



Development Application Guidelines

Construction Management Plan

May 2023

What is the purpose of this?

A construction management plan (CMP) describes, in sufficient detail, the project activities that will or are likely to occur during construction, to ensure that construction activities do not adversely affect public health and safety, the public road allowance and adjacent properties.

Who should prepare this?

The applicant's consulting team should prepare the construction management plan. We understand that contractors may have some site-specific recommendations; however, the applicant, in consultation with the engineer or project manager, should provide the overall expectations and framework.

When is this required?

A construction management plan may be required as part of the following application(s):

- Subdivision
- Site Plan Control
- Building Permit

Why do we need this?

The Town of Milton considers it necessary to ensure that people, property and the environment are protected from the potential impacts of construction activities.

What should the plan include?

This plan should be prepared in compliance with Federal, Provincial and Municipal legislation and generally include, but is not limited, to the following;

Site Location Plan

- Limits of construction zone
- Access Gates with intended traffic movements onto municipal roads
- Site office location
- Off-site traffic control measures & locations
- Crane location and swing envelope
- Sign locations
- Loading and unloading zones within site
- Locations of power generators
- Parking zones for construction staff
- Lighting
- Material storage areas on-site and off-site (if applicable)
- Chemical storage areas (including fuel)
- Shoring and tie-back locations (if applicable)
- Construction dewatering wells and discharge/storage location
- Above and below ground utilities and servicing

- Temporary or permanent encroachments into Town right-of-way
- Vehicle washing station
- Mud mat locations

Signage

- Identifying the site as a “construction site”
- Directing visitors to the location of the site office for check-in
- Access gates with limits/restrictions
- Personal Protective Equipment required for entry to the site
- Locations restricted to authorized personnel only
- Pedestrian way finding signage
- Contact information for resident inquiries posted at each gate

General

- Emergency contact information (24-7)
- Inspection frequency and repair of areas surrounding the site
- Overall project schedule with key dates (changing of traffic controls, special deliveries, road occupancies and timing of associated Town or Region of Halton permits etc.)
- Winter maintenance in and around the site

Fencing / Hoarding

- Security gates
- Perimeter Hoarding / fencing on private property
- Protection of pedestrians from falling objects
- Tree protection
- Graphic design of hoarding

Mud and Dust Control

- Mud tracking mitigation measures
- Dust mitigation measures
- Road and sidewalk cleaning (frequency)

Communication and Coordination

- Methods and frequency of communications with Town and Residents
- Coordination with adjacent property owners
- Pre-construction notice and construction updates to residents and Councillors
- Project schedule with construction staging

Noise and Vibration

- Hours and days of operation
- General mitigation measures (vehicles, construction, power generators etc.)
- Noise and vibration monitoring & mitigation measures (piles etc.)Town of Milton Noise By-Law

Traffic

- Traffic management plan
- Road occupancy/storage permit requirements
- Approximate number, size and frequency of trucks accessing the site
- Impacts to on-street parking
- Special equipment deliveries

Materials

- Handling of contaminated materials
- Waste management
- Spill management

What other resources are there?

Town of Milton - Engineering and Parks Standards Manual (2019)

*Contact Town of Milton Engineering Staff by [email](#)

[Town of Milton Site Alteration By-Law 094-2022](#)

[Town of Milton Road Occupancy, Fouling and Entrance Permit By-Law 035-2020](#)

[Town of Milton Noise By-Law 133-2012](#)

[Town of Milton Signage By-Law 120-2017](#)

[Town of Milton Stormwater By-Law 095-2022](#)

[Town of Milton Heritage List - Interactive Map](#)

[Occupational Health and Safety Act](#)

[Accessibility for Ontarians with Disabilities Act](#)