

Minneapolis Residential Construction Management Agreement

This agreement applies to all un-occupied construction projects of wrecking, new build, or major remodeling of 1 and 2 unit dwelling structures.

The undersigned hereby acknowledges that they are responsible for complying with the conditions listed below. Failure to do so may result in fines and/or construction delays.

Project Address:			
Permit #	Date Issued:	Proposed Start Date:	Proposed Completion Date:
Applicant Name:		Applicant Contact Name:	
Applicant Address:			
Applicant Office Phone:		Applicant Cell Phone:	
Applicant Signature:			Date:
Contractor Name:		Contractor Contact Name:	
Contractor Address:			
Contractor Office Phone:		Contractor Cell Phone:	
Contractor Signature:			Date:

This agreement must be attached to approved site plans and be present on-site at all times during active construction. Failure to post and follow agreement may result in fees/fines and/or immediate STOP Work orders.

1. **Hours of Operation:** Operation of construction equipment is allowed only between the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday and shall not be allowed to take place during federal holidays. Operation of construction equipment outside of these hours and days without an after-hours permit from the Minneapolis Health Department is prohibited. (Minneapolis Code 59.30) Each day of failure to obtain a permit or maintain compliance with an issued permit constitutes a separate violation of this Code.
2. **Noise Reduction:** All contractors shall plan for and effectively implement measures that prevent adverse effects upon adjacent property owners including the public right of way as set forth in section 389.60. The Contractor shall implement reasonable measures to mitigate nuisance noise by limiting use of noise generating equipment, vehicles, and avoid using such equipment in immediate proximity to an adjacent residential use to the extent reasonable.
3. **Approved Plans:** An approved/stamped set of building (construction) plans shall be present and available on site as required by Minnesota State Building Code (MSBC)1300.0130.
4. **Contact Information:** Prior to any work done on the construction site, a Contractor sign must be installed identifying the Developer and Contractor company name, contact name and current accessible phone numbers for each person identified, the address of the project, and a contact number for the City of Minneapolis to report problems (311/911 or other as directed by City of Minneapolis Staff). The sign shall be 24" x 36" in size with readable lettering as viewed from the street. All information posted must remain current and the sign must be posted, without obstruction, in the front yard and visible from the street of the project site.
5. **Neighbor Notification:** Prior to any work done on the project site, an informational meeting shall be held to notify neighbors within 300 feet of the subject property. Mailing labels are available through Hennepin County Property Division. The meeting with neighbors shall be held at least fifteen (15) calendar days prior to construction. Notification of the meeting with neighbors shall be in writing, at least fifteen (15) calendar days in advance of the meeting date. Topics discussed must include hours of operation, after hour work request to use construction equipment, construction schedule (demolition, excavation, deliveries, concrete work, and completion

date), drainage plan, erosion and sediment control, dumpster location, noise mitigation, dust control, portable bathroom location, debris removal schedule, site placement for materials, equipment, idling regulations, etc. The Contractor shall maintain, for the record, the meeting notice, agenda, sign-in sheet and other documentation to confirm the meeting requirements are met. Upon request of the City, notification and agenda shall be available for review.

6. Dumpsters and Street Use: Minnesota State law requires a five foot (5') parking setback from driveways and a thirty foot (30') setback from intersections. When possible, dumpsters shall be located completely on project site. If street use is required, permits will be issued in 30 day increments only and may be renewed up to a total of 120 days. Permits may be obtained on-line and a copy of the permit must be placed with building permit on-site. A readable copy of the permit must be attached to the dumpster with active dates visible. Dumpsters must be covered during all non-work hours.
7. Debris/Dumpster Maintenance: All debris will be contained on project site. Regularly scheduled trash and debris removal shall be completed by contractor during the course of construction. Dumpsters shall be removed only during approved hours of operation. (MSBC 3302.2) Area around the dumpster shall be neat and orderly.
8. Building Materials: All deliveries to the site shall be permitted to site within approved hours of operation, on an as-needed basis. Limited stockpiles of building supplies located on site must be neat and orderly with materials that will be used within 5 days. Long-term (over 5 days) stockpiles of buildings supplies are prohibited. (MSBC 3301.2)
9. Idling of Vehicles, Generators, and Other Equipment: No equipment, construction vehicles, or construction crew vehicles shall be in operation outside of approved hours of operations. All vehicles, generators, and equipment must comply with Minneapolis noise ordinance (Chapter 389).
10. Work Crew Parking: Contractor/employee parking shall comply with all applicable parking regulations, including but not limited to compliance with no parking zones or other on-street parking restrictions as well as snow emergencies and winter parking restrictions.
11. Site and Surrounding Maintenance: The Contractor shall keep the site, all streets, all sidewalks, alley, boulevard areas and adjacent properties clean from equipment, waste, materials, or refuse from operations of a construction site. Equipment and materials not used on the work site shall be promptly removed and the site shall be maintained in a neat and orderly condition at all times. All cans, containers, paper, plastic, etc., that are not needed for construction shall be removed and cleared from the site each evening prior to leaving construction site. When public property (street, alley, sidewalk) is used or crossed during the construction period, the project crew will remove all materials by the end of the working day and clear all debris and tracking marks. No materials may be deposited or stockpiled on the public streets, boulevards, alleys, or sidewalks. At the end of each work day, the contractor shall remove any soil that washed or was deposited on any public sidewalk, alley or street and shall remove any trash or debris that washed or was deposited on any public property. All such public property shall be left in as good a condition as it was before such work was commenced. No portable toilets, building materials, or equipment may be stored on a public street, sidewalk, or boulevard area without appropriate and current permits obtained by Minneapolis Public Works (Traffic & Parking Services). (MSBC 3306.8, 3301.2, 3308.1).
12. Tracking Dirt: Tracking of dirt onto public roads during hauling and general day-to-day construction operations will require periodic cleaning of these roadways (MSBC 3306.8). Soil and sediment deposited onto public and/or private pavement areas shall be removed periodically and at the end of each work day. Sweeping may be ordered at any time if conditions warrant. When a drive is used, the Contractor shall install a vehicles drive access of large (3/4+) aggregate material in an effort to minimize tracking of dirt from site. The location of the construction drive area shall be noted on Construction site plans posted at site.
13. Dust Control: The Contractor is responsible for all dust control efforts. The Contractor shall be required to respond appropriately to any verbal or written notice from the City regarding dust control within one (1) hour of

notification. Notification may be sent via voicemail or email. The Contractor is responsible for maintaining a current phone number and email address. When feasible, the Contractor shall, in repairing or tearing down buildings, or in removing debris from any buildings, shall keep all such debris, when appropriate, thoroughly dampened with water so as to prevent the dust there from flying around the neighborhood where any such building is located. (Minneapolis Code 93.120) Alternative dust control measures may be required during below-freezing temperatures.

14. Winter Conditions/Street Cleaning/Street Repair: The Contractor shall comply with all snow removal, snow emergency, and street maintenance/repair regulations for street usage and sidewalk clearing. (Minneapolis Code 430)
15. Restrooms: When possible, portable toilets shall be located completely on back side of project site and not within fifteen feet (15') of an adjacent property living space/structure. No portable toilets may be placed on a public street, sidewalk, or boulevard area without obtaining a permit from Minneapolis Public Works. Contractors are required to monitor and secure the portable toilets and immediately replace any that are leaking.
16. Damage to Public Property: The Contractor is responsible for repairing any damage to public streets, sidewalks, boulevards (including trees), land, curbs, gutters, or sewers. The Contractor shall provide pictures of the existing conditions of the curb, sidewalk and street, boulevard, boulevard trees adjacent to the property prior to any demolition or construction. When damage occurs or if pavement is disrupted, repairs must be completed within three (3) working days, unless the Contractor has received written permission from City staff to delay repairs to a later specified date. The Contractor shall obtain written permission/approval from the City Engineer for all repairs.
17. Protection of Adjoining Property: Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. All structures on adjoining properties, including fences, must be protected from construction work. Provisions shall be made to control water runoff and erosion during construction or demolition activities. Excavations for any purpose shall not remove lateral support from any footing or foundation without first protecting the footing or foundation against settlement or lateral translation.
18. Tree Protection: When reasonable, protective fencing shall be installed around all boulevard trees and/ or trees along lot line that are intended to be saved. If excavation occurs within a significant tree canopy of a neighboring tree, a tree preservation plan must be submitted as part of wrecking permit and/or as part of the building site plan.
19. Survey: Prior to any demolition or construction an as-built survey and topographic survey must be submitted as part of the site plan review and is required to note the front and side yard setbacks on directly contiguous properties on the sides of the home. For properties on corner lots, contiguous properties must be included in survey. As-built surveys are required to be submitted during the course of construction.
 - a. An as-built survey indicating the floor level of the existing home at the main entry must be submitted with an application for a demolition permit.
 - b. An as-built survey indicating the top of foundation and structure setbacks prior to foundation inspection.
 - c. An as-built survey indicating actual site conditions including all structures and contours must be submitted prior to issuance of a Certificate of Occupancy.
20. Erosion & Sediment Control: The Contractor shall conduct all activity in a manner designed to minimize surface runoff, erosion and sedimentation. Proper erosion and sediment control measures shall be provided to prevent soils from being deposited onto adjacent properties, rights-of-way, public storm drainage systems, wetlands or watercourses. At a minimum, all graded surfaces, ground cover, erosion and sediment control measures, and drainage structures or means shall be daily inspected, maintained and repaired during construction and until all disturbed areas have been permanently stabilized. Erosion Control Permits must be obtained, when necessary, prior to construction and Erosion Control Plans, when necessary, must be submitted prior to plan approval. (Minneapolis Code 52)

21. Surface Drainage: The Contractor shall ensure a survey includes spot elevations and contour line in sufficient detail to depict the existing and proposed drainage patterns of the site. The location of all existing and proposed gutter downspout, sump pumps and/or drain tile discharges shall also be shown. It must be demonstrated that the proposed condition do not adversely impact adjacent properties or right-of-way as it relates to surface drainage. The Contractor must protect all storm drain inlets with sediment capture devices prior to soil disruption that may result in sediment laden storm water runoff entering the inlet. The Contractor shall provide effective storm drain inlet protection over the life of the project until all surfaces with potential for discharging sediment to an inlet have been stabilized. The Contractor is responsible for preventing or minimizing the potential for unsafe conditions, flooding, or siltation problems. (Minneapolis Code 52.270)
22. Ground Water: When appropriate, discharges of groundwater from a construction site occurring during construction will require a Temporary Water Discharge Permit. A Temporary Water Discharge Permit does not permit discharge of groundwater to the City sewer system or right-of-way upon completion of the project. Projects shall be suitably designed and undertaken in a manner that does not rely on permanent groundwater discharge. It is the owner's responsibility to thoroughly evaluate the groundwater conditions of the site and select designs/practices accordingly. When appropriate, groundwater elevations and analysis may need to be provided prior to approval of plans.
23. Changes to Site Plan: The proposed project shall be built to the final plans approved by the City of Minneapolis. The Zoning Administrator may authorize minor changes in the placement and size of improvements and the type of exterior materials for an approved site plan, if the changes are required because of conditions that were unknown at the time the permit was approved, and/or the Zoning Administrator determines that the changes are consistent with the intent of this chapter and the findings made by the City Planning Commission or Zoning Administrator in connection with the approval of the site plan. Changes to the site plan affecting bulk regulations, parking and loading, or components of the site plan other than minor changes in the placement and size of improvements and the type of exterior materials (including windows and doors) shall require an amendment to the site plan. The requirements for application and approval of a site plan amendment shall be the same as the requirements for original application and approval. (Minneapolis Code: 530.100)
24. Complaints to Contractor, Developer, or Site Staff: The Contractor shall maintain a log of all complaints and comments received by the contractor/developer while permits are open. The Contractor shall also document all resolutions to complaints. The log shall be made available within twenty-four (24) hours when requested by the Planning Director or designee.
25. Stop Work Order: If the building official or designee finds any work regulated by the code being performed in a manner contrary to the provisions of the code or in a dangerous or unsafe manner, the building official may issue a stop work order. The stop work order shall be in writing and issued to the owner of the property involved, to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order and the conditions under which the cited work will be permitted to resume. MSBC 1300.0170