



Off-Site Construction Staging Application Form - Zoning Department

The requested information on this application is required.

Project name: _____

Project Location (Street Address): _____

Project Location (Parcel #): _____

General Information: *List all property owners having a legal/equitable interest in the property (Attach separate sheets if necessary).*

Owner's Name (s): _____

Street Address: _____ **City/State/Zip:** _____

Telephone: _____ **Email:** _____

Applicant's Name: _____ **Name of firm:** _____

Street Address: _____ **City/State/Zip:** _____

Telephone: _____ **Email:** _____

SUBMITTAL REQUIREMENTS *electronic submittals only via flash drive or CD***:**

An application for an off-site construction staging license shall be accompanied by a site and grading plan that shows the following for the site on which the off-site construction staging is to occur:

- | | |
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| <ul style="list-style-type: none"> ▪ Existing grade contours of the site and of adjoining properties; ▪ Locations of different activities to be located on the site; ▪ List of materials and equipment to be stored on the site, including the means and methods to safely store any hazardous material or dangerous equipment; ▪ Any proposed grading necessary to stabilize the site; ▪ Proposed erosion control measures and storm drainage control measures to prevent wind and water erosion, drainage impacts and tracking mud onto streets; ▪ Flood ways and flood plains; ▪ Natural habitat and features; | <ul style="list-style-type: none"> ▪ Fences; ▪ Restrooms; ▪ Existing trees; ▪ Existing easements and right-of-way; ▪ Existing underground utilities; ▪ Other information necessary to describe the site; ▪ Traffic control plan reflecting means of ingress and egress to be used; ▪ Mitigation plan to address any adverse impacts to the site, or adjacent parcel, caused by off-site construction staging during and after the staging; and ▪ Restoration and final site condition plan. |
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An off-site construction staging site is required to be located within a quarter (.25) of a mile of the construction or development site to be served by the off-site construction staging.

An off-site construction staging license issued shall expire eighteen (18) months after the date of issuance unless an extension is granted. After expiration of an off-site construction staging license, at least four (4) consecutive months shall lapse before a new license is issued for the same parcel.

For more information see Land Use Code Section 3.8.35 – Off-Site Construction Staging.

CERTIFICATION

I certify the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having a legal or equitable interest in the real property, as defined in Section 1-2 of the City Code; which is the subject of this application) without whose consent and authority the requested action should not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection, and if necessary, for posting a public notice on the property.

Name (please PRINT): _____

Address: _____

Telephone: _____ **Signature:** _____