



## TOWN OF ATHERTON

Building Department 80 Fair Oaks Ln. Atherton, CA 94027  
Main (650) 752-0560 [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us)

### CONSTRUCTION PARKING ALTERNATE PLAN INSTRUCTIONS

*There are certain situations or stages during which it is exceedingly difficult or impossible to comply with Construction Parking Regulations as set forth in the Atherton Municipal Code (AMC – see reverse). During those instances, it is possible to **seek approval** of an amendment to the site's existing COP. This is not open to all stages of construction, nor is this provision of the code designed to substitute proper planning prior to starting a construction project.*

The following is needed to request approval for an Alternative Parking Plan:

- 1) Written request citing reason for need, along with the dates of use,
- 2) A map showing the proposed parking location(s), addresses of the affected parcels and any active construction projects adjacent to the proposed parking areas,
- 3) Written approval (letter or via email) from the property owner(s) at the location of your proposed parking plan (at or in front of).

Generally, parking will not be approved on both sides of the street to prevent the funneling of vehicles, which impede emergency access. You need to consider this when you design your alternate plan.

Submit the above items in person or by email to the Building Official or the Code Enforcement Officer. You may email your proposals to Michael Greenlee, Building Official at [mgreenlee@ci.atherton.ca.us](mailto:mgreenlee@ci.atherton.ca.us) or to Lisa-Marie Daley, Code Enforcement Officer at [ldaley@ci.atherton.ca.us](mailto:ldaley@ci.atherton.ca.us).

Once submitted, your plan will be reviewed by staff and then submitted for approval by the City Manager. *Keep in mind that you must continue to comply with construction regulations as stated in your COP and the AMC until approval is received in order to avoid enforcement actions.*

**Approval process can take up to three (3) business days.  
Please plan ahead to avoid enforcement actions and delays.**

## **Atherton Municipal Code Chapter 15.40 - Construction Regulations**

### **AMC § 15.40.040 Construction vehicle parking.**

On-site parking or parking within the public right-of-way only in front of the construction site, on the same side of the street for construction vehicles shall be required to avoid congestion and damage to landscaping and improvements in the right-of-way except when authorized in writing by the city manager or the city manager's designee or when authorized by the guidelines adopted pursuant to these regulations. (Ord. 546 § 2, 2004; Ord. 498 § 3, 1998)

### **AMC § 15.40.100 Site regulations-Community Impacts-Purpose.**

The purpose of this chapter is to protect the peace, health and safety of the citizens of the town and to secure those persons on a regular basis, including weekends and holidays, a reasonable degree of relief from traffic congestion, dirt, litter and air pollution resulting from construction activities and the delivery of construction supplies and materials as defined below. (Ord. 514 § 1 (part), 2000)

### **AMC § 15.40.140 Operation of Vehicles -Pick-up and Deliveries.**

Vehicles engaged in the delivery or pick-up of supplies and materials to or from construction projects shall be loaded or unloaded on the construction site whenever possible. Vehicles are not to arrive at the construction site before the hour of eight a.m. and must depart the construction site no later than five p.m. The engines of delivery and pick-up vehicles shall be shut off upon arriving at the site and shall remain shut off during the time supplies, materials, or equipment are being loaded onto or unloaded from the vehicle unless the operation of the engine is required to load or unload the vehicle. (Ord. 535 § 2, 2002; Ord. 526 § 4, 2001; Ord. 514 § 1 (part), 2000)

### **AMC § 15.40.150 Regulation of Traffic.**

It shall be the responsibility of the owner of any property located within the town for any construction project on any property within the town to keep adjacent roads and streets open for travel by the public, adjacent property owner, their visitors and guests at all reasonable times. For purposes of this ordinance, blockage of a street or road exceeding five minutes shall be considered to be a violation of this provision. (Ord. 514 § 1 (part), 2000)