



Planning and Development Services

10 N. Bemiston Avenue • Clayton, Missouri 63105-3397 • (314) 290-8452 • FAX: (314) 863-0296

CONSTRUCTION PARKING MANAGEMENT PLAN (CPMP)

All construction projects with a value of \$2,500,000 or greater are required to follow an approved CPMP. In addition, projects valued under \$2,500,000 may also be required by the Building Official to have an approved CPMP. The determination will be based on the existing parking conditions in the impacted area. The CPMP is to be submitted as part of the application for a Building Permit or Demolition Permit, if needed.

Requirements for Construction Parking Management Plans

1. Signatures from the property owner and the general contractor confirming their understanding of the plan, and the penalties associated with non-compliance.
2. An estimated number of workers (employees, contractors, and sub-contractors) that will be needed during the most strenuous construction phase.
3. If on-site parking is available, provide an additional SWPPP sheet delineating:
 - a. Where all on-site parking will be located (minimum 8.5' x 18' per stall)
 - b. How vehicles will enter and exit the construction site from the street
4. If off-site parking will be utilized, provide the following:
 - a. Location of the off-site parking.
 - b. Proof of lease or written approval from the off-site parking property owner.
 - c. Transportation plan showing how employees will get to/from the parking and the job site.
5. Right-of-way and parking spaces owned by the City of Clayton (unless leased from a garage) are not proper parking areas for CPMP projects. These areas may only be used for loading, deliveries, and supplies, only with approval from the Public Works Department.

Application, Submission, and Processing Fee

A CPMP shall be submitted via the City of Clayton Citizenserve Permitting Portal under the associated Building Permit Application number. A CPMP permit fee in the amount of \$100 shall be assessed for each CPMP application. The CPMP permit fee will be included with the Building Permit fees.

Review and Processing Time

All CPMPs require the review and approval of the Building Official. Processing time is established by the published Review Timeline document maintained by the Planning and Development Services Department and may be amended from time to time.

Enforcement

A construction vehicle found at any location other than that stipulated in the approved CPMP shall be in violation of the City Code Section 350.080.

1. A Parking Ambassador or Building Inspector may issue a citation for a vehicle in violation of this Chapter. Enforcement shall be through Chapter 350 of the City's Code.
2. All violations are civil infractions. Each violation shall constitute a separate offense.

Violations of this Chapter will be punished as follows:

- a. For a first offense, a \$250 fine shall be issued to both the contractor and the property owner/tenant.
- b. For a second offense, a \$500 fine shall be issued to both the contractor and the property owner/tenant.
- c. For a third offense, a \$1,000 fine shall be issued to both the contractor and the property owner/tenant.
- d. For each additional/subsequent offense, a one-day stop work order shall be issued by the Building Official.
- e. For the purposes of this Section, an offense shall be deemed to have occurred on the date that the violation occurred.

Revocation of Permits and Other Penalties

The Building Permit or other construction permits associated with any contractor, sub-contractor, property owner, or tenant who has obtained a valid citation under Section 350.080, and who has failed to pay the fine, and failed to ensure the violation is abated, may be revoked or suspended by the City. Failure to comply shall subject such participant to applicable enforcement procedures as adopted by the City under Chapter 100 General Provisions, Chapter 350 Parking Regulations, Chapter 500 Building Codes and Building Regulations, Chapter 505 Streets, Sidewalks and Other Public Places, or other codes and ordinances and may result in fines of up to an additional \$500 per day, and liens as provided by law.

Direct questions:

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