



City of Coral Gables Building Division

Construction Staging Plans Questionnaire and Plan submittal

E-MAIL COMPLETED QUESTIONNAIRE, STAGING PLAN AND MOT (MAINTENANCE OF TRAFFIC) PLANS TO APPLICATIONS@CORALGABLES.COM FOR PROCESSING

Folio #:	_____	Applicant Name:	_____
Address:	_____	Phone:	_____
Master Permit #:	_____	E-mail:	_____
Description:	_____		

Staging Plan must include a site plan, traffic control plans (MOT) and aerial photograph. The plan shall also be drawn to scale with the dimensions such as parking, sidewalk, right-of-way widths and must reflect current conditions such as curbing, sidewalks, landscape islands, bump-outs, metered and non-metered on street parking, crosswalks, street trees, property liens, bus stops, fire hydrants, mail boxes, utility boxes, etc.

Note: If marked AGREED, you shall follow the action on the jobsite at all times. If N/A you are confirming that the action does not apply to your jobsite.

If marked YES, the information must be displayed in the Construction Staging Plan. If NO, you are confirming that the action does not apply to your jobsite.

Enter Comments to further explain.

1.0 Construction Site

Installation of construction entrances/exits are required if no approaches exist. All approaches must be the same width as gates using Class 5 gravel for temporary paving.

AGREED N/A

Comment:

Right of way and sidewalks shall be kept clear of all debris, loose sand and rocks on a daily basis.

AGREED N/A

Comment:

Street lighting shall be protected at all times or a request must be made for temporary relocation AGREED N/A

Comment:

2.0 Traffic Circulation Plan

Is a road closure required? If yes, show details on the location and type of barricades, signs, road closure times, traffic detour routes to and from the construction site YES NO
Contact the Off-Duty Police Coordinator at 305-460-5427 at least (2) business days prior to road closure to schedule an off-duty police officer

Comment:

Is a sidewalk closure proposed? If yes, provide details on the location of directional signage, sidewalk closure period, pedestrian detour routes to and from the adjacent properties and city blocks. Must provide site specific certified Maintenance of Traffic Plan for pedestrian closure. YES NO

Comment:

Are temporary crosswalks proposed? If yes, include documentation indicating approval from authorizing agencies YES NO

Comment:

3.0 Maintenance of Traffic Plan (MOT)

If work is proposed on the right-of-way, a site specific certified MOT in compliance with the Roadway and Traffic Design Standard (RTDS 600 Series) and the manual on Uniform Traffic Control Devices for Street and Highway (MUTC Part 6) must be submitted to and approved by the Public Works Department prior to issuance of any permit. AGREED N/A

Comment:

All excavations made in the street, parks, parkways, sidewalks, and alley or easements shall be properly protected by guardrails, ropes or barricades. AGREED N/A

Comment:

After sundown red lights, flashers lanterns or flambeaus shall be placed around such excavations in a manner to alert and protect the public from the dangers incident to open excavations AGREED N/A

Comment:

If the MOT devices are being placed on a roadway under the jurisdiction of Miami-Dade County, an approved MOT from Miami-Dade County shall be submitted. If the MOT devices are being placed on a roadway under the jurisdiction of the Florida Department of Transportation (FDOT), a General Use Permit from FDOT shall be submitted. AGREED N/A

Comment:

A safe walkway and a bicycle path, if existing, must be provided. AGREED N/A

Comment:

There shall be no interruptions of pedestrian, bicycle or vehicular traffic in roadways surrounding schools during school arrival/dismissal hours. AGREED N/A

Comment:

There shall be no interruptions of traffic permitted Monday-Friday from 7:00am to 9:00am and 4:00pm-6:00pm. AGREED N/A

Comment:

Roadway closure (full or partial) requires Public Works Department approval. AGREED N/A

Comment:

4.0 Parking Plan

Will construction workers park near job site? Explain below and show on the Staging Plan. YES NO

Comment:

No more than two (2) directional signs to parking lots and garages, not exceeding six (6) square feet in area, located within six (6) feet of grade are allowed. AGREED N/A

Comment:

Will on-street parking spaces be taken out of commission? Provide details on the location and types of barricades to be used in the comments. Contact the Parking Division at 305-460-5540 for details on payment method. YES NO

Comment:

5.0 Truck Staging

Will dump trucks be staging near the jobsite? Detail the timing, frequency, duration, location, circulation pattern of the trucks in the comments. YES NO

Comment:

All safety measures such as number and location of flagmen and police officers must be depicted in the Staging Plan or described below. AGREED N/A

Comment:

If the proposed truck route is along or in the vicinity of a school bus route, trucks will only be allowed during off-school bus hours. AGREED N/A

Comment:

6.0 Crane Staging

Is crane staging proposed? Please indicate the timing and delivery in the comments. The location of crane and usage of state certified flaggers shall be displayed on the Staging Plan. YES NO

Comment:

Fixed tower cranes require a Public Works Department permit and are allowed in right-of-way only if the Public Works Department deems there are no suitable on-site alternatives, suitable bonding and insurance must be in place, and the crane foundation is adequate (Sec. 105-2 City Code).

AGREED N/A

Comment:

7.0 Utilities and Public access

Will an obstruction of right-of-way affect utility services such as utility boxes, fire hydrant, bus stops and mail boxes? Please explain in the comments how the impact to these services will be mitigated.

YES NO

Comment:

8.0 Material Storage

Will materials be stored on site?
Location of material storage shall be indicated on the Staging Plan or described below.
Please Note: Materials are not allowed to be stored on the right of way.

YES NO

Comment:

9.0 Construction Hours

WEEKLY SCHEDULE	HOURS ALLOWED	PROHIBITED	NOTES
Monday - Friday	7:30 a.m. - 6:00 p.m.	Saturday exterior construction is prohibited in residential areas or within 100 feet of residential zones. Music or radio programming that exceeds 60dB or 10dB over ambient noise.	Extended hours Special/Emergency Request: Any person may apply to work outside work hours by applying on our City website at www.coralgables.com/workrequest
Saturday: Commercial and Residential Interior Construction	9:00 a.m. - 5:00 p.m.		
Saturday: Residential Areas For Exterior Construction	9:00 a.m. - 5:00 p.m. 1. If performed by property owner/resident under an owner builder permit. 2. If work being performed by property owner/resident and does not require a permit. 3. Power/pressure cleaning of sidewalks, driveways or roofs.		
Sunday	All Construction is Prohibited		
Holidays	All Construction is Prohibited		No work is permitted on federal holidays recognized by the City, which includes December 24.

Comment:

AGREED N/A

10.0 Trees

A tree permit will be submitted for the protection medication or removal of any tress on site and/or in the right-of-way. AGREED N/A

Comment:

Tree barriers will be installed at four (4) feet high with orange safety fence and a minimum six (6) feet from the tree, using four (4) inch by four (4) inch wood stakes as supports, with a two (2) foot setback from the edge of curb or payment AGREED N/A

Comment:

The Tree permit shall indicate compliance with the Chapter 82 of the City Code with details on tree protection and tree relocation. AGREED N/A

Comment:

11.0 Construction Fencing

All sides of the construction sites shall be protected by a continuous six (6) feet high chain-link fence. Fence line shall be indicated on the Staging Plan. AGREED N/A

Comment:

All gates should open in to the property so as to not block the sidewalk. AGREED N/A

Comment:

A construction fence shall include at a prominent location the address for the jobsite using a sign with lettering six (6) inches in height. AGREED N/A

Comment:

The construction fence shall be covered with a dust barrier or with visual display for public information. AGREED N/A

Comment:

The construction fence must comply with the Public Works visibility standards. Decorative construction fence requires a Restrictive Covenant. AGREED N/A

Comment:

11.1 Visual Displays and Fence Wraps

Visual displays for public information shall be placed along no more than fifty (50) percent of the length of the property's frontage on no more than two streets. AGREED N/A

Comment:

Fifty (50) percent of the length of the visual display may include current and approved architectural renderings with the name and website of the proposed project. The balance of the length of the visual display shall consist of photographs or architectural renderings of historic buildings and landmarks in Coral Gables AGREED N/A

Comment:

The final design of the visual display must be reviewed and approved by the Board of Architects prior to installation. All visual displays, fence wraps and dust barriers shall be kept clean, undamaged, without graffiti and in compliance with the visibility triangle requirements.

AGREED N/A

Comment:

12.0 Construction Dumpsters

Will construction dumpster be used? Dumpster location and size shall be illustrated in the plan or described below.

YES NO

Comment:

Construction dumpster on the right of way are not allowed.

AGREED N/A

Comment:

13.0 Temporary Field Office

Will a temporary field office be constructed? Note, a temporary field office is not allowed in residential zoning districts. (Sec 52107, Zoning Code)

YES NO

Comment:

14.0 Fire and Life Safety Plan

A Fire and Life Safety Plan during the construction phase shall be required for large scale projects (National Fire Protective Agency, Chapter 16 Safeguarding Construction, Alteration, and Demolition Operations).

AGREED N/A

Comment:

Are there fire hydrants in the vicinity? If yes, Fire Department access shall be maintained at all times.

YES NO

Comment:

Fire extinguishers shall be provided every seventy-five (75) linear feet.

AGREED N/A

Comment:

Provide two (2) access/egress gates in separate locations and indicate street addresses using six (6) inch high lettering visible from the street.

AGREED N/A

Comment:

Structures three (3) stories and higher are required to have a wet standpipe system.

AGREED N/A

Comment:

Is egress, maintained during renovation, are sprinklers maintained during construction and is firm alarm system maintained during construction.

YES NO

Comment:

Accumulations of combustible waste material, dust and debris shall be removed from the structure and its immediate job site at the end of each work.

AGREED N/A

Comment:

15.0 Temporary on Premise Construction Signs and Address

Please indicate in the comments below the emergency contact personnel(s) information for after hours.

AGREED N/A

Comment:

Only one (1) temporary construction sign per construction site is allowed, which must be maintained in good condition with contact information legible for the duration of the project.

AGREED N/A

Comment:

The sign text may only identify the property owner, or agent, contractor or professional affiliations, emergency contacts, property addresses and telephone numbers of those involved in the construction activity.

AGREED N/A

Comment:

Signage in commercial districts shall be a maximum of sixteen (16) square feet, eight (8) feet height is allowed.

AGREED N/A

Comment:

"No Trespassing" sign will be provided when your permit is issued. This sign shall be prominently displayed to facilitate the arrest of individuals who trespass on your site.

AGREED N/A

Signage in residential districts shall be a maximum of forty (40) square inches, six (6) feet height is allowed (Sec. 5-1904 Zoning Code)

AGREED N/A

Comment:

16.0 Miscellaneous Requirements for Unique Construction Sites

Waterfront Construction: Construction activities adjacent to Coral Gables waterway must provide effective storm water, erosion and sedimentation controls to eliminate the runoff of pollutants into local bodies of water. Please refer to (FBC) Section 3307.1, (FS) 403.0885 and (FAC) 161.041.

AGREED N/A

Comment:

Large sites (one (1) acre or more) require a National Pollutant Discharge Elimination System (NPDES) Permit from the Florida Department of Environmental Protection (DEP).

AGREED N/A

Comment:

Will this project require the removal of asbestos or other hazardous materials? If so, please describe your plan on mitigation or removal in the comments.

AGREED N/A

Comment:

17.0 Insurance Requirements

Please contact David Ruiz, Risk Manager for detailed instructions at 305-460-5528 or druiuz@coralgables.com

AGREED N/A

Comment:

Applicant Name: _____

Applicant Phone/Email: _____

Applicant Signature: _____