



## CONSTRUCTION MANAGEMENT PLAN – SUMMARY CHECKLIST

The form is to be completed by the Professional that prepared the Construction Management Plan.

Use of the form by the City of Hamilton is not to be construed as verification of engineering/scientific content.

Refer to the Terms of Reference for the Construction Management Plan.

**IF ANY OF THE REQUIREMENTS LISTED BELOW HAVE NOT BEEN INCLUDED IN THE CONSTRUCTION MANAGEMENT PLAN, THE PLAN WILL BE CONSIDERED INCOMPLETE.**

Study Information	
Site Address	
Property Owner	
Project Description	
Land Use	
Date prepared:	
Prepared by:	

### Summary of Key Information:

Plan Information		Document Name	Report/Drawing Includes this Information City Staff (Check)
1. Is this a Preliminary or Final Version?			
2. Have the subject lands been clearly identified?			
3. Is there an accompanying Report that summarizes and explains the methods and details of the CMP?			
4. Are all existing underground and above ground utilities within the municipal right-of-way displayed?			



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Plan Information		Document Name	Report/Drawing Includes this Information City Staff (Check)
5. Are any existing underground or above ground utilities within the municipal right-of-way to be relocated? If so, have they been identified? Has Quality Level A and/or B SUE been completed?			
6. If Shoring & Tiebacks are required, have they been shown on the Plan?			
7. Do the shoring walls or tiebacks of the proposed shoring system encroach onto any privately-owned lands? If so, was consent obtained from the private landowners?			
8. If a crane(s) is/are required, is the crane location and radius shown on the Traffic Management Site Plan (TMSP)?			
9. Do flying objects due to crane radius extend over private property or any municipal right of way? If so, has a Temporary Lane Closure Permit or private property permission been obtained?			
10. Is temporary dewatering required? If so, where is the discharge location(s) and respective amount (L/s)?			
11. What type of temporary dewatering equipment will be used to carry out the dewatering?			
12. What is the seasonal high groundwater table?			
13. What is the maximum depth of excavation?			
14. If temporarily dewatering from the groundwater table during construction, has a Ground Settlement Study been completed to address settlement impacts that the temporary dewatering may have?			



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Plan Information		Document Name	Report/Drawing Includes this Information City Staff (Check)
15. Has a Noise and Vibration study been submitted to address vibration as a result of the construction of the shoring system?			
16. Have on-site storage and loading areas been identified on the TMSP?			
17. Are storage and/or loading areas required to be within the municipal right-of-way? If so, have they been approved through Corridor Management?			
18. Has on-site worker parking been identified on the TMSP?			
19. s worker parking required to be within the adjacent streets? If so, is the parking within legal parking area lots?			
20. Has a truck staging area been identified on the TMSP?			
21. Has a truck haul route been identified on the TMSP? Does it follow the City of Hamilton Designated Truck Route System?			
22. Has the location of, material type, dimensions, gates and other details of any fencing, scaffolding or hoarding been identified on the TMSP?			
23. Are any temporary or permanent encroachments required? If so, where and why?			
24. If encroachment(s) are required, has an Encroachment Agreement through Corridor Management been obtained?			
25. Is an erosion and sediment control plan included to accompany the Report?			
26. What is the frequency of road cleaning?			



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Plan Information		Document Name	Report/Drawing Includes this Information City Staff (Check)
27. How will the access roads be kept clean and free of mud, dust and dirt?			
28. Is a mud-mat identified on the Erosion and Sediment Control Plan?			
29. Are the location of the truck washing bays identified on the Erosion and Sediment Control Plan?			
30. Will there be impacts that the construction activity will have on the public right-of-way? If so, has a Traffic Management Site Plan (TMSP) been included?			
31. Are there shoring encroachments proposed within the municipal right-of-way?			
32. Is shoring system certified by a qualified professional structural engineer?			
33. If there are shoring encroachments to the ROW, approval must be obtained from the City's Corridor Management Section of the Public Works Department via an Encroachment Agreement.			
34. If shoring encroachments are approved by the City, shoring plans must indicate that all tiebacks are to be destressed and shoring walls cut down 2.5m from grade when shoring becomes redundant.			
35. Do the shoring plans indicate that all tiebacks are required to be destressed when shoring becomes redundant (regardless of encroachment)?			
36. Is the subject property within the future LRT route? If so, no encroachments of any kind will be permitted.			



# Hamilton

Plan Information		Document Name	Report/Drawing Includes this Information City Staff (Check)
37. Have pre-construction condition CCTV inspections been completed for the municipal sewers fronting the site where shoring encroachments are proposed within the ROW?			
38. Has approval of the shoring plans been granted by all utility companies located within the ROW adjacent to the site where shoring encroachments are proposed?			
39. Are soil cell tree units proposed within the ROW? If so, an External Works Agreement will be required and any sub-drain systems required for the soil cell units shall be shown on the site servicing plan with an appropriate outlet.			
40. Will the ROW fronting the subject site be reconstructed? If not, a pre-construction condition survey of the ROW (roads, sidewalks, boulevard area) shall be submitted. If so, an External Works Agreement will be required.			
41. Have Geotechnical/Hydrogeological Reports been submitted?			
42. Have pre-construction condition surveys been submitted for all existing adjacent properties/buildings within the Vibration zone of influence and where shoring encroachments are proposed?			
43. Is there a proposed temporary sidewalk closure? If yes, how long will the closure be?			
44. Is there a proposed temporary lane/road closure? If yes, how long will the closure be?			



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Plan Information		Document Name	Report/Drawing Includes this Information City Staff (Check)
45. Is there proposed hoarding?			
46. Is there proposed walkthrough scaffolding within the municipal right-of-way?			
47. Is there a structural design for walkthrough scaffolding within the ROW?			
48. Is there a lighting/illumination design for the walkthrough scaffolding within the ROW?			
49. If hoarding and construction fencing is proposed within the City ROW, are all existing fire hydrants, water valves, mailboxes, and above-ground utilities, etc. proposed to be always protected and accessible?			
50. Will the Developer's consultant have their inspector on-site to prepare a monthly inspection report of walkthrough hoarding and lighting located within the right-of-way for submission to the City's Construction Section to confirm that the conditions on-site are in accordance with the approved design?			
51. Will the Developer's consultant have their inspector on-site to prepare a monthly inspection report of all approved plans (traffic management, dust control, encroachment, etc.) within the right-of-way for submission to the City's Construction Section to confirm that the conditions on-site are in accordance with the approved design?			
52. Will the Developer's consultant organize a pre-construction meeting with the City's Construction Inspection group prior to issuance of any temporary road occupancy permits?			



Qualified Professional who completed this report summary:

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Signature and Stamp: \_\_\_\_\_



### **Guideline for Applicants completing the Summary Checklist for Construction Management Plan**

**Site Address:** Provide municipal address, or lot and concession

**Owner:** Provide company name if applicable and name of key contact person

**Project description:** provide brief description – e.g. 30-storey building with underground parking.

**Land Use:** e.g. Residential, industrial, commercial/ mixed use residential and commercial

**Prepared by:** provide name of consulting firm that completed the study.

1. **Is this a Preliminary or Final Version?**  
Indicate whether this is a Preliminary or Final version.
2. **Have the subject lands been clearly identified?**  
Ensure the property is properly and adequately described in the Introduction.
3. **Is there an accompanying Report that summarizes and explains the methods and details of the CMP?**  
Yes or No. If yes, list report title, date, publisher, and page number if applicable.
4. **Are all existing underground and above ground utilities within the municipal right-of-way displayed?**  
Yes or No. If no, provide explanation and when information will be available.
5. **Are any existing underground or above ground utilities within the municipal right-of-way to be relocated? If so, have they been identified? Has Quality Level A and/or B SUE been completed?**  
Yes or No. If yes, clearly identify area of impact and reason for relocation.
6. **If Shoring & Tiebacks are required, have they been shown on the Plan?**  
Yes or No. If yes, clearly identify where the shoring & tieback plan can be located for the City's review and extents of the shoring % tiebacks on the Construction Management Plan.
7. **Does the shoring walls or tiebacks of the proposed shoring system encroach onto any privately-owned lands? If so, was consent obtained from the private landowners?**  
Yes or No. If yes, identify where the consent can be located for the City's review.
8. **If a crane(s) is/are required, is the crane location and radius shown on the TMSP?**  
Yes or No. If yes, clearly identify number of cranes required and respective radius.
9. **Do flying objects due to crane radius extend over private property or any municipal right of way? If so, has a Temporary Lane Closure Permit or private property permission been obtained?**  
Yes or No. If yes, clearly identify where Temporary Lane Closure Permit or private property permission is located for City's review.



10. **Is temporary dewatering required? If so, where is the discharge location(s) and respective amount (L/s)?**  
Yes or No. If yes, clearly illustrate location of discharge location and amount (L/s).
11. **What type of temporary dewatering equipment will be used to carry out the dewatering?**  
Types of dewatering equipment (but not limited to):
  - Centrifuges
  - Drying beds
  - Vacuum filters
  - Filter presses
  - Sludge lagoons
12. **What is the seasonal high groundwater table?**  
Provide elevation of high ground water table.
13. **What is the maximum depth of excavation?**  
Provide maximum depth of excavation and location on Plan.
14. **If temporarily dewatering from the groundwater table during construction, has a Ground Settlement Study been completed to address settlement impacts that the temporary dewatering may have?**  
Yes or No. If yes, clearly illustrate where impact analysis can be located for City's review
15. **Has a Noise and Vibration study been submitted to address vibration as a result of the construction of the shoring system?**  
Yes or No. If yes, clearly illustrate Report title, date, publisher, and page number if applicable.
16. **Has on-site storage and loading areas been identified on the TMSP?**  
Yes or No.
17. **Are storage and/or loading areas required to be within the municipal right-of-way? If so, have they been approved through Corridor Management?**  
Yes or No. If yes, clearly illustrate where approval from Corridor Management can be located for City's review.
18. **Has on-site worker parking been identified on the TMSP?**  
Yes or No.
19. **Is worker parking required to be within the adjacent streets? If so, has this been approved by the City's Parking Group?**  
Yes or No. If yes, clearly illustrate whether approval from City has been obtained.

- 20. Has a truck staging area been identified on the TMSP?**  
Yes or No.
- 21. Has a truck haul route been identified on the TMSP? Does it follow the City of Hamilton Designated Truck Route System?**  
Yes or No. If yes, refer to the City of Hamilton Designated Truck Route System and identify if the truck haul route follows the this.
- 22. Has the location of, material type, dimensions, gates and other details of any fencing, scaffolding or hoarding been identified on the TMSP?**  
Yes or No. Ensure that all proposed gates, fencing, scaffolding and hoarding fence is clearly illustrated on the Plan and respective specification on material type and dimensions are provided.
- 23. Are any temporary or permanent encroachments required? If so, where and why?**  
Yes or No. If yes, clearly illustrate location and reason for temporary or permanent encroachments.
- 24. If encroachment(s) are required, has an Encroachment Agreement through Corridor Management been obtained?**  
If yes, clearly identify where Encroachment Agreement through Corridor Management can be located for City's review.
- 25. Is an erosion and sediment control plan included to accompany the Report?**  
Yes or No. If an erosion and sediment control plan is within a section of a report, clearly identify page number and report title, date and publisher for City's review.
- 26. What is the frequency of road cleaning?**  
Example: Once a day, at the end of each day.
- 27. How will the access roads be kept clean and free of mud, dust and dirt?**  
List of mud, dust, dirt mitigations but not limited to:

  - Mud mat
  - Erosion and Sediment Control
  - Temporary seeding on stockpiles to prevent erosion
  - Inactive material stockpiles to be covered with plastic or fiber sheet
  - Dust suppressant
  - Municipal Roadway Cleaning

28. **Is a mud-mat identified on the Erosion and Sediment Control Plan?**  
Yes or No. If yes, clearly identify size and location(s) of mud mat on plan and accompanying specification detail.
29. **Are the location of the truck washing bays identified on the Erosion and Sediment Control Plan?**  
Yes or No. If yes, clearly illustrate location, size and quantity of truck washing bays.
30. **Will there be impacts that the construction activity will have on the public right-of-way? If so, has a Traffic Management Plan Site Plan (TMSP) been included?**  
Yes or No. If yes, clearly illustrate why there will be impacts to the public right-of-way and where a traffic management plan per OTM Book 7 can be located for the City's review.
31. **Are there shoring encroachments proposed within the municipal right-of-way?**  
Yes or No.
32. **Is shoring system certified by a qualified professional structural engineer?**  
Yes or No.
33. **If there are shoring encroachments to the ROW, approval must be obtained from the City's Corridor Management Section of the Public Works Department via an Encroachment Agreement.**  
Ensure approval has been obtained from the City's Corridor Management Section of the Public Works Department if there are shoring encroachments to the ROW.
34. **If shoring encroachments are approved by the City, shoring plans must indicate that all tiebacks are to be destressed and shoring walls cut down 2.5m from grade when shoring becomes redundant.**  
Ensure the following information is adequately shown on the TMSP.
35. **Do the shoring plans indicate that all tiebacks are required to be destressed when shoring becomes redundant (regardless of encroachment)?**  
Yes or No.
36. **Is the subject property within the future LRT route? If so, no encroachments of any kind will be permitted.**  
Yes or No.

37. **Have pre-construction condition CCTV inspections been completed for the municipal sewers fronting the site where shoring encroachments are proposed within the ROW?**  
Yes or No. If yes, ensure CCTV report is included within submission.
38. **Has approval of the shoring plans been granted by all utility companies located within the ROW adjacent to the site where shoring encroachments are proposed?**  
Yes or No.
39. **Are soil cell tree units proposed within the ROW? If so, an External Works Agreement will be required and any sub-drain systems required for the soil cell units shall be shown on the site servicing plan with an appropriate outlet.**  
Yes or No. If yes, ensure that an External Works Agreement is obtained.
40. **Will the ROW fronting the subject site be reconstructed? If not, a pre-construction condition survey of the ROW (roads, sidewalks, boulevard area) shall be submitted. If so, an External Works Agreement will be required.**  
Yes or No. If yes, ensure the following have been obtained; pre-construction condition survey or ROW and External Works Agreement.
41. **Have Geotechnical/Hydrogeological Reports been submitted?**  
Yes or No. If yes, list report title, date, publisher, and page number if applicable.
42. **Have pre-construction condition surveys been submitted for all existing adjacent properties/buildings within the Vibration zone of influence and where shoring encroachments are proposed?**  
Yes or No.
43. **Is there a proposed temporary sidewalk closure? If yes, how long will the closure be?**  
Yes or No. If yes, clearly illustrate location of sidewalk closure and reason for closure.
44. **Is there a proposed temporary lane/road closure? If yes, how long will the closure be?**  
Yes or No. If yes, clearly illustrate location of lane/road closure and reason for closure.
45. **Is there proposed hoarding?**  
Yes or No.
46. **Is there proposed walkthrough scaffolding within the municipal right-of-way?**  
Yes or No. If yes, clearly illustrate location of scaffolding within the municipal right-of-way.
47. **Is there a structural design for walkthrough scaffolding within the ROW?**  
Yes or No. If yes, list drawing title, date and Engineering firm.
48. **Is there a lighting/illumination design for the walkthrough scaffolding within the ROW?**  
Yes or No. If yes, list drawing title, date and Engineering firm.

49. **If hoarding and construction fencing is proposed within the City ROW, are all existing fire hydrants, water valves, mailboxes, and above-ground utilities, etc. proposed to be always protected and accessible?**  
Yes or No.
50. **Will the Developer's consultant have their inspector on-site to prepare a monthly inspection report of walkthrough hoarding and lighting located within the right-of-way for submission to the City's Construction Section to confirm that the conditions on-site are in accordance with the approved design?**  
Yes or No. If No, justify reasoning.
51. **Will the Developer's consultant have their inspector on-site to prepare a monthly inspection report of all approved plans (traffic management, dust control, encroachment, etc.) within the right-of-way for submission to the City's Construction Section to confirm that the conditions on-site are in accordance with the approved design?**  
Yes or No. If No, justify reasoning.
52. **Will the Developer's consultant organize a pre-construction meeting with the City's Construction Inspection group prior to issuance of any temporary road occupancy permits? Contact [GMconstruction@hamilton.ca](mailto:GMconstruction@hamilton.ca) to organize a meeting.**  
Yes or No. If No, justify reasoning.