



Grand Haven Department of Public Safety  
 Building and Code Division  
 525 Washington Avenue, Grand Haven, MI 49417  
 Phone: (616) 842-3460 Website: [www.grandhaven.org](http://www.grandhaven.org)



## CONSTRUCTION AND DEMOLITION PROTOCOL For Use of Public Space – Certificate of Understanding

### 1. Project Information

Address/location of property: \_\_\_\_\_  
 Name of Development: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
 Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_  
 Project Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 2. Contractor

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address #: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Emerg. Contact Person: \_\_\_\_\_  
 Emerg. Contact #: \_\_\_\_\_

### 3. Property Owner

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

### 4. Procedures & Policies

- A. All construction projects in the MSDDA district shall provide a detailed **construction timeline** to the Department of Public Safety Building and Code Division prior to issuance of a demolition or building permit. This timeline should illustrate anticipated interferences with public property including road closures, parking occupation, utilities connection, site expansion, materials delivery, etc. Such timeline shall be updated and provided to the Department of Public Safety Building and Code Division on a monthly basis or as the construction schedule changes. For downtown and waterfront projects, this information will be shared with the MSDDA.
- B. Based on the scope and scale of the project and as determined by the Department of Public Safety Building and Code Division, a **pre-development conference** on-site may be scheduled with the contractor. This on-site meeting must be completed a before any permit for construction or demolition is issued. The purpose of the meeting is to discuss anticipated activities and staging locations for materials, work crews and equipment. Following the pre-development conference, the contractor shall supply the Department with a proposed **“Staging Plan”** to illustrate to the location of construction related activities. This plan shall be approved by the Department prior to issuance of a demolition or building permit. Any adjustments or amendments to the staging plan must be approved by the Department of Public Safety prior to any physical change. This step may not be necessary for small scale projects.
- C. Contractors are responsible for maintaining the current conditions of the City property before starting construction. Photos must be submitted of the subject City property before and after construction to confirm that the sidewalk is restored to the condition prior to construction.



- D. A fee of \$50 per month will be charged to the contractor for each public parking space that is occupied during construction. This includes both on-street and off-street parking. If construction materials, equipment or construction crew vehicles expand beyond the boundaries of the agreed upon Staging Plan, the contractor will be fined and vehicles will be issued traffic citations.
- E. If the contractor is requesting the reconfiguration or closing of a public way (roadway or alley), the contractor shall provide a detailed plan of proposed adjustment to the Department of Public Safety. The **contractor will be charged for time & materials** required from the Department of Public Works to adjust the public way. Unauthorized closings of public ways will be considered obstructing traffic and contractors will be cited accordingly.
- F. If a contractor determines it is necessary to use public property for any purpose associated with construction, said contractor shall provide a **certificate of liability insurance** listing the City of Grand Haven as additional insured (minimum \$500,000 per occurrence, \$1,000,000 aggregate). The certificate of insurance must be provided to the Department of Public Safety Building and Code Division along with this application and prior to using the public space.
- G. Public **pedestrian linkages must be maintained** at all times unless the Department of Public Safety issues a traffic control order to permit a break in access for a period of time.
- H. Public property that is occupied by a contractor during construction shall be fenced off from other public property and appropriately signed at the responsibility of the contractor.

I certify that I understand I will be held responsible for the above required information and that failure to deliver the above required information may result in the delay or discontinuation of my project.

\_\_\_\_\_  
**Signature of Contractor** (title) Date

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Contractor Billing Address**

| <b>City of Grand Haven Contact Information</b> |                    |                  |
|--|--------------------|------------------|
|  | <b>Phone (616)</b> | <b>Fax (616)</b> |
| Department of Public Safety                    | 842-3460           | 847-6050         |
| Department of Public Works                     | 847-3493           | 847-3470         |
| MSDDA Office                                   | 844-1188           | 842-0379         |
| City Manager's Office                          | 847-4888           | 842-0085         |