



City of West Hollywood CONSTRUCTION PARKING PLAN

WHMC Chapter 9.70 requires all major construction sites to have an approved Construction Parking Plan on-file with the West Hollywood Building and Safety Division prior to obtaining building permits. Please completely fill out the form below and submit it to the Building and Safety Division. The parking plan is subject to the review and approval of the Code Compliance Division.

Project Address _____

Project Description _____ Master Building Permit # _____

Property Owner	General Contractor/ Project Manager
Property Owner Name	General Contractor/ Project Manager Name
Property Owner Mailing Address	General Contractor/ Project Manager Company Name
Property Owner Phone #	General Contractor/ Project Manager Phone #
Property Owner E-mail Address	General Contractor/ Project Manager E-mail Address

Construction Vehicle Parking (including workers' personal vehicles)

Maximum number of construction workers on-site at one time: _____

Will all construction vehicles (including workers' vehicles) be parked within the job site? Yes No

Maximum number of construction vehicles during workday: _____

Number of on-site parking spaces available to contractor: _____

Identify how many spaces are available for on-site construction parking and their locations (driveway, garage, guest):

Number of off-site parking spaces needed by contractor: _____

Identify all off-site parking locations where the contractor has secured parking for workers. Include the number of spaces at each location. Identify how workers will get to and from the job site:



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Construction Loading and Delivery

Will all construction deliveries or loading be done within the jobsite?

Yes No

Will there be any sidewalk or street lane closures required for deliveries or loading?*

Yes No

*If yes, then an Encroachment Permit may be required per [WHMC Chapter 11.18](#)

Describe where loading and deliveries will be conducted from:

Construction Parking Standards:

1. Workers for a construction site shall not park on any street in West Hollywood.
 - a. Workers shall park in off-street parking locations.
2. An encroachment permit may only be used for the temporary parking of the site superintendent or their designee, deliveries, or other temporary purposes approved by the City Engineer.
3. Construction vehicles shall not park or stand in a manner that prevents entering or exiting neighboring properties.
4. Appropriate traffic control measures approved by the City Engineer, including but not limited to the use of flag men, shall be used to alleviate traffic congestion caused by material delivery and loading or unloading.
5. The use of any portion of the public right-of-way outside of those areas specifically approved by the City Engineer for parking, deliveries, or other purposes is prohibited.

Acknowledgement

I declare under penalty of perjury that the foregoing is true and correct. We, the undersigned, acknowledge and agree to comply with the terms, conditions and requirements included in this Construction Parking Plan and the Construction Management Ordinance (WHMC Chapter 9.70). We further agree to be responsible for and bind all subcontractors and agents to this Plan. We understand that the City may impose penalties jointly and severally on the owner, contractor or their agents for failure to comply with the Construction Parking Plan for this location, including, but not limited to fines, penalties, stop work notices, and/or revocation of permits or licenses.

<p>_____</p> <p style="text-align: center;">Property Owner Signature</p>	<p>_____</p> <p style="text-align: center;">General Contractor or On-Site Project Manager Signature</p>
<p>_____</p> <p style="text-align: center;">Property Owner Printed Name</p>	<p>_____</p> <p style="text-align: center;">General Contractor or On-Site Project Manager Printed Name</p>
<p>_____</p> <p style="text-align: center;">Date Signed</p>	<p>_____</p> <p style="text-align: center;">Date Signed</p>