

## HILLSIDE SAFETY IMPROVEMENT PLAN TIMELINE

### A. Applicant Submits Pre-application

1. Safety Improvement Plan review on parallel track with overall HBC review.
2. Pre-application meeting is required between Town Manager or Designee (Town Engineer) and Applicant to review hillside code requirements, insurance requirements, Safety Improvement Plan requirements, Construction Staging Plan requirements, and any other building items or building requirements, etc.:
  - a. Safety Improvement Plan (SIP):
    - The SIP may be submitted with either the Concept Plan Review or the Formal Plan Review submittal.
    - At latest, SIP must be submitted with the Formal Plan Review submittal. It is the Applicant's choice to submit the SIP with either the Concept Plan Review or the Formal Plan Review. However, the SIP review **must** be finished and deemed completed by the Town prior to HBC Formal Review Meeting.
    - Town Engineer reviews Checklist with applicant to inform what will be required in the SIP.
  - b. Construction Staging Plan (CSP):
    - At latest, the Applicant must submit the CSP with building permit application submittal. The Applicant has the option of submitting the CSP earlier in the process (e.g. submit the CSP with Concept Plan Review or Formal Plan Review).
  - c. The Town Engineer informs Applicant that a \$5 million aggregate, \$2 million per occurrence project specific liability insurance policy is required and that Town shall be named as an additional insured on policy.

### 1. Applicant Submits Concept Plan

1. Applicant submits material required for Concept Plan Review per the Hillside Code.
2. Applicant may submit SIP with other Hillside materials at this stage or not.

### 2. Staff Reviews Concept Plan Submittal

1. Staff reviews Concept Plans in accordance with code and prepares packet for HBC Concept Plan Review.
2. If Applicant submits SIP, staff conducts steps in Safety Improvement Plan Review Box

### 3. HBC Concept Plan Review Mtg

1. Notice of HBC Concept Meeting. Notice to neighbors within 1500 feet by mail by Applicant with affidavit of mailing. Notice to all those on "Notify Me" by staff.
2. HBC reviews Concept Plans in accordance with code and provides the applicant with input and direction.
3. After HBC Concept Review Meeting, applicant submits Formal Plan Review and Safety Improvement Plan. Town Engineer reviews requirements of the SIP.

#### 4. Applicant Submits Formal Plan

1. Applicant submits material required for Formal Plan Review per the Hillside Code.
2. Applicant must submit Safety Improvement Plan at this stage if not already done so. Once submitted, staff follows steps in the Safety Plan Review Box below.
3. Town Engineer reiterates to the Applicant that the Construction Staging Plan (CSP) will be required as part of the building permit application process (but Applicant may choose to submit CSP prior to building permit).

#### Safety Improvement Plan Review Protocol

1. Applicant turns in 2 copies and a digital version of a registered professional engineer sealed SIP to Town Engineer.
2. Town (using members of the Technical Advisory Board and third-party engineer if deemed appropriate) reviews the Safety Improvement Plan in accordance with Article 5 of the Town Code and cross reference it as applicable in the Hillside Building Code
3. Applicant sends a notice of Safety Improvement Plan availability to neighbors within 1,500 feet of subject property and provides affidavit of mailing. Staff sends notice to "Notify Me" list.  
Copy of SIP available at Town:
  - a. The notice shall identify: 1) that a copy of the SIP is available for review at the Town, 2) that comments regarding the proposed SIP must be submitted to the Town within forty-five (45) calendar days from the notice mailing date, and 3) that any comments regarding the SIP must be sealed by a registered professional engineer.
4. At expiration of 45 days from notice mailing date, Town aggregates comments from neighbors' engineers, comments from Technical Advisory Board, and comments from any Town hired registered professional engineer(s) and directs applicant to address the comments and return newly sealed SIP, if applicable.
5. When newly sealed SIP is returned, the Technical Advisory Board in conjunction with any Town hired registered professional engineer(s) review and determine if the updated Safety Improvement Plans adequately address all concerns.
6. Technical Advisory Board ("TAB") consists of Town Engineer, Building Official, and Hillside Administrator.
7. If concerns not addressed, Town returns the SIP to Applicant. This process can continue until the Technical Advisory Board is satisfied.
  - a. If Applicant feels it is unreasonable and a violation of due process, they can file in a court of law
8. Town Engineer and Technical Advisory Board, in his or their sole discretion, may choose to require the Applicant to address additional concerns, delete elements or maintain the SIP in the presented form (e.g. ignore the sealed engineer comments of neighbors and choose the Applicant's SIP so the project can proceed).
  - a. If Applicant feels it is unreasonable, they can file a court action.
  - b. If neighbors feel Safety Improvement Plan is unsatisfactory, they can file a action or pursue private cause of action against the Applicant, if applicable.
  - c. All lawsuits against the Town likely will be tendered to the Applicant and/or Applicant's engineer.
9. Town Engineer and/or Technical Advisory Board also reserves right to add or delete checklist requirements based upon new information made available during the review process.

10. When Town Engineer and/or Technical Advisory Board are satisfied, the Applicant's registered professional engineer sealed SIP and the Formal Hillside Plans are forwarded to the HBC as part of Formal Review. The SIP remain those of the applicant and have the seal of the Applicant's engineer who is taking liability for any failure of the plan.
11. Town signs/stamps SIP plans where appropriate.

#### 5. HBC Formal Plan Review

1. Notice of HBC Formal Meeting. Notice to neighbors within 1500 feet by mail by Applicant with affidavit of mailing. Notice to all those on "Notify Me" by staff.
2. HBC reviews Formal Plans in accordance with code and takes action on the application (approve, approve with stipulations, deny, or continue).
3. Once the HBC approvals of the Formal Plan, Applicant submits plans for building permit.

#### 6. Building Permit Process

1. Town Engineer and Building Official review elements of Construction Staging Plan with Applicant and establish requirements to be met as a condition of issuing and maintaining the building permit.
2. Normal Building Permit process is to be followed.
3. Town and/or third party inspector to verify construction site is consistent with CSP.