposed work, temporary facilities, barriers, pedestrian routes, haul routes, etc. as they may vary by stage of construction.</li> <li>• Adjacent Streets including sidewalks.</li> </ul>	
	<p><b>CRANE (if applicable):</b></p> <ul style="list-style-type: none"> <li>• Show the location, range, and height. <i>No moving of materials over an open to the public area is allowed.</i></li> <li>• Show the location(s) for picking up outside the construction area.</li> <li>• AGREEMENT REQUIRED FOR ENCROACHMENT: A Crane Agreement is required for cranes that are to be erected on the Town's property. A Crane Swing Agreement is for cranes that encroach into the airspace above Town right-of-way or easements. The agreement is required prior to crane erection. <i>To initiate, make a Planning Application under Miscellaneous-Other for a Crane Agreement. Additional insurance and bonding is required.</i></li> </ul>	
	<p><b>PROTECTION OF PEDESTRIANS: if applicable.</b></p> <ul style="list-style-type: none"> <li>• Barriers: <ul style="list-style-type: none"> <li>○ Shall not be less than 6 feet in height; and,</li> <li>○ shall be placed on the side of the walkway nearest the construction; and,</li> <li>○ shall extend the full length of the construction site; and</li> <li>○ Openings in such barriers shall be protected by gates/doors that are normally kept closed.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Shall not interfere with Town Snow Removal Operations</li> </ul> <p><b>Barrier and Covered Walkway Criteria</b></p> <table border="1"> <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="4">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 <math>\frac{1}{4}</math> the height of construction</td><td>Barrier and Covered Walkway</td></tr> <tr> <td>5 feet or more, but between <math>\frac{1}{4}</math> and <math>\frac{1}{2}</math> the height of construction</td><td>Barrier</td></tr> <tr> <td>5 feet or more, but exceeding <math>\frac{1}{2}</math> the height of construction</td><td>As required for safety</td></tr> </tbody> </table> <p>For projects without existing sidewalks, protection may still be required by the Town. For sidewalk closures, show the signage directing pedestrians away from the construction and closed sidewalk. All walkway modifications shall maintain ADA Access.</p>	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 $\frac{1}{4}$ the height of construction	Barrier and Covered Walkway	5 feet or more, but between $\frac{1}{4}$ and $\frac{1}{2}$ the height of construction	Barrier	5 feet or more, but exceeding $\frac{1}{2}$ the height of construction	As required for safety	
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	<p><b>STABILIZED CONSTRUCTION ACCESS:</b></p> <ul style="list-style-type: none"> <li>• Provide and maintain a stabilized construction access.</li> <li>• 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></li> <li>• All refuse loads from the site shall be tarped or covered per municipal code 8.12.140.</li> </ul>																		
	<p><b>TRAFFIC CONTROL:</b></p> <ul style="list-style-type: none"> <li>• Identify how street and pedestrian traffic will be managed including proposed signing and ADA compliance. For encroachments into the roadway provide plans and sections to scale for existing and staged conditions. Provide minimum travel lanes of 10 feet. <i>Final approval of the plan will be with actual Public Right-of-Way permit applications.</i></li> </ul>																		
	<p><b>SHORING:</b></p> <ul style="list-style-type: none"> <li>• Identify the type of shoring intended for use. Shoring within the right-of-way requires an Encroachment Agreement.</li> <li>• For shoring plans that are not included with a Building Permit application, a Grading Permit is required for approval of the design plans.</li> </ul>																		
	<p><b>STAGING:</b></p> <ul style="list-style-type: none"> <li>• Identify off site staging locations. State or show that the area will be fenced and screened.</li> <li>• Include a statement to the effect that all materials moved on the roadways will be secured and oversized loads will be moved according to law.</li> <li>• <i>Off-site staging sites may require a conditional use permit or other approval, e.g. in residential areas.</i></li> </ul>																		
	<p><b>PERFORMANCE BONDS AND GUARANTEES:</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ For projects encumber, utilize, construct, improve, etc. within the right-of-way a financial assurance shall be provided for those improvements.</li> <li>○ 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.</li> </ul> </li> <li>• 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 final inspection of all such improvements or work.</li> </ul>																		
	<p><b>MODIFICATION:</b></p> <ul style="list-style-type: none"> <li>• The Town has the authority to require modification to the Construction Management Plan.</li> </ul>																		

## CONSTRUCTION MANAGEMENT PLAN REVIEW PROCESS.

### Description of Events

PLANNING: Prepare a preliminary Construction Management Plan (CMP) for Sketch and Development Plan Applications

PERMITTING: Submit the contractor prepared CMP with the Building Permit Application materials.

REVIEW: Town Review for sufficiency and acceptance with the permit application. Once an acceptable plan is provided, approved CMPs in the Downtown Core, on major streets, or commercial areas will be notified to council through the Town Manager's report, which may take four weeks to make a meeting. THE CMP must be approved prior to Building Permit issuance.

Generally, CMPs are not reviewed or approved by the Town Council. The Town Engineer may determine a review may be required for projects that meet any of the following warrants:

- When the Town Engineer and Applicant cannot agree to a plan.
- Plan requires a negotiated fee approval.
- Plan requires utilizing Town rights-of-way for extended periods, beyond those typically allowed,
- Close off Town sidewalks, travel lanes, or parking for extended periods
- As determined by the Town Engineer.

*Generally, an extended period is considered to be more than 30 days but may vary depending on location and level of impact.*

POST PERMIT ISSUANCE: Following permit issuance, Town Engineer will have the authority to require modifications to the CMP. Applicant may amend the CMP through a Building Permit addendum.

APPEAL: In the event the Town Engineer does not accept the plan the applicant may request a review by Town Council through standard procedures for Administrative Decisions Elevated to Public Hearings.

## NEIGHBORHOOD MEETING PROCEDURE

1. Time and Duration. Neighborhood meetings should be held anytime between the hours of 5:30pm and 9:00pm weekdays and anytime between the hours of 9am and 9pm on weekends. Ideally, the meeting should not exceed two hours in length, unless held in an open house/drop-in format, in which case the applicant should make themselves and the relevant materials available for a minimum of two hours.
2. Place. The meeting should be held in a location of the applicant's choosing that is convenient and accessible to neighbors residing in close proximity to the development. An online forum should also be provided.
3. Meeting Agenda. A sample meeting agenda follows this section. The applicant is responsible for modifying the template to reflect the specifics of the project, and to remove notes and bullet points intended to provide guidance to the applicant. Copies of the agenda should be made available at the meeting.
4. Attendance. The applicant should provide a sign-in sheet where attendees can provide their name and contact information.
5. Facilitation. The applicant will be responsible for facilitating the meeting and will not receive facilitation assistance from any Town staff that may attend. The applicant is encouraged to establish "ground rules" to ensure a constructive discussion.
6. Open House. An applicant may elect to conduct the meeting in an open house/drop-in format, rather than make a formal presentation. If an open house is held, the applicant should be available to greet attendees, explain the process for commenting, provide adequate displays, visual aids and handouts to depict the proposal and provide key information, and be available to receive comments and answer questions for the full duration of the open house time.
7. Submittal of Comments (optional). The applicant may record comments and questions and may include a copy of any comments collected in the application submittal package for the proposal. The applicant may also want to respond to comments in the application, or outline how those comments affected the final submittal.