

Permit #	FORM #6 (email this completed form to <a href="mailto:greenwoodpermits@minnetonkamn.gov">greenwoodpermits@minnetonkamn.gov</a> )
Receipt #	



# Construction Site Management Plan

If you prefer to complete this form electronically, it is available at [greenwoodmn.gov](http://greenwoodmn.gov).

Property Owner(s)	
Property Address	

Person completing this form:  Property Owner  Builder / Architect

- The building application is for a project under \$10,000 (do not complete this form)
- The building application is for a project \$10,000+ (this form must be completed)

Per section 305.00, subd 1 of the city code, all residential and commercial construction sites for projects shall comply with the following if the project cost is \$10,000 or more:

- (a) Prior to issuance of a building permit, the applicant will be required to attest that they have notified all adjacent property owners within 200 feet of the applicant's property by U.S. mail to make them familiar with the proposed construction and to provide them with contact information for the applicant and their contractor.
- (b) Work at construction sites shall be limited to the following hours: Monday through Friday from 7am to 7pm and Saturday from 9am to 6pm. Work at construction sites is prohibited on Sundays and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- (c) The applicant shall submit a construction site management plan as outlined in subdivision 2 of this section.
- (d) Onsite parking of construction vehicles and equipment will be provided. If on street parking is demonstrated to be necessary, it may be done only by a parking permit first obtained from the city. The city may impose such conditions on said parking permit as the city zoning administrator or city clerk deems necessary. Any street parking will be limited to one side of the street, preferably adjacent to the construction site. The permit fee is **\$500**.
- (e) All equipment shall be stored within the confines of the construction site. If necessary, a property line fence will be required to ensure that no construction vehicles, materials, or other debris encroaches onto adjacent properties.
- (f) A functioning enclosed toilet and a minimum of one dumpster are required on the site prior to commencement of construction activity. These are to be considerably placed in relation to adjacent properties.
- (g) Daily site clean-up of debris and garbage is required.
- (h) Weekly street cleaning is required to remove all dirt, mud and debris from public streets caused by the construction project. City staff will monitor the condition of public streets and may require more frequent street cleaning.

**Construction Site Management Plan Statements** The undersigned hereby submits this "Construction Site Management Plan" and attests to the following statements ...

1. All work will be in conformance with the Greenwood Construction Site Management ordinance (section 305, view at [greenwoodmn.gov](http://greenwoodmn.gov) or at city hall).
2. All garbage and debris created from construction at the above property address will be picked up daily and contained so that it will not blow into adjacent properties, wetlands, lake, or the city streets.
3. The street will be swept clean once per week, and that I will endeavor to have sweeping take place on Friday, so the street is clean for the weekend.
4. I have communicated with adjacent property owners within 200 feet to let them know when the project will be commencing and have provided them with contact information. **A copy of the letter is attached.**
5. The submitted survey includes the additional Construction Site Management Plan elements listed on **Form #4**.
6. The Shoreland Management Worksheet (**Form #10**) has been completed.
7. A Water Management Plan has been completed (305.00, subd 2c). **A copy is attached to this form.**
8. **Parking Permit Fee is \$500.** The following describes the Parking Plan (attach sheet if more space is needed):
9. The project will not proceed until the city has inspected all property line and silt fencing.

Signature		Date:
Print Name		

Form Updated 09.26.24