



## Town of Atherton

Building Department  
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### **Guidelines for Construction, Operations and Parking Plans (C.O.P.)**

The following guidelines have been adopted by City Council Resolution in compliance with Chapter 15.40 of the Atherton Municipal Code requiring the submittal of a Construction Operation and Parking Plan.

Prior to acceptance of plans for building plan check, the applicant for a building permit shall submit a Construction Operation and Parking Plan (COP Plan) for review and approval by the Building Official. The Plan shall be made a part of the public file. At a minimum, the Construction Operation and Parking Plan shall contain the elements listed below:

- 1. Parking Area for Construction Personnel.** All construction parking shall be located on-site or within the public right-of-way, only in front of the construction site and on the same side of the street as the construction site. The COP Plan shall provide a sufficient area to accommodate the number of construction personnel anticipated to be working on the project. The construction parking area shall be located outside of any tree protection fencing area. The construction parking area shall be rocked, with a rocked access drive. All construction personnel shall park in the construction parking area when at the job site. The City Manager or City Manager's designee may provide written permission for construction personnel parking in the public right-of-way only during such times as finish landscaping or other similar circumstance prevent use of the on-site construction parking area and further provided that the parking is located and conducted in a safe manner and affords a minimum disruption to the neighbors and neighborhood.
- 2. No Parking Signs.** At the discretion of the Police Chief or Police Chiefs designee, to protect health and safety, or in the event the contractor fails to properly implement the COP plan, the City Manager or City Manager's designee may require the contractor to post signs on and along streets at 100 foot intervals for a distance of 500 feet on both sides of the street from the construction project notifying that parking is prohibited except for residents and their guests as authorized by the California Vehicle Code Section 22507. The contractor shall pay for the cost of the signs.
- 3. Construction Trailer.** If a construction trailer is proposed, it shall be located completely on the private property at least 10 feet from any side or rear property line, at least 20 feet from the front property line for properties located in the RI-B zone and at least 40 feet from the front property line for properties located in the RI-A zone.
- 4. Debris Box** is required. Any debris box used in conjunction with the construction shall be placed completely on the private property (not in the right-of-way). The debris box shall be accessible from a paved or rocked access road.
- 5. Deliveries and Truck Traffic.** A temporary construction driveway shall be installed consisting of base rock or alternate material approved by the Building Official, beginning at the edge of pavement and extending a minimum of 100 feet into the property in order to reduce dust and mud tracking.  
Signs,

delineators and flag personnel shall be available on-site, if necessary. If a existing paved driveway is maintained during construction, a temporary access will not be required. The applicant may propose, or the Building Official may require temporary construction fencing to restrict additional access points.

6. **Sanitary Facilities.** The temporary sanitary facilities shall be placed out of the views of neighboring properties as much as possible. The facilities shall be accessed from a paved or rocked road or driveway. The sanitary facilities shall not be located in the public right-of-way and shall be located at least 10 feet from any side or rear property line, at least 20 feet from the front property line for properties located in the RI-B zone and at least 40 feet from the front property line for properties located in the RI-A zone.
7. **Clean-up Area.** When on-site cleaning of equipment is required for concrete forms and trucks, paint brushes, plastering tools and other similar equipment, a cleanup area shall be specified on the COP plan and posted with a sign. This area shall not be located beneath any tree canopy or in any proposed planting area. Runoff from the clean-up area shall be contained and the waste material disposed of using "Best Management Practices" acceptable to the Regional Water Quality Control Board.
8. **Construction Materials Storage** An area shall be designated on-site for the storage of construction materials. The storage area shall not be located within the drip lines of any trees.
9. Notes to be **Included on Construction Operation and Parking Plans.** The following notes shall be included on all Construction Operation and Parking Plans:
  - a. Construction, deliveries and servicing of any item (i.e., debris box, sanitary sewer facilities, etc.) on the site shall only permitted Monday through Friday, 8:00 AM to 5:00 PM.
  - b. No work of-any nature, including but not limited to hauling or heavy equipment shall be permitted on Saturdays, Sundays or Holidays.