

**Grand Haven Construction and Demolition Protocol  
for Use of Public Space  
Certificate of Understanding**

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Name of Contractor

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Name of Property Owner

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Phone

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Emergency Contact Person

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Emergency Contact Phone

Location of the property: \_\_\_\_\_  
Street Address (or Plat Number if Vacant Property)

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Date Demolition Will Begin

1. All construction projects in the CBDDA district shall provide a detailed **construction timeline** to the Planning and Community Development Department 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 Planning Department on a monthly basis or as the construction schedule changes. For downtown and waterfront projects, this information will be shared with the CBDDA and Downtown Grand Haven Inc.
2. Before any permit for demolition or construction is issued, the contractor shall contact the Department of Public Safety and arrange for a **pre-development conference** on-site to discuss anticipated activities and staging locations for materials, work crews and equipment. Following the pre-development conference, the contractor shall supply the Department of Public Safety with a proposed **“Staging Plan”** to illustrate to the location of construction related activities. This plan shall be approved by the Department of Public Safety 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.
3. 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.

4. 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.
  
5. 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 prior to using the public space.
  
6. 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.
  
7. 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**

**Contacts:**

Planning and Community Development  
 Department of Public Safety  
 Department of Public Works  
 Downtown Grand Haven Inc.  
 City Manager's Office

**Phone (616)**

847-3490  
 842-3460  
 847-3493  
 844-1188  
 847-4888

**Fax (616)**

844-2051  
 847-6050  
 847-3470  
 842-0379  
 842-0085