



THE CITY OF ASPEN

CONSTRUCTION MANAGEMENT PLAN REQUIREMENTS MANUAL

Construction projects that exceed **1000 SF** of soil disturbance and/or **400 SF** of building demolition, improvement, or renovation (interior and/or exterior) must submit a construction management plan in accordance with this manual.

Prepared by:
Engineering Asset Management Department
130 S. Galena St.
Aspen CO 81611
970.920.5080

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Please provide:
2 Paper Documents – Engineering Department
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1.0 GENERAL

1.1 PURPOSE

The purpose of this Construction Management Plan Manual is to provide a consistent policy under which certain physical aspects of construction management will be implemented. The elements contained in this document are related to the development process. It is intended that they apply to both public and private work designated herein.

These standards cannot anticipate all situations. They are intended to assist, but not to substitute for competent work by design and construction professionals. The City of Aspen does not intend to limit any innovative or creative efforts that could result in better quality, greater cost savings, or both. Any proposed departure from the manual will be judged on the likelihood that such variance will produce a comparable result, adequate for the user and City resident over the duration of the improvement/project.

If the project changes ownership or contracting services change, the City Engineering Department must be notified, and must agree to comply with an approved CMP in writing. Any departure from the approved CMP must be submitted in writing and approved by the City Engineer. The approved construction management plan must be kept onsite.

1.2 APPLICABILITY

This manual shall govern the construction and development of all public and private construction projects in the City of Aspen. These regulations shall apply to all commercial, industrial, residential, and mixed use developments which disturb 1000 SF or greater or require demolition, improvement, or renovation (interior and/or exterior) of 400 SF or greater within any twelve-month period.

1.3 DEFINITIONS AND TERMS

Construction Management Plan – A Construction Management Plan is a combination of diagrams, documents, drawings, and specifications that clearly define the steps that will be taken to demonstrate how the impacts to the community will be minimized. How the impacts associated with any construction project will be managed. Herein described as “Plan” throughout the remainder of this policy.

Construction Mitigation Officer – An appointed employee of the City of Aspen whose charge is to ensure that all aspects of a Construction Management Plan are followed, and to further ensure that the impacts associated with construction activities within the City of Aspen are effectively managed and impacts associated with those projects are the least necessary to accomplish the project.

Disturbance Area – A portion of land where topsoil or native soils have been removed for purposes of construction (development).

Best Management Practices (BMP's) – Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the state. BMP's also include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, waste disposal, or drainage from material storage.

Tree Dripline and Protection Zone - Use the longest branch of the tree as a radius from the center of the tree and make a circle. The circle is then defined as the dripline and thus is the tree protection zone.

Final Stabilization – Uniform vegetative cover has been established with a density of at least 70 percent of pre-disturbed levels.

1.4 REFERENCES

- A. City of Aspen Policy 205-A Right-Of-Way Permit Requirements
- B. City of Aspen Policy 204-A Revocable Encroachment License Application
- C. City of Aspen Construction and Mitigation Standards for Work in the Public Rights-of-Way
- D. City of Aspen Municipal Code Titles 13, 21, and 26
- E. City of Aspen Ordinance 35
- F. Manual on Uniform Traffic Control Devices for Streets and Highways – 2003 Edition
- G. Colorado Department of Public Safety General Permit Part IB
- H. Colorado Department of Transportation M&S construction standards
- I. Colorado Department of Public Health and Environment – Air Pollution Control Division

2.0 PROJECT LOCATION

2.1 DISTURBANCE AREA

The Plan shall describe and compute the total project disturbance area. Soil disturbance shall be kept to a minimum. Construction staging and phasing shall occur, where applicable, to minimize soil disturbance time.

2.2 LOCATION

A project vicinity map shall be included in the Plan. The map should accurately depict general project location within the City of Aspen and also delineate project extents. The map shall be a scaled drawing that includes a directional arrow and adjacent street descriptions.

2.3 DESCRIPTION

The Plan shall include an overview of the construction project including background information, proposed development type and general information. The proposed effect on public utilities such as storm sewer, sanitary sewer, water main, etc. should also be described.

3.0 PROJECT DOCUMENTATION

3.1 PERMITS / OTHER DOCUMENTS

The contractor shall maintain all applicable local, state and federal licenses and permits that apply to the construction project. Applicable permits shall be listed, described and copies of the documents shall be attached in Plan appendices. In addition to permits all PUD's, Subdivision Improvement Agreements, and Related City Ordinances must also be attached in the Plan appendices.

3.2 PUBLIC NOTIFICATION

A project update shall be provided to the public on a basis no less than monthly, via website, newspaper, on-site notices, or other accepted means of notification (per request of the City of Aspen). The first public notification shall occur no later than 10 days prior to construction. The update shall include a description of the current project phase, list any traffic and/or pedestrian concerns, and describe hauling/staging operations.

The above notification shall specifically be distributed to neighbors located within 300 feet of the project property.

The Plan shall designate a project representative, date, and time for a required preconstruction meeting. The purpose of the meeting is to discuss the project and summarize the project specific Construction Management Plan. The contractor and subcontractors are required to attend the meeting. Utility personnel, applicable City departments, the Roaring Fork Transit Authority, neighboring property owners, and the Aspen School District shall also be notified.

3.3 PROJECT SIGN

A project sign shall be constructed and posted that includes the items shown in Appendix A: Required Construction Sign.

The sign shall be posted in a location where it is readable from the street or driveway and shall meet criteria in City Municipal Code 26.510.030B4.

3.4 CONTACT DESIGNATION

The Plan shall have a contact list with associated phone numbers located at the front of the document. The list will include: the owner, contractor appointed overall site supervisor, a state certified safety officer, a state certified traffic control officer, and a state certified erosion control representative. Other information shall include city and county phone numbers, fire department, police department, Roaring Fork Transit Authority (RFTA), school district, and all applicable utility company contact information. The contact list should include hospital contact information and the Emergency 911 reminder.

4.0 PROJECT IMPLEMENTATION

4.1 DATES OF CONSTRUCTION

Dates of construction shall be specified in the Plan. Any work being performed within City ROW shall be completed as per the City of Aspen Right of Way permit requirements.

4.2 HOURS OF CONSTRUCTION

Construction hours during the season (June 1st thru Labor Day and November 15th thru March 31st) shall be limited to 7am – 5pm Monday through Friday and 9am – 5pm on Saturday. No construction is permitted on Sundays, 4th of July day and/or weekend if it falls on a Friday or Monday, Memorial Day and Labor Day weekends, Thanksgiving Day, Christmas Day, New Years Day.

During Presidents Day and during the Christmas week (12/26-12/31):

- projects located in the Central Resort Area (CRA) are not permitted to work on any exterior elements, however interior work will be permitted.
- projects outside the CRA will be permitted to work.

During the Food & Wine Festival in June (Friday thru Saturday):

- projects located in the Central Resort Area (CRA) are not permitted to work
- projects outside the CRA will be permitted to work.

The CRA area is defined in Appendix F.

Construction hours during off-season (April 1st thru May 31st and Day after Labor Day thru November 15th) will be 8am – 7pm Monday through Friday and from 9am – 5pm on Saturdays. No construction is permitted on Sundays.

Specific indoor activities during restricted periods may be permitted with approval from the City of Aspen Engineering Department; specific conditions will be applied to each project separately. During the off-season 24 hour a day interior work may be permitted within the CRA, the applicant must present a work plan to the City of Aspen Engineering Department and the plan must be approved prior to working outside of the normal construction hours.

All activity that generates noise in excess of 80 decibels requires a noise suppression plan and is restricted to operating between the hours of 9am and 5pm Monday through Friday.

4.3 SEQUENCE (PHASING) OF CONSTRUCTION

A construction schedule including all project phasing, with item details, and specific item completion dates or duration of phasing is required.

The schedule shall be developed using Microsoft Project or a program of greater capabilities as approved by the Engineering Department.

4.4 ADJOINING PROPERTIES

No person shall excavate on land close enough to a property line to endanger any adjacent public street, sidewalk, and alley, other public or private property, or easement, without supporting and protecting the property from any damage that might result from construction operations.

4.5 PROJECT FENCING

All construction areas shall have a non-removable construction fence or other approved device securely placed around the areas to be protected. The fence shall be six feet (6') in height and constructed out of chain-link fence with mesh windscreens (visual barriers). Decorative construction fences may be allowed at the discretion of the City Engineer. Please see Section 11 for fencing noise suppression techniques.

4.6 PUBLIC HEALTH AND WELFARE

All construction projects located within the City of Aspen shall uphold utmost respect to public health and welfare and be reflected in prepared Plan.

4.7 NATURAL ENVIRONMENT

Project construction shall be oriented to minimize harm to all aspects of the City of Aspen's natural environment. All tree and natural resource protection measures must be identified in the Plan and in place prior to the commencement of any construction or demolition activities. Refer to section 13.20.020b of the Municipal Code for tree protection and removal requirements and process.

The Plan must contain a site map showing exact tree protection fence location and accurate tree driplines (refer to Section 1.3 for dripline definition).

Proposed projects should be consistent with the character of existing land use in the surrounding area.

5.0 PARKING MANAGEMENT

5.1 PARKING MANAGEMENT FORM

A Parking Plan must be requested, specified and submitted as part of the CMP.

5.2 EMERGENCY VEHICLE ACCESS AND ORDINANCE 35

The contractor shall maintain continuous emergency vehicle access, on and around site, including but not limited to police, fire, and ambulance services. This includes projects adjacent to roads and alleys.

All Plans shall include a copy and show compliance with Ordinance 35.

5.3 CONSTRUCTION PARKING DETAILS

Specific construction parking spaces/areas may be requested for use by craftsman, subcontractors, and contractors involved in the site construction process. The City allows minimal onsite parking with public transportation as the preferred method of transportation. Transportation options may include, but are not limited to carpool, vanpool, public transportation, paid shuttle for transporting workers to the site, etc.

No construction parking will be permitted within the free two-hour residential parking areas without a valid permit.

5.4 STAGING AREAS

The Plan shall specify construction staging area locations. Alleyways are preferred short term staging locations without blocking access to neighboring properties. The number of truckloads expected to and from the site should be estimated (including soil hauling and materials transport). The timing and duration of the transport vehicles should also be noted.

City of Aspen personnel can limit project staging locations, number of trucks, and duration of operations depending on project location and site surroundings.

Projects that require crane operations and have little or no setbacks are required to use a tower crane. The City prefers electric type cranes to reduce noise and fumes.

Right-of-Way encroachments are used as a last resort in all cases. In the case where a ROW encroachment occurs, a permit must be obtained from the City Engineering Department.

5.5 CONSTRUCTION TRAILER, MATERIALS STORAGE, AND WASTE MANAGEMENT

As specified in Section 5.1, construction trailer, job materials storage, portable restrooms, waste management and recycling container locations shall be clearly designated on the project site plan. Loose job material storage is not allowed in ROW under any circumstance.

The City of Aspen Engineering Asset Management Department strongly recommends job trailer, waste management containers, and portable restrooms be stored on private property and not within City ROW.

The City of Aspen requires recycling of construction materials. In instances where recycling containers cannot be accommodated onsite, the City Engineering Department will consider locating recycling containers within public ROW where feasible. The encroachment permit fee will be waived if it pertains to recycling containers. If at any time such a container is not being used for recycling operations, the property owner will be responsible to pay at least three months calculated land lease fee.

The City of Aspen requires recycling of materials, both conventional and construction related, according to this document and City of Aspen Municipal Code (26.575.060). Recycling requirements included in this section do not supersede project specific Efficient Building Program (EBP) requirements.

Project site conventional recycling of co-mingled materials (plastics #1-#7, tin, aluminum, and glass), and cardboard must have an assigned space/area and be separated on-site during the project. These materials may not be disposed of in the trash.

During the demolition phase of a project, deconstruction related activities are required (recycling and/or salvaging). Concrete and scrap metals must be sorted and kept separate on-site and must have an assigned space/area.

Field inspections will occur throughout the permit process. If sorting of materials is not occurring onsite, other means of verification may be provided to City of Aspen as deemed appropriate.

Per municipal code, any dumpster or other trash receptacle that is used for food refuse must be constructed in such a manner as to render it bear proof. All containers shall be adequately covered at all times until transferred to the landfill. The City of Aspen municipal code states it shall be unlawful to permit accumulated debris, litter, or trash on any construction site to blow or scatter onto adjoining properties.

An onsite hazardous material spill cleanup kit is required, as specified by the City Engineer, that contains, at a minimum, a 25 pound bag of Floor-Dri (or equal), absorbent pads, and other spill kit materials.

6.0 TRAFFIC CONTROL

6.1 GENERAL

All traffic control operations shall be managed by the designated certified traffic control supervisor.

6.2 HAUL ROUTES

The City of Aspen has designated specific project haul roads throughout the City (Appendix C). The project must follow the designated routes and specify any additional routes necessary to complete hauling operations. Project haul routes shall be oriented to minimize traffic congestion and maximize pedestrian safety.

6.3 ONSITE VEHICLE LIMITATIONS

All construction related vehicle activities shall be defined. Maximum vehicle weights and sizes shall be specified.

6.4 DELIVERY REQUIREMENTS

Traffic control required for deliveries must be fully coordinated with the City of Aspen Engineering Department. Roads will not be closed under any circumstances, unless granted permission from the City of Aspen Engineering Department.

The maximum number of delivery vehicles onsite must be specified, along with the hours the deliveries will occur, and any exceptions to the delivery schedule.

Delivery and Heavy Duty Vehicles must have a visible sign on the vehicle that specifies the project contractors name and phone number.

Delivery vehicles and all other onsite vehicles are not allowed to idle for more than five (5) minutes, with the exception of generators or PTO type operations. The general contractor must include an idling policy in the Plan that meets City requirements.

6.5 TRAFFIC CONTROL PLAN

A preliminary Traffic Control Plan (TCP) shall be submitted as part of the Construction Management Plan if necessary to be determined by City Engineer. The TCP shall be completed by a State Certified Traffic Control Supervisor and must conform to the most current edition of the Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD). The TCP shall contain all information specified in Section 6C.01 of the MUTCD.

A School Traffic Control Plan should be submitted in addition to the TCP in school areas according to Chapter 7A of the MUTCD. If the project is not located in a school area, but abuts a school bus stop or school walk route, extra traffic control personnel and devices shall be implemented to ensure school pedestrian safety.

7.0 PEDISTRIAN PROTECTION

7.1 GENERAL

The Plan shall comply with pedestrian safety per City code 21.04.060, MUTCD Chapter 6D, the Americans with Disability Act, and IBC Chapter 33.

8.0 SEDIMENT AND EROSION CONTROL

8.1 REQUIREMENTS

A Storm Water Pollution Prevention Plan shall be completed along with the CMP, according to Colorado Department of Public Health and Environment Water Quality Control Division General Permit Part IB.

The main objective of the storm water management plan shall be to identify Best Management Practices, which will minimize erosion and sediment transport.

In addition to the Colorado Discharge Service Permit (the program) requirements, the following apply:

1. Stock piles must be protected with erosion control devices.
2. Mud tracking ramps (rock construction entrances) are required and implemented per the most current version of the Colorado Department of Transportation M&S construction standards.
3. Onsite concrete and tire washout stations are required. Location and operation procedures shall be described in Plan.
4. City inlets, gutters, swales and irrigation ditches shall be protected with erosion control devices and such protection maintained for the duration of the project.
5. A description of procedures used to protect and maintain in good and effective operating condition the erosion/sediment control measures until final stabilization is required.

Onsite sediment and erosion control operations shall be managed by a state certified erosion control supervisor.

8.2 SMUGGLER MOUNTAIN RESTRICTIONS

All projects located within the Smuggler Mountain Superfund Zone (Appendix E) are required to meet additional standards for erosion control measures and are required to file an additional soil removal permit. These requirements shall be instituted on all projects disturbing (excavating or exposing) more than one cubic yard of soil. All projects located in the superfund site will also be required to handle disturbed and excavated soils with an additional level of care.

1. A Smuggler Mountain Superfund Site Soil Removal Permit must be completed prior to any soil disturbance in this area. (Appendix E)
2. All contaminated soils must be disposed of at a duly licensed and authorized facility, usually the Pitkin County Landfill, and the receiving location must be made aware of the contaminated nature of the soils.
3. Soils must be contained and covered at all times unless actively being worked. Working will be defined as moving, compacting, backfilling, exposing, or grading the soils at least once in a sixty minute period. If any stockpile of soil is to be left for more than sixty minutes it must be contained and covered.
4. Containment and Covering is required. This can be accomplished through the use of a non-permeable tarp placed below the stockpile and the same type of material shall be used to cover the stockpile.

5. After completion of the project an uncontaminated soil cap will be required. This cap shall consist of twelve inches of clean fill or gravel. This can also be accomplished by paving the area with asphalt or concrete.
6. In order to obtain a “clean letter” from the City of Aspen, which, will be required prior to the release of the Certificate of Occupancy, all of the above conditions must be met.

9.0 FUGITIVE DUST CONTROL

9.1 FUGITIVE DUST CONTROL PLAN

All projects that result in fugitive dust emissions must submit a fugitive dust control plan and file an application for a construction permit with the Colorado Department of Public Health and Environment.

The approval of a Dust Prevention and Control Plan does not relieve the owner or contractors of the responsibility to implement whatever additional measures may be required by the City Engineer to properly prevent and control dust.

9.2 REQUIREMENTS

The plan shall demonstrate that the discharge of dust from the construction site will not occur, or can be controlled to an acceptable level depending on the particular site conditions and circumstances.

1. The plan shall address site conditions during construction operations, after normal working hours, and during various phases of construction.
2. The plan shall include the name and the 24 hour phone number of a responsible party.
3. If the importing or exporting of dirt is necessary, the plan shall also include the procedures necessary to keep the public streets and private properties along the haul route free of dirt, dust, and other debris.
4. When an entire project is to be graded and the subsequent construction on the site is to be completed in phases, the portion of the site not under construction shall be treated with dust preventive substance or plant materials and an irrigation system.
5. All phased projects shall submit a plan demonstrating that dust will not be generated from future phase areas.

For all construction within the site, the contractor shall have a water truck available for dust control. Wetting shall be completed once three times a day under dry conditions or as directed by the City Construction Mitigation Officer.

Vehicle speeds should not exceed 15 mph on construction access roads and construction site.

10.0 EMISSIONS

10.1 GENERAL

All vehicles and equipment used on site will be properly maintained such that the engines will function within manufacture's standards or parameters.

10.2 EMISSIONS FROM DIESEL POWERED ENGINES

Emissions from diesel engines operated within the City of Aspen shall be of a shade or density no darker than 40% opacity, except for starting motion no longer than 10 seconds or for stationary operation not exceeding 10 seconds.

11.0 NOISE SUPPRESSION

11.1 GENERAL

The noise limit for construction is 80 decibels measured at the property line of the construction site. All construction equipment shall be adequately muffled and maintained to minimize project noise. The installation of noise barriers is the minimum technique to suppress noise, especially when jack hammering of concrete occurs.

11.2 NOISE SUPPRESSION PLAN

All activity that generates noise in excess of 80 decibels at the property line requires a plan and is restricted to operating hours identified below. The plan will include information on noise blocking methods, techniques, and common equipment and activities that require noise suppression (Refer to Appendix D).

11.3 REQUIREMENTS FOR ACTIVITIES EXCEEDING 80 DECIBELS

1. Any work producing noise levels over 80 decibels is not permitted to commence until after 9:00 am and is not permitted on Saturdays. That includes but not limited to the use of compressors, generators, jackhammers, power equipment, nail guns, drilling machinery, earth moving equipment and similar loud construction activities. This does not restrict quiet work inside and outside that does not require a power source, including a battery, on Saturday.
2. Notify neighbors within two hundred fifty (300) feet of the project informing them of the kinds of equipment, expected noise levels and durations of loud work. Including the variation of noise levels during a typical construction days may be helpful. Such notification must be in writing and be done seven (7) days prior to the starting time of the project. Communication with neighbors can prevent complaints from arising, and resolve concerns before there is a problem. Provide a phone number where the foreman can be reached prior to the start of the job.

3. Operate equipment in accordance with manufacturer's specifications and with all standard manufacturers' mufflers and noise-reducing equipment in use and in properly operating condition.
4. Post notices to inform workers, including sub-contractors, about the basic noise requirements, as well as specific noise restrictions, to the project.
5. Install noise barriers around all equipment/activities specified in Table 1 of Appendix D Noise barriers not only significantly reduce construction noise, but they also provide an extra benefit of "hiding" the noise producing sources, thus increasing a neighbor's tolerance.
6. Move portable loud equipment including generators, compressors, and cement mixers to different sides of the property to reduce impacts on individual neighbors.
7. The use of radios on the site before 8:00 am is not allowed.

11.4 Specific restrictions related to manufacturing on site.

Considering that some structures will require an increase in the level of manufacturing of certain materials in order to complete the desired finish of the structure, additional restrictions will be placed on those activities. The primary concern is that extending the duration, for which neighbors are exposed to high levels of noise, could cause specific unwanted responses. In order to reduce those risk factors to neighboring properties all manufacturing efforts must be limited on site and when possible shall be conducted off site, or in such a manner as to not contribute to any long term noise impacts off of the property.

Manufacturing activities that are in excess of 80 decibels must be accompanied by an Extended Impact Permit, this will require that the activity is enclosed completely and limited to 90 days in duration. Air exchange / venting systems shall be installed or otherwise supplied within the enclosure to provide a clean air source for laborers. The enclosure must be constructed in a manner which prevents noise and dust from escaping. This may be accomplished with the use of plastic sheeting to contain dust and a more dense and rigid material (ply wood, foam insulation boards) erected to contain sound. Noise levels will be measured at the property line, while facing the source of the sound, and shall not exceed 65 decibels during working operations.

Activities will be considered manufacturing if alterations to a material that is readily available on the market are made in order for the material to meet the needs of the end user. An example of this would be masonry wall construction. If the all of the stone was delivered as a rough cut product to the site, and each of the stones were to be cut square and fit into place. In this example the stone cutting is considered the manufacturing portion of the masonry wall, and should be conducted off site. This would allow the stones to be cut square and to the appropriate dimensions and additional work to fit the stones would be permitted on site.

All work which requires a limited amount of additional manufacturing to achieve the

desired finish (including fitting) shall be conducted between 9am and 5pm, and shall have an approved noise suppression plan on site, relating to the activity.

12.0 ENFORCEMENT

12.1 CITY CONSTRUCTION MITIGATION OFFICER

A City Construction Mitigation Officer shall be assigned to each construction project.

The City Construction Mitigation Officer will complete random site visits to determine if the project is following approved Plan and City requirements. The officer is not intended to take the place of a City of Aspen building inspector.

12.2 CORRECTIVE ACTION

The City of Aspen will enforce construction mitigation corrections as follows:

1. The first corrective action is a verbal warning and explanation of the violation with a timeframe for completion.
2. The second corrective action is a written warning or correction notice with timeframe for compliance.
3. Third and final notice is a “Stop Work Order” (red tag). If a stop work order is issued, no more work can be completed until the violation is corrected.

Failure to correct violations and/or any threat to public safety could subject the owner, contractor or both to a fine of \$1000 a day as determined by the municipal court.

12.3 INSPECTION REPORTS

The Construction Mitigation Officer will complete construction inspection reports. All reports are public and will be kept in the City Engineering Asset Management Department.