

**APPENDIX J:**  
**Construction**

**APPENDIX J-1:**  
**Sample City of White Plains Construction Management Protocol**

# SAMPLE

## CONSTRUCTION MANAGEMENT PROTOCOL

The requirements for the White Plains Construction Management Protocol for the proposed development known as ■\*\*\*\*\* • to be located at \*\*\*\* (■Proposed Project•) are set forth below:

- A. A Construction Management Plan is required for the development of the Proposed Project and a coordination plan for coordinating construction with other construction in the area, if any, including City projects which will be going on contemporaneously with this Project. The Plan shall include strict controls on all aspects of the construction, including construction related impacts on adjacent properties and properties within the construction impact area, such as, but not limited to, hours of operation of construction vehicles and construction work on the site, hours of deliveries to the site, location of deliveries, requirements for loading/unloading and storage of materials on the Project site, length of time travel lanes can be encumbered, sidewalk closings or pedestrian diversions to ensure the safety of the pedestrians, controls on "fugitive dust" and the impact of run-off from the site on the City storm drain system, such as from the wash down of delivery vehicles departing the site (all such vehicles must be cleaned on pads located on the site and all drainage must have proper filtration of the wash-down water), noise, pest control, street cleaning, site security, scheduling of periodic meetings with nearby residents and City staff to coordinate project construction and keep residents advised. The Construction Management Plan shall be subject to the approval of the Commissioners of Building, Public Safety, Public Works, and Planning, the Deputy Commissioner of Parking for Traffic Engineering, and the Environmental Officer. Prior to the issuance of any building or excavation permits, the Applicant and its construction management team, including principal contractors, must meet together with representatives of the City departments of Building, Public Works, Public Safety, and Planning and the Environmental Officer, to review the Project Construction Management Plan and to ensure that all responsible parties understand their responsibilities under that Plan.
  
- B. Since vibration from excavation and construction equipment and work on the Site could have negative impacts on adjacent properties, the Applicant must take all appropriate steps to avoid impacts to such properties, including pre-disturbance surveys of the adjoining properties not owned by the Applicant, use of procedures approved by the Departments of Public Safety and Building for rock chipping (if any is to be conducted), pile driving, sheeting and shoring around the excavation area, and any such other necessary protections as are deemed appropriate and protective of the adjoining properties by the Commissioner of Building. If blasting is required, separate approval must be obtained from the City departments of Building, Public Safety and Public Works. The City has a separate protocol for blasting.) In developing the excavation and construction procedures, the Applicant shall consult with residents within the construction impact area on their needs and concerns and to provide adequate understanding of the construction process, and ensure proper notice to these owners. This includes creating a photographic record of existing structural conditions of buildings in the designated construction impact area if rock chipping or blasting will occur.

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- C. The Construction Management Plan for the Proposed Project shall require that the Applicant ensure through appropriate measures, to be agreed upon between the City and the Applicant, that the parking location requirements for construction workers will be specified and strictly enforced. As part of the Construction Management Plan, the Applicant shall submit a parking plan for construction workers which designates the construction manager as the responsible party to ensure that the proposed parking plan is enforced. Once a parking plan is approved by the City for construction workers, the Applicant shall be required to provide all construction contractors with information on where their workers and the subcontractors are permitted to park and provide clear consequences for the failure to follow these regulations. The parking plan shall also designate the routes to the construction site for construction workers and construction vehicles, which routes must be approved by the Deputy Commissioner of Parking for Transportation Engineering, Commissioner of Public Safety and Commissioner of Public Works. Such routes shall be along arterial and collector streets, with minimum use of minor streets if deemed necessary to access the construction site. For Core Area development, it is anticipated that parking for construction workers will be arranged through the City's Department of Parking. The Applicant should commence discussions with the Parking Department as soon as possible to address this issue if parking in a municipal lot or parking garage is proposed for construction worker parking.
- D. The Construction Management Plan shall prohibit staging or "waiting" by construction vehicles on City streets, unless previously approved in writing by the Commissioners of Public Works and Public Safety.
- E. As to "fugitive dust", the Applicant must develop a plan for the protection of adjacent properties, satisfactory to the Commissioner of Building and the Environmental Officer.
- F. Due to the proximity of sensitive receptors, such as nearby residents, noise from the construction site could potentially have negative impacts, the Construction Management Plan must address both noise impacts and air quality impacts of construction equipment as follows:
1. The internal combustion engine-powered construction equipment used in the construction of the project shall be limited to late model (1998 and newer) so as to take advantage of the cleaner burning engines. Also, these off-road pieces of equipment will have better sound attenuation properties. Exceptions to this shall be subject to the approval of the Commissioner of Building upon a demonstration that it is not feasible or practicable to obtain the required equipment. Unless an exception is granted by the Commissioner of Building, no engines shall be used unless "critical" level exhaust silencers are fitted. This is the quietest of the three main categories and is consistent with what the City uses for its own fleet.
  2. All non-road vehicles over 50HP used with regard to this Project shall utilize the best technology available for reducing the emission of pollutants, including, but not limited to, retrofitting such non-road vehicles with oxidation catalysts, particulate filters, and/or technology with comparable or better effectiveness. All

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construction equipment shall include PM2.5 emission controls. The City recognizes that there is a cost associated with PM2.5 emission controls, but the size, scope, and length of time necessary to construct each project warrants the additional cost on the part of each project developer to insure reduced emissions during the construction phase.

3. All diesel powered non-road vehicles in use at this construction site shall be fueled only with ultra low sulfur diesel having a sulfur content of no more than fifteen (15) parts per million. All fuel delivered for use at this construction site shall consist of said fuel.
  4. "Non-road vehicle" means a vehicle that is powered by non-road engine, fifty (50) horsepower and greater, which shall include, but not be limited to, excavators, backhoes, cranes, compressors, generators, bulldozers, and similar equipment.
  5. "Non-road engines" mean an internal combustion engine (including the fuel system) that is not used in a motor vehicle used solely for competition or that is not subject to standards promulgated under Section 7411 or Section 7521 of Title 42 of the United States Code (USC), except that this term shall apply to internal combustion engines used to power generators, compressors, or similar equipment used in any construction program or project.
- H. The Applicant shall be responsible to ensure that all streets and/or roadway infrastructure which is damaged as a result of construction activities will be repaired to City standards, funding for such repairs to be drawn from the bond posted with the City, Builder's Risk Insurance, and by the Applicant for such damage as is not covered by the bond or insurance.
- I. The Construction Management Plan shall address the maintenance of the respective properties during the construction phase. Prior to the commencement of construction, the Project Applicant shall also be required to maintain its property and ensure that it is clean and free from hazardous conditions.
- J. The City of White Plains Standard Construction Details and Specifications shall supersede anything submitted by the Applicant which is inconsistent with those standards.
- K. The Applicant shall include a note on both the approved site plan and the Construction Management Plan about soil and erosion control regulations and the need to comply with the applicable City of White Plains and New York State Department of Environmental Conservation regulations, including, in all cases providing appropriate controls on site to prevent runoff from the site into City streets and storm drainage system, and, where applicable, the requirements of the approved SWPPP.
- L. The Applicant shall submit to the Commissioner of Public Works for review and approval a certified property survey by a licensed surveyor with metes and bounds shown for all

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property lines. The Applicant shall provide coordinates in NAD 83 on the property survey.

- M. The Applicant shall provide to the Commissioner of Public Works for his review and approval profiles of the proposed service utilities, depicting existing utility crossings.
- N. The construction sequence of this Proposed Project must be coordinated with the City's Department of Public Works before it can issue permits to close streets or sidewalks, and disconnect or otherwise interrupt utility services, which will likely have a significant impact to the surrounding neighborhood.
- O. The Applicant or any of its successor(s) or assign(s) shall be required to notify the Corporation Counsel of the City of White Plains in writing within thirty (30) days of any change in ownership, transfer of title, or any change in the corporate structure of same.

**APPENDIX J-2:**  
**Sample City of White Plains Construction Management Plan**

# CONSTRUCTION MANAGEMENT PLAN

for construction of \_\_\_\_\_ at

**Address**

**City of White Plains**

This Construction Management Plan shall be posted on-site at all times with the Building Permit. The contact telephone numbers of the Developer, Building Inspector, Stormwater Management Inspector, and Environmental Officer are listed at the end of this plan.

## SITE PREPARATION

1. Prior to issuance of a building permit, reinforced silt fencing shall be installed at the limit of construction disturbance line. The fence will be buried six inches at the base. The fences shall be inspected daily by the contractor and repaired as needed. Any build-up of soil along the silt fence shall be removed, as necessary, by the contractor.
2. Prior to tree clearing, anti-tracking pads shall be installed. Clean-up of any sediment deposited on the street pavement by erosion, or transported off-site by construction vehicles shall be the responsibility of the owner and construction team. The local streets shall be inspected and swept daily, as needed, by the contractor.
3. Prior to tree clearing, the Stormwater Management Inspector and Environmental Officer shall inspect the site in order to ensure that erosion control measures are in place and the site is ready for clearance. Trees on the project site shall be banded with colored tape to identify the status of tree preservation in conformance with the Tree Preservation Plan as follows:

Green Tape - Tree is to be preserved

Red Tape - Tree to be removed

Any removal of trees designated for saving shall be subject to approval by the Tree Preservation Committee.

## SOIL AND EROSION CONTROL MEASURES

1. Identify and physically mark the limits of land disturbance on the site with silt fencing or orange construction fencing so that all workers and contractors can see areas to be preserved.
2. Clear only the area required for immediate construction. Soil cover includes the remnant shrubs, leaf cover, and addition of hay mulching or placement of tarpaulins.
3. Reinforced silt fencing shall be installed along the western and southern limit of disturbance lines, and a second silt fence shall be installed along those property lines.
4. Soils shall be permanently stabilized in each area after completion of work in that area. During the final construction phase of the project, the site will be seeded and covered with hay. The silt fencing will be removed only after grass has grown in sufficiently to prevent erosion, as determined by the Environmental Officer. The site must be fully stabilized prior to issuance of the Certificate of Occupancy.



5. Stabilization measures of exposed soils must be initiated immediately as needed with site conditions to control erosion. Control measures include soil covering practices (e.g. application of hay, mulch, matting, sodding, tarpaulins and planting vegetation such as fast growing Rye grass); or surface roughening to reduce storm water surface flow. Silt fences should be used for erosion and sedimentation control, in lieu of straw bales, as per the New York State Stormwater Management Design Manual. Cloth soil stabilization mats will be used as appropriate in conformance with requirements of the Department of Environmental Conservation and the Department of Public Works.
6. To protect adjacent properties, capture sediment on-site by using structural and source control practices such as filter fences, earth berms and sediment traps. Soil storage piles should be covered with tarps, or seeded and circled with silt fence until the soil is either replaced or removed. Backfill basement walls as soon as possible and rough grade the lot. This will eliminate the large soil mounds, which are highly erodible, and prepare the lot for temporary cover. After backfilling, grade or remove excess soil from the site quickly
7. Any concentrated flow of surface water or formation of erosion gullies shall be controlled by regrading of surface topography, the installation of detention channels, basins, check dams or a level water-flow spreader.
8. All erosion and sediment control practices will be checked for stability and operation at the end of every day that construction activity occurs. The construction site shall be closed with silt fencing re-installed across the access drive at the end of each day. The site and control practices shall be checked following every runoff-producing rainfall but in no case less than once every week. Any needed repairs will be made immediately to maintain all practices as designed.
9. Sediment will be removed from the sediment containment device and block and gravel inlet protection device when storage capacity has been approximately 50% filled. Gravel will be cleaned or replaced when the sediment pool no longer drains properly.
10. Sediment will be removed from behind the sediment fence when it becomes about 6 inches deep at the fence. The sediment fence will be repaired as necessary to maintain a barrier.
11. Any water flowing off the site shall be clean and free of sediment and suspended materials.
12. Complete documentation regarding the source and quality of fill material must be submitted for approval to the Commissioner of Public Works prior to bringing any fill to the site. As required by the Commissioner of Public Works, the fill material shall be tested by an independent testing laboratory (ITL) chosen by the Department of Public Works and funded by the Applicant to ensure that no toxic elements are in the soil. Also, the ITL must perform soil leachate testing to ensure that all elements are contained on the site.

#### CONSTRUCTION VEHICLES, EQUIPMENT, AND SITE MAINTENANCE

1. Construction Parking. All construction vehicles and equipment shall be parked on-site. Parking for construction workers shall be located so as not to impede the flow of traffic around the project site. The owner or contractor shall be responsible to instruct and enforce the parking rules for all employees or subcontractors.

2. Construction vehicles are not permitted to idle when not in use for a period of 20 minutes or more.
3. Concrete trucks and masonry mixers must be rinsed on-site. No off-site washing is permitted.
4. All debris shall be placed in containers provided. No burying or burning shall be permitted.
5. All construction debris and remaining soil shall be removed from the site at the end of construction.
6. Work shall be performed in conformance with the City's Noise Ordinance. Construction activities shall occur only between the hours of 7:00am and 7:00pm on weekdays, and between the hours of 9:00am and 7:00pm on Saturdays.

### **Certification Statement**

I certify that I understand and agree to comply with the terms and conditions of this Construction Management Plan.

\_\_\_\_\_  
Project Developer Signature

**Project developer:**

Company Name

Contact telephone numbers: **(123) 456-7890** or **(987) 654-3210**, for use during working hours, non-working hours, and in case of emergencies.

**City of White Plains Contacts:**

Building Inspector:

Phone: (914) 422-1269

Stormwater Management Inspector:

Phone: (914) XXX-XXXX

Environmental Officer:

Phone: (914) 422-1300

**APPENDIX J-3:  
City of White Plains' Blasting Protocol**

November 16, 2016

City of White Plains' Blasting Protocol

If blasting is required, the Applicant shall comply with the City of White Plains' Blasting Protocol which includes the following:

1. Compliance with all State and City codes, rules and regulations and further requirements set forth herein as follows:
2. All blasting operations shall be monitored by a licensed Professional Engineer retained by the Applicant. A Blasting Management Plan must be developed and shall conform to the White Plains Supplemental Building and Fire Code, Explosive Materials Code, and No. NFP No. 495, National Fire Protection Association (NFPA), 1966 edition as amended, section 495 outlining blasting. Formulas proper for distances and particle velocities are provided in the Supplemental Code and NFPA 495. The proper amounts of high explosives derived from equations and site conditions shall be contained in the Blasting Management Plan that shall be prepared by a licensed Professional Engineer and approved by the Commissioner of Public Safety or his designee before blasting is commenced. Written logs of all blasting shall be prepared and submitted by the licensed Professional Engineer, signed and sealed, to verify compliance with Code requirements and the conditions contained in this resolution herein.
3. No blasting shall take place unless the proper permits have been obtained from the Department of Public Safety for the appropriate fees. The company undertaking the blasting for the Applicant must provide, inter alia, the following information:
  - a. Proof of a valid blasting license and Certificate of Competence from the New York State Department of Labor;
  - b. Certificate of Insurance in the amount of at least \$5,000,000 liability coverage or more in which the City of White Plains is named an additional insured;
  - c. Certificate of Workers Compensation Insurance (Form c105.2);
  - d. Certificate of Compliance with Disability Benefits Law (Form D.B. 120.1);
  - e. If blasting is near a Tennessee Pipe Gas Line, provide proof of notification;
  - f. Notice of evacuation to Consolidated Edison (Code 53), if necessary.

4. Upon production and approval of the aforementioned documents, the blasting company shall call the City's Fire Prevention Bureau to make an appointment to inspect the blasting area. The inspector from the Fire Prevention Bureau will pick up all permits and other information at the Department of Public Safety, prior to the inspection of the area. Upon completion of the area inspection, the inspector will sign and date all permits and issue them to the blasting company. No permit shall be issued unless and until the contractor has provided written documentation demonstrating that a contract of insurance has been procured in the correct amount of coverage and in which the City of White Plains is named an additional insured.
5. A Fire Inspector from the Fire Prevention Bureau shall witness blasting at all blasting sites and insure that the site and blasting company are in compliance with the City of White Plains Supplemental Building Codes and the New York State Fire Prevention and the NFPA reference standard 495.
6. The Applicant shall ensure that the blasting company retained by the Applicant is licensed by the State of New York and has obtained necessary permits from the City's Department of Public Safety and shall:
  - a. comply with all White Plains Supplemental Building and Fire Code provisions pertaining to the placement and specifications for storage magazines, including but not limited to signing the storage magazines: "EXPLOSIVES-KEEP OUT" with 6" inch high lettering;
  - b. note the proximity of buildings and roads;
  - c. inspect the blasting mats to ensure that they are in good condition ( a minimum of three (3) are required);
  - d. ensure that at no time a blast takes place with any uncovered holes;
  - e. ensure that all residents within five hundred (500) feet of the property are notified of the date and time that the blasting is to take place;

- f. ensure that the signs have been posted on roadways, informing the public that they are entering/leaving a blasting area and that they are not to use a short wave radio in the area;
  
- g. obtain separate permits from the City's Department of Public Safety for the transportation of explosives and blasting. All blasting operations are to be witnessed by the Fire Prevention Bureau and meet applicable state and local fire codes. The blasting company must comply with 1176.2d-1 of the White Plains Supplemental Code and 9 NYCRR Part 1176.1 (NFPA Standards for inspection of vehicles for transporting explosives);
  
- h. ensure that all explosives are removed from the site at the end of each day;
  
- i. ensure that a "shot report" is filled out for every shot. The report is to be accompanied with a seismograph print-out for each shot recorded; these reports shall be filed with the Department of Public Safety-Fire Prevention Bureau. A second seismograph shall be provided by the blasting company to be located at the direction of the Fire Inspector from the Fire Prevention Bureau;
  
- j. provide the name, address and phone number of the contractor performing the blasting work, as well as the person actually responsible for the blasting at the site to the Department of Public Safety and provide a duplicate copy of the license to the Fire Inspector from the Department of Public Safety-Fire Prevention Bureau;
  
- k. notify the Fire Prevention Bureau twenty-four (24) hours in advance of blasting;
  
- l. ensure that the general public is as far away from the blast area as possible;
  
- m. if required by the Fire Inspector from the Fire Prevention Bureau, have all traffic through or around the blasting area stopped before the shot and until after the shot has been completed;
  
- n. ensure that no explosives are left in any blasting holes overnight. No overnight storage is allowed;

- o. provide pre-blast surveys to all property owners within five hundred (500) feet of the site and create a photographic record of structural conditions of individual residences in the designated 500 foot construction impact area, and provide a sworn affidavit of service to the Commissioner of Public Safety with a copy to the Corporation Counsel;
  
- p. test blasting shall be conducted on the site to determine the minimum amount of explosives necessary. However, at no time will a blast go over a 2.0 ppv on the seismograph. If this occurs, the blasting company will be required to cut back on the number of pounds of explosive, ensuring the ppv to stay under 2.0 ppv.