

Development application guidelines

Construction Management Plan

What is the purpose of this?	A construction management plan outlines the overall proposed building works to be undertaken and how the constructor intends to manage the project to minimize the impact during construction and meet the requirements of the Town.
Who should prepare this?	A construction management plan should be prepared by a qualified professional.
When is this required?	A construction management plan may be required as part of a site plan application.
Why do we need this?	The challenges associated with projects where space is limited on-site, such as within the Town's Growth Areas, can be significant. Construction operations must be well managed and coordinated to minimize disruptions to area residents and businesses and to protect public safety.
How should this be prepared?	<p>A construction management plan should be comprised of the following components:</p> <ul style="list-style-type: none">▪ a project overview which includes a project description, construction start and estimated completion dates, days and hours of construction activity, emergency contact name and phone numbers.▪ the name and contact information of the constructor's / builder's liaison officer (24/7 contact).▪ a communications & coordination plan which includes regular updates to area businesses, residents, town staff and Councillors with signage posted on site with the project management contact information.▪ details of the required pre-construction meeting which is to be held prior to construction and will cover the complete construction management plan.▪ a construction parking plan which outlines the number and location of construction related parking. Parking should be on-site or provided through permit or special private arrangements off-site. Note that parking permits may be available but are subject to availability.▪ construction vehicle queuing, access, routes, and traffic control details prepared in accordance with Ministry of Transportation, Town and Regional standards by a transportation engineer.▪ erosion and sediment control and mud tracking details prepared by the project engineer.▪ site protection and hoarding details (decorative detailing and beautification on construction fencing or walls should be utilized), and identification of any impacted municipal infrastructure within the

	<p>hoarding which may require removal such as parking payment machines, on street parking spaces, signage etc, that may be damaged or not functional within the construction hoarding.</p> <ul style="list-style-type: none"> ▪ pedestrian access plan which includes public sidewalks, accessible paths of travel, overhead protection, etc.). ▪ environmental control plan which includes proposed mitigation measures for noise, vibration, air quality & dust control. ▪ construction and traffic management drawings (prepared by project engineer and/or transportation engineer. ▪ emergency planning & response procedures. ▪ Identification of operational matters such as limiting timing of deliveries outside of peak hours, designing the site to limit back up beeper noise, etc.
<p>What else should we know?</p>	<p>A construction management plan should be based on established municipal engineering design principles, applicable guidelines, regulations and by-laws which are available from the Town and Region. The level of detail required depends on the type of application and the size of the proposed development.</p> <p>Through the development process, a site plan agreement may be registered on-title which outlines specific requirements for a construction management plan, and on on-site pre-construction meeting.</p>
<p>What other resources are available?</p>	<p>The Noise By-law which prohibits construction noise from 7 p.m. to 7 a.m. (Monday to Saturday) and prohibited on Sundays and statutory holidays.</p> <p>The Health Protection Air Quality By-law 2010-035 (HPABQ) was put in place to collect information, implement controls and monitoring system to protect the health of residents and visitors from the effects of major air pollution emissions in the Town of Oakville.</p> <p>The Nuisance By-law regulates activities at one property that keep someone from enjoying themselves on a nearby property.</p> <p>The Lot Maintenance By-law regulates the accumulation of garbage and debris on private property, the use of land for wrecking, salvaging motoring vehicles, and prohibits the placement of graffiti on property in the Town of Oakville</p> <p>The Property Standards By-law sets minimum standards for the maintenance and occupancy of property in the town for the promotion of health, safety, comfort, convenience and general welfare of residents</p> <p>Commercial district parking permits are available on a limited basis. The permits are offered monthly at a set rate and are based on availability, these permits may be issued for use by the contractors (passenger vehicle use only).</p>