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# CITY OF BELVEDERE

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## Staging, Parking and Material Delivery Guidelines

The City of Belvedere welcomes construction projects as long as they do not unduly inconvenience the community and its residents. Contractors, their employees, and subcontractors who disturb the peace and well being of Belvedere residents, through violations of vehicle codes or other City codes and policies will be subject to citations, having their vehicles towed and/or having the building permit revoked.

Permits will not be issued unless there is an approved Parking and Staging Plan (Construction Management Plan). Such plan shall identify the location of construction vehicle parking, storage areas for construction materials, location of material deliveries, and/or any other areas that will be utilized throughout the course of construction. **VIOLATIONS OF THE STAGING PLAN MAY RESULT IN THE BUILDING PERMIT BEING REVOKED. THE PERMIT MAY NOT BE REISSUED UNTIL THE PROJECT IS REHEARD BEFORE THE PLANNING COMMISSION AND ALL NEW FEES ARE paid.**

The following guidelines have been established to guide contractors and architects in planning and budgeting their projects:

1. It will shorten the review process if you submit the Staging, Parking and Material Delivery Plan along with your permit application. Plans should be written, well thought-out and cover all possibilities. Plans are reviewed by the Building Official, Public Works Director, and City Manager.
2. Belvedere streets are narrow and winding. In many spots there is room only for a single car to pass. **YOU CAN UTILIZE ONLY THREE (3) ON-STREET PARKING SPACES FOR YOUR PROJECT.** If there are not legal parking spaces in front of your parcel now and you temporarily remove landscaping, fencing or walls, you may utilize those newly created temporary spaces as long as they leave a minimum of 10 feet clear space for vehicles to pass. Use of spaces in this manner must be noted on the staging plan and require review. Contact City Public Works Director Antony Boyd, [aboyd@cityofbelvedere.org](mailto:aboyd@cityofbelvedere.org) for more details. **ALL OTHER PARKING FOR YOUR PROJECT MUST BE OFF-STREET OR BE TAKEN CARE OF BY CARPOOLING OR BUSING.**

3. All material must be delivered to off-street areas. Trucks offloading or unloading material must do so while parked in legal parking spaces or be off street. Any use of the public right-of-way for off-loading or on-loading will result in a citation from the police department and possible revocation of the building permit. The Public Works Director will issue you an encroachment or road closure permit for on-loading and off-loading only when there is no possible alternative. Full road closures are discouraged.
4. Encroachment permits shall be available on site in case the Public Works Director, a police officer or the Building Official needs to verify them.
5. The use of barges, where possible, is strongly encouraged. The use of a barge shall be approved by additional outside jurisdictional authorities including, but not limited to BCDC, Water Resource Board, and possibly others.
6. In order to comply with these regulations, it may be necessary to build temporary on-site staging areas by cutting, filling and shoring. Walls, fences and landscaping may have to be removed to gain access for parking and material storage.
7. All construction projects must be completed within 6 to 24 months of the date of permit issuance, depending on the valuation of the job, or as set by the Planning Commission. Projects which run longer than this will be subject to building permit expiration and a Stop Work Order and will be required to pay a reinstatement fee as prescribed in Belvedere Municipal Code section 16.04.030 to reactivate the expired building permit.
8. A job superintendent must be on site at all times when any work is in progress by either the contractor or any subcontractors. Failure to do so may result in your building permit being revoked.
9. Loud music, cursing, fighting, or littering on the street or neighbors' property is prohibited and violations may result in your permit being revoked.

NOTE: ENCROACHMENT PERMIT IS REQUIRED FOR  
A DEBRIS BOXES LOCATED ON A CITY STREET

When approved this becomes

**City of Belvedere Conditions of Permit Approval**

**Exhibit A**

**Staging, Parking and Material Delivery Plan**

For \_\_\_\_\_ (project address) permit # \_\_\_\_\_  
(Address)

(Provide description of staging and delivery plan. Use additional sheets and drawings as necessary)

I will have no more than \_\_\_\_\_ number of construction vehicles utilizing street parking.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(for staff use only)

No more than \_\_\_\_\_ ( \_\_\_ ) construction-related vehicles associated with this project are to be parked on any public street within the City of Belvedere at any given time. Furthermore, all such construction-related vehicles, including but not limited to contractor's and sub-contractor's vehicles, concrete trucks & concrete pumpers, cranes, tractors, drill rigs, material delivery trucks, etc., parked on the public right-of-way are to be parked immediately in front of or on the subject property, and if parked on the right-of-way, shall be counted toward the maximum allowable number of vehicles indicated above. Violations of the staging plan may result in a "STOP WORK ORDER" being issued and/or the revocation of the building permit. The permit may not be reissued until the project is reheard before the Planning Commission and all new fees are paid.

Comments:

Approved by: \_\_\_\_\_  
City Manager





City of Belvedere  
450 San Rafael Avenue  
Belvedere CA 94920

## **ACKNOWLEDGMENT OF CONSTRUCTION RESPONSIBILITY**

**Address of property:** \_\_\_\_\_ **APN:** \_\_\_\_\_

**THIS DOCUMENT MUST BE EXECUTED BY THE APPLICANT PROPERTY OWNER, AND/OR THE ARCHITECT, OR CONTRACTOR, FOR ALL PROJECTS THAT RECEIVE DESIGN REVIEW AND/OR ARE SUBSTANTIAL IN THEIR SCOPE OF WORK.**

To assist you, as the property owner, and your project representatives in the successful completion of your construction project, as well as to advise you of important aspects of construction regulation in Belvedere, the City is providing to you the following information. By you or your representative signing this document, you are acknowledging that you have read, understand, and will comply with each of the points listed below.

1. Once Design Review approval has been granted, construction plans may be submitted to the Building Department. The construction plans shall be **IDENTICAL** to the plans approved for Design Review. (Authority: Belvedere Municipal Code Section [BMC] 20.04.010). Deviations from the plans approved for Design Review cannot be approved except by an amendment to the Design Review approval. It is the applicants' responsibility to ensure conformance with the approved plans, and the failure of staff to bring nonconformities to the applicants' attention shall not excuse the applicant from such compliance.
2. Comments from City staff regarding the project shall neither be deemed official nor relied upon unless they are in writing and signed by the City Manager or his/her designee.
3. Without the prior written approval of the City, construction on the project shall not deviate in any manner, including but not limited to form, size, or color, from approved construction plans. If at any time during construction, and without such written approval, construction on the project is found by a member of City staff to deviate from the approved construction plans in any manner, an official STOP WORK ORDER will be issued by the City, and there shall be a total cessation of all work on the project.
4. If such a STOP WORK ORDER is issued, the City may initiate proceedings to impose administrative penalties or nuisance abatement proceedings and issue an order to show cause, which will compel the undersigned property owner to appear before the City Council and show cause why the work performed does not deviate from the approved plans and why such work should not be condemned as a public nuisance and abated. (Authority: BMC Chapter 1.14 & 8.12)
5. If the total cost of the project exceeds the permit valuation on the building permit, the owner shall pay the additional fee based on the difference between the original estimated valuation and the final valuation. (Authority: California Residential Code § R109, California Building Code §109, and Belvedere Administrative Policy Manual 14.6) Any cost incurred by the City in determining or assessing the revised value of the property, or in collecting the additional permit(s) fee(s), shall be charged to the Property Owner. Nonpayment of such additional permit fees incurred is a violation of the City's Municipal Code and will be enforced by the City pursuant to the provisions of Belvedere Municipal Code Chapter 1.14, including imposition of the lien on the subject property.
6. The City's Construction Time Limit (CTL) Ordinance mandates a specific period of time for the completion of each project and the start date, relative to the CTL Ordinance, is considered the date of the permit issuance unless the City is notified in writing of a different start date. (Authority: BMC Chapters 20.04.035 & 16.04.030.)
7. For construction projects which previously had not been assigned a CTL, when Design Review is required in mid-project, a permit is issued to memorialize the new work and the inception of the required CTL. The assigned CTL beginning date is the date of the initial permit issued for the project. The length of CTL time assigned to the project is based on the valuation of total project cost and the entire project is to be completed by the assigned CTL date.

**I have read, acknowledge, and agree to be bound by the foregoing "Acknowledgment of Construction Responsibility" and representations one through seven contained therein.**

\_\_\_\_\_  
Property owner                      Date \_\_\_\_\_                      Architect or Contractor                      Date: \_\_\_\_\_



# CITY OF BELVEDERE

450 San Rafael Avenue • Belvedere, CA 94920-2336

Tel: 415/435-3838 • Fax: 415 435-0430 • [www.cityofbelvedere.org](http://www.cityofbelvedere.org)

## Project Statement & Subcontractor's List

Permit Number: \_\_\_\_\_

Site Location: \_\_\_\_\_

"There are hereby imposed upon all businesses, trades, professions, callings, and occupations, whether or not carried on for profit, license taxes in the amounts prescribed in this chapter. Except as provided in Section 5.04.010, it shall be unlawful for any person to transact and carry on any business, trade, or profession, calling or occupation in the City without first having procured a license from the City so to do or without complying with all of the applicable provisions of this chapter." (Section 5.04.030, Belvedere Municipal Code.)

This shall include each and every subcontractor performing work on the referenced project.

Before the building permit is issued for this project, all subcontractors must be declared, and this statement must be submitted to the Building Department. The permit will not be issued until all City and code requirements have been met and each contractor and subcontractor has obtained a City of Belvedere business license. These business licenses must be kept in effect throughout the duration of the referenced project.

Check one of the following:

- ☐ There will be no subcontractors for this job. I will perform all the proposed work.
- ☐ The subcontractors specified on the reverse side of this form will perform the work at the referenced site.

I certify under penalty of perjury under the laws of the State of California that I have used all reasonable diligence in preparing this statement. I have reviewed the statement, and, to the best of my knowledge, the information contained herein is true and complete.

General

Contractor:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date: \_\_\_\_\_

Owner-

Builder:

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Date: \_\_\_\_\_

## SUBCONTRACTORS LIST

### DRYWALL

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### ELECTRICAL

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### FRAMING

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### GRADING

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### MECHANICAL

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### LANDSCAPING

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### OTHER

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_

### OTHER

NAME \_\_\_\_\_ Contractor's No: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE & EMAIL \_\_\_\_\_



## Pre-Construction and Demolition Recycling Plan

**Recycling Construction and Demolition (C&D) Materials is REQUIRED.**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Project Sq. Ft: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

	STEP 1	STEP 2	STEP 3
<b>EASY METHOD</b>	Project owners, contractors or other permit applicants must <u>complete this form and sign on the next page</u> . Turn in pages EZ-1&2 prior to construction.	Self-haul or have your debris box hauler deliver C&D materials to a <u>Certified Facility</u> for recycling.	Collect receipts from Certified Facilities for all loads and staple them to the "Post Construction Recycling Documentation" form (EZ-3). Turn in completed EZ-3 along with Certified Facility receipts <u>prior to final inspection</u> .

	STEP 1	STEP 2	STEP 3
<b>ADVANCED METHOD</b>	Project owners, contractors or other permit applicants must <u>review CALGreen code Title 24</u> and understand the requirements of Section 4.408, 5.408, 301.1.1 and 301.3. Turn in pages EZ-1&2 prior to construction.	Develop a <u>Construction Waste Management Plan (CWMP)</u> using the Advanced Method form template (AD-1&2).	Implement your CWMP. Using pages AD-3&4 from the Advanced Method form, provide complete documentation of recycling <u>prior to final inspection</u> . Turn in pages AD-1-4 <u>prior to final inspection</u> .



## Pre-Construction and Demolition Recycling Plan

I certify under penalty of perjury that I will recycle C&D materials from my project via (check one):

- ☐ **THE EASY METHOD:** Direct C&D materials to a Certified Facility and submit weight tickets with pages EZ-3&4 prior to final inspection showing material is recycled from Certified Facilities.
- Reuse and/or deconstruct first.
  - Direct all C&D materials to a Certified C&D Facility or building materials reuse business. A list is available online: [ZeroWasteMarin.org/CD](http://ZeroWasteMarin.org/CD)
  - Save documentation of recycling (C&D Facility receipts) and submit prior to final inspection.

- ☐ **THE ADVANCED METHOD:** Ensure and prove recycling of C&D materials via your CWMP. Requires submission of detailed information per CALGreen code, careful tracking of all materials generated by your project, and submission of documentation of recycling prior to final inspection. Use the "Advanced Method" form template.

*I certify that I have read the Advanced Method form template and that I will abide by its requirements and the requirements of CALGreen code. I will turn in pages EZ-1&2 prior to construction and AD-1-4 prior to final inspection.*

- I will use the Advanced Method form template as required and described under CALGreen code Title 24. The template is available at your building counter or at: [ZeroWasteMarin.org/CD](http://ZeroWasteMarin.org/CD).
- I hereby certify (through selecting "Advanced Method" and signing below) that this project will adhere to the requirements stated on AD-1&2.
- Construction material generated by this project will be: (check appropriate box)
  - ☐ Sorted on-site   ☐ Deconstructed and/or reused
  - ☐ Below the CALGreen threshold of disposal per square foot

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## EASY METHOD

# Post-Construction Recycling Documentation

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Project Sq. Ft: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

**1. Use this form to document C&D material recycling for the Easy Method:**

- If self-hauling materials, **staple** "weight ticket" receipts from Certified Facilities to this form. Full list of Certified Facilities and map is available on the Zero Waste Marin website: [ZeroWasteMarin.org/CD](http://ZeroWasteMarin.org/CD)
- If using a permitted debris box hauler, **staple** "weight ticket" receipts from Certified Facilities, provided by your hauler to this form. Be sure to specifically request these from your hauler!

**2. Attach and turn in receipts prior to final inspection.**

Log your receipt numbers in the table below. Certified Facilities may reprint copies upon request.

More space is available on Page 4.

Date	Receipt #	Facility Name	Notes

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Thank you for recycling!**

