



TOWN OF TAOS PLANNING AND ZONING DIVISION

CONSTRUCTION MITIGATION CHECKLIST

No building permit shall be issued unless a Construction Mitigation Checklist has been submitted to the Code Administrator of the Town of Taos.

Please answer yes or no to the following questions and sign & initial:

- Will you provide onsite parking for the proposed project? YES NO If you answered "No" please refer to the attached requirements for Off-site parking
Will there be parking in a public right of way during the course of construction? YES NO If you answered "Yes," a letter of approval from the Town of Taos Public Works and Police Departments will be required.
Will this project require the storage of construction materials on site? YES NO If you answered "Yes" please refer to the attached requirements for material storage.
Will this project require fencing? (NOTE TO APPLICANT: Fencing may be required for commercial projects which involve new construction). YES NO If you answered "Yes" please refer to the attached requirements for fencing signs.
Will this project require temporary construction signs advertising the work being done? YES NO If you answered "Yes" please refer to the attached requirements for signs.
Will this project require a construction trailer(s) on site? YES NO If you answered "Yes" please refer to the attached requirements for construction trailers
Will this project provide chemical toilets for workers? YES NO If you answered "Yes" please refer to the attached requirements for Chemical Toilets
Will this project require the use of dumpsters for construction debris? YES NO If you answered "Yes" please refer to the attached requirements for dumpsters. If you answered "No" please refer to the attached requirements for site cleanliness
Will this project disrupt traffic at any time during the course of construction? YES NO If you answered "Yes" please refer to the attached requirements for construction related traffic control.

Construction Activity: Construction activity shall only occur between the following hours, unless otherwise authorized by the Town of Taos Development Review Committee ("DRC"):

- Residential projects: 8 am – 5 pm, Monday through Saturday.
Commercial projects: 7 am – 6 pm, Monday through Saturday
(Commercial projects in residential zones: 8 am- 5 pm Monday through Saturday)

By initialing here _____ I understand that my project will comply with the applicable time frame requirements as they are stated above unless I receive written permission from the DRC to deviate from them.

This checklist has been answered to the best of my knowledge. Should circumstances change during the course of my project work that conflict with the answers given in this checklist, it is my responsibility to inform the Town of Taos Planning and Zoning Department. I understand that I shall abide by the applicable regulations that are attached to this checklist. I understand that if I fail to follow the applicable regulations stated in the attachments herein I may be subject to a Stop Order on my project.

Applicant Signature

Requirements for the Construction Mitigation Checklist are outlined in Sec. 5-8.1 of the Land Use Development Code, and are available at the Town of Taos Planning and Zoning Department offices.

16.12.070.6: CONSTRUCTION MITIGATION CHECKLIST REQUIREMENTS:

A. Applicability: No building permit shall be issued unless a construction mitigation checklist as provided for herein, has been submitted and approved by the code administrator. These requirements, where applicable, set minimum standards for the operation of the project site to eliminate or minimize impacts to the site and to the neighborhood to include containment of sediment, surface water discharge, erosion of soil, vehicle parking and loading area, traffic control, fencing, placement of materials, safety, neatness and cleanliness.

B. Approval; Modifications: The code administrator shall review and approve the construction mitigation checklist plan. The code administrator is hereby authorized to grant modifications to the checklist and its applicable requirements and corresponding standards should the following issues arise:

1. If the approved checklist with its applicable requirements for the proposed project have changed due to unforeseen circumstances which have occurred during the course of working on the project, and/or
2. Any member of the town of Taos development review committee ("DRC") determines modifications to the approved checklist with its applicable requirements are warranted.

C. Summary Of Construction Mitigation Checklist Requirements: The contractor shall submit a construction mitigation checklist with a building permit application which includes, where applicable, the following requirements:

1. Requirements For Off Site Parking:
 - a. Off site parking shall be in compliance with subsection D1c of this section and the following:
 - (1) A single access will be permitted unless additional accesses are approved by the DRC.
 - (2) Buffering for adjacent waterways, acequias, and streets, as approved by the DRC;
 - b. Copy of written permission from public works department, if applicable.
2. Fencing Plan: Fencing plan, when required, showing location, height and type of fence with screening or evidence that proposed construction does not warrant a construction fence.
3. Location Of Construction Trailers: Location of construction trailer(s), loading/unloading area and material storage area.
4. Location Of Chemical Toilets: Location of chemical toilet(s).
5. Location Of Dumpster: Location of dumpster used for construction materials.
6. Traffic Control Plan: Traffic control plan, in accordance with the manual for uniform traffic control, showing:
 - a. Access on adjacent public right of way shall be eighteen feet (18') wide, or twelve feet (12') with restrictions upon approval of the code administrator;
 - b. Delivery of materials plan. Contractor shall make every effort to avoid receiving deliveries during the peak traffic hours around eight o'clock (8:00) A.M. and three o'clock (3:00) P.M.

c. Any project that creates an obstruction of the right of way or takes place in the right of way shall have appropriate public works department permits.

7. Other Activities: Other activities, where special conditions are identified by the DRC.

D. Definitions:

1. Parking During Development Of Project:

a. **Parking On Site:** Contractor shall provide for parking on the project site to the greatest degree possible. Alternative parking sites may include adjacent vacant lot or off site parking upon approval of the property owner.

b. **Access:** Use of the public right of way for access to and from the project site shall be strictly managed by the contractor. Contractor shall maintain the public street adjacent to the project site free of dirt, sand or any other debris resulting from construction activities.

c. **Off Site Parking:** If the construction site management plan illustrates proposed parking in the right of way, the building permit application shall be accompanied by written permission from the public works and police departments. The code administrator may temporarily permit off site parking on vacant lots other than the project site with the written permission of the owner of the lot where the vehicles are to be parked and in compliance with the following standards:

(1) The lot shall be used for parking only.

(2) There shall be no storage of materials, trailers or construction equipment.

(3) There shall be no loading and unloading of materials or machinery.

(4) Parking within the right of way abutting the off site parking lot may be approved by the code administrator if written permission from the public works and police departments are obtained and sufficient ingress and egress to the vacant lot is maintained. The lot shall remain free of debris or trash.

(5) The off site parking shall occur no earlier than seven o'clock (7:00) A.M. and no later than six thirty o'clock (6:30) P.M. Loitering is prohibited.

2. Material Storage: Material associated with the project site including equipment shall be neatly stored on the site (within the fenced area when applicable). The storage of material shall not obstruct access to the structure under construction or create a public safety hazard. All loading or unloading of materials and/or equipment is limited to the construction site.

3. Construction Fencing: Where applicable for commercial construction, or when applicable in residential construction, the following requirements apply. A project site is required to install a construction fence which means a temporary six foot (6') chainlink fence during all phases of construction.

a. **Alternative To Fence:** An existing hedge or visual barrier of at least six feet (6') in height along any lot line may be considered an equivalent of the construction fence. The contractor shall make this request in writing to the code administrator.

b. **Installation:** Installation of a construction fence shall occur prior to any construction activity or material deliveries. The fence shall not be placed so as to create a public safety hazard. Where the project site is enclosed by a fence, the fence gate shall be locked during nonworking hours.

- 4. Signs:** A twenty four by thirty six inch (24 x 36") sign shall be posted by the contractor on the project site which is readable from the street. The sign shall contain the street address of the property, phone number for the town of Taos and the name and phone number of the general contractor. The sign is exempt from the sign code in [chapter 15.08](#) of this code. This sign shall be maintained in a readable condition until completion of construction.
- 5. Construction Trailer:** When a construction trailer is proposed and a construction fence is required, it shall be located on the project site within the fence at the location shown on the construction site management plan.
- 6. Chemical Toilets:** Chemical toilets shall be located inside the project fence and accessible for servicing. Where a fence is not required, the contractor shall locate the chemical toilet facing towards the rear of the project site and no farther than fifteen feet (15') from the structure under construction except where another location has been authorized by the code administrator due to the size of the lot and ease of access to the chemical toilet.
- 7. Dumpster:** Construction site dumpster shall be located inside the fence. Where a fence is not required, it shall be located on the project site. The dumpster shall be emptied in a timely fashion so there is no overflow of debris or litter. Prior to a certificate of occupancy being issued, the dumpster shall be removed from the site.
- 8. Site Cleanliness:** Contractor shall maintain a clean and orderly project site. "Maintenance" for purposes of this section means, without limitation, removal and placement into a dumpster of all scrap building materials from the project site. The project site shall be free of all loose debris such as cans, metal, plastic and paper.
- 9. Construction Related Traffic Control:** A contractor, owner, vehicle operator or any persons associated with the project site who impede or obstruct the public right of way shall be in violation of this code. Parking, loading, unloading or any related activity on the public right of way is prohibited unless authorized and coordinated with the public works department and the town of Taos police department.