

SAFETY IMPROVEMENT PLAN CHECKLIST

Purpose: Hillside Construction Safety Improvement Plans (SIP) are intended to improve safety at the property and in the surrounding area through a technical review of various items. The SIP formalizes unwritten practice and is intended to reduce the negative impacts of construction activities on the surrounding neighborhoods by mitigating potential civil engineering infrastructure failure, subsurface or hillside seismic damage that may result in landslides, falling boulders, subsurface or surface erosion, subsurface water erosion created by seismic cracks or fissures, and implementing safety standards, as applicable.

Process: Pre-application conference to review Safety Improvement Plan Checklist will occur with Town Manager or Designee (Town Engineer). The final approved SIP will be turned in to the Town Manager or Designee, and the final approved SIP will be maintained by the Town and kept as a permanent record.

“Applicant” refers to Owner-Builder, Architect, Contractor, Developer or Engineer, as applicable. The goal is to ensure consistency and to administrate consistently.

Content: On Hillside exterior remodels, additions or new construction, and those projects not eligible for Hillside Chairman review, the Town Manager or designee (Town Engineer) shall require a Safety Improvement Plan, as applicable, that includes, but is not limited to, the following:

I. Geotechnical Report - The applicant shall submit a geotechnical report by a professional engineer that evaluates the area within two hundred feet (200') of the building pad up to the property line and the entire driveway to the access road.

- A. Geotechnical report shall include:
 - seismic refraction survey;
 - groundwater occurrences.
 - slope stability report; and,
 - boulder survey, if necessary and as required;
- B. These sub-reports should address the following:
 - Indicate and evaluate the location of subterranean fractured or unstable rocks and fissures;
 - Indicate and evaluate loose or unstable fill;
 - Indicate and evaluate risk of boulder movement, if necessary;
 - Identify any recent geologic events in area such as rock slides, mudslides, earthquakes, etc and address potential impacts and results to the site;
 - Identify presence of groundwater
 - Other conditions that create hazards to person or property in the vicinity of the building site.

II. Stabilization and Mitigation Plan

- A. A registered professional engineer shall propose an engineering design to stabilize the site and mitigate those items identified above including rock fall or based upon construction activity (e.g. plan can show buffer zones and rock catching devices, pinning, netting, etc)
- B. Applicant may be required by Town Manager or designee to procure an approved third party inspector (e.g. geotechnical engineer) to inspect recommendations in all approved geotech reports and the stabilization and mitigation plan. Inspection reports shall be provided to the Town.

III. Blasting Plan & Permit

- A. If blasting is proposed, all blasting requirements identified in Article 5-10-4 of the Town Code must be fulfilled and complied with;

- B. Town and/or third-party inspector to be present at time of blast;
- C. Property Owner to provide umbrella or other insurance acceptable to the Town Attorney for blasting.

IV. Grading and Drainage Plan

- A. Provide hydrologic study and grading and drainage plan for the property assuming a 100 year storm event per the Storm Drainage Design Manual.
- B. Town and/or third-party inspector to review grading and drainage construction is consistent with plan.

When deemed necessary, the Town Manager or designee (Town Engineer) may hire an outside firm to assist with or provide review of an application including the Safety Improvement Plan and may require Applicant to pay for and provide a third party report or inspection.

Town Manager or designee (Town Engineer) may require inspection(s) by a third party as deemed necessary. Any fees associated with the outside review shall be paid by the Applicant, at the Town Manager or designee (Town Engineer) discretion.

HILLSIDE INSURANCE REQUIREMENTS

All Hillside development, not eligible for a Hillside Chair review, shall require the Owner or Applicant/Owner-Builder/Developer or Contractor to provide a project specific liability insurance policy continuously throughout construction with a minimum limit \$2 million per occurrence and \$5 million aggregate, with the Town being named as an additional insured, for the duration of construction (from grading to Certificate of Occupancy/Completion). Appropriate dollar values for insurance shall be the responsibility of the Applicant/Owner and the General Contractor for the project.

Insurance certificates to be provided to Town on an annual basis.

CONSTRUCTION STAGING CHECKLIST AND PLAN

The Construction Staging Plan must be provided to the Town no later than at the time of the Building Permit Process. An Engineering Seal is not required. All Town Hillside construction projects will submit a Construction Staging Plan. When deemed necessary, the Town Manager or designee may hire an outside firm to assist with or provide review of an application including the Construction Staging Checklist and Safety Plan. The following elements will be required by the Town in a Construction Staging Plan:

Construction Staging

- ☐ Location of construction entrances and exits
- ☐ Location of equipment and material staging and storage
- ☐ Onsite circulation for construction vehicles and equipment (plan includes on-site and off-site deliveries, employee parking, turn-arounds, etc.) on public and private roads and on private driveways, as applicable.
- ☐ Parking Plan for construction vehicles and equipment. Considerations in parking plans could include but is not limited to: no parking within five feet of driveways or mailboxes, parking on one side of street only. Hillside parking must be on the uphill side of a hillside road, as tonnage weight of vehicles and equipment can undermine hillside roads. An alternate location other than uphill side parking shall be identified and approved by Town Manager or designee's (Town Engineer) discretion.
- ☐ Special temporary traffic control plan as necessary (e.g. for a crane).
- ☐ Conveyance of neighborhood traffic including emergency vehicles.
- ☐ Location and plan regarding any aerial deliveries, as applicable
- ☐ Trash storage and removal plan
- ☐ Fencing plans
- ☐ Location of toilet facilities
- ☐ Other items identified by Town based on circumstances of property or surrounding area

Town and/or third party inspector to review construction site for compliance with the Construction Staging Plan.