



# CONSTRUCTION ACTION PLAN APPLICATION

Application #: \_\_\_\_\_

The application shall be to the City of St. Petersburg's Development Review Services Division, located on the 1<sup>st</sup> floor of the Municipal Services Building, One 4<sup>th</sup> Street North.

GENERAL INFORMATION	
<b>Building Permit #(s):</b>	
<b>Project Information:</b>	
Street Address or location:	
Parcel ID#(s):	
<b>NAME of Property Owner:</b>	
Name of Project Contact:	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:
<b>NAME of General Contractor:</b>	
Name of Project Contact:	
Street Address:	
City, State, Zip:	
Telephone No:	Email Address:

## List of Required Submittals

Only complete applications will be accepted:

- Completed application and narrative
- Affidavit to Authorize Agent, if Generator Contractor signs application
- Agreement/lease from property owners who are providing off-site parking or construction staging
- Site Plan(s) of the subject property and other properties involved in providing parking and construction staging

## AUTHORIZATION

The applicant, by filing this application, agrees he or she will comply with the decision(s) regarding this application and conform to all conditions of approval. The applicant's signature affirms that all information contained within this application has been completed.

**NOTE: IT IS INCUMBENT UPON THE APPLICANT TO SUBMIT CORRECT INFORMATION. ANY MISLEADING, DECEPTIVE, INCOMPLETE, OR INCORRECT INFORMATION MAY INVALIDATE YOUR APPROVAL.**

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of General contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The owner and the general contractor will be responsible for adhering to the commitments found herein.



# Construction Action Plan

(PAGE 2)

ALL OF THE FOLLOWING CRITERIA MUST BE ANSWERED.

APPLICANT NARRATIVE
Street address or location:
1. Anticipated start date and completion date?
2. Will there be a request for a sidewalk closure (Yes or No). If yes, please respond to the following: a) What sidewalks will be closed? b) Duration of closure? c) Will temporary sidewalks be provided? d) Will covered walkways be provided under FBC 3306 for protection of pedestrians?
3. Will there be a request for a street lane closure or alley closure (Yes or No): If yes, please respond to the following: a) What lanes will be requested to be closed? b) Duration of requested closure? c) What alternative travels routes will be provided?
4. Will existing bike lanes or bike routes be impacted during construction (Yes or No): If yes, please respond to the following: a) What lanes or routes will be requested to be closed? b) Duration of requested closure? c) What alternative lanes or routes be provided?
5. Number off-street parking spaces on the subject property that will be impacted by construction:
6. Location and number of off-street parking spaces to accommodate displaced parking on subject property during construction:
7. Number of on-street parking spaces impacted by construction:
8. Location of parking for contractors and construction employees:
9. Location of construction trailers and staging:
10. Will the written notice under FBC 3307 be required to be provided to owners of adjoining buildings that there will be excavation and that adjoining buildings should be protected, (notice is to be delivered not less than 10 days prior to the scheduled start date of an proposed excavation)



# Construction Action Plan

(PAGE 3)

11. Adjacent business notification:

- a) Notification to businesses within 200 feet of the proposed construction activity shall be provided, either in person or through mail. It is highly encouraged that the owner/general contractor host a meeting for and nearby businesses.
- b) Signage, such as “Businesses Are Open”, “Public Parking Here”, etc. shall be provided within the vicinity of the construction activity. These signs shall be coordinated with the City’s Green House (Please contact [www.stpetegreenhouse.com](http://www.stpetegreenhouse.com)).

12. Will the proposed construction activity impact a designated or potential eligible historic building or site within 200 feet of the subject property (Yes or No): If yes, please respond to the following:

- a) What extra precautions will be taken to minimize impact to nearby designated or potential eligible historic structures or sites?

13. Will existing hexagon block sidewalks, granite curbing or brick streets be impacted (Yes or No): If yes, please respond to the following:

- a) How will the hexagon block sidewalk, granite curbing or brick streets be protected during construction?

14. Will existing bike racks or bike share stations be impacted (Yes or No): If yes, please respond to the following;

- a) Where will the existing bike racks or bike share stations be relocated during construction?