

## Private Development Communication Plan Form

Where servicing or construction occurs within the City right-of-way, easement or open space, the consulting engineer shall fill out this form and submit it by email to [PrivateDevelopment@saskatoon.ca](mailto:PrivateDevelopment@saskatoon.ca)

### I. Servicing Agreement

*Please indicate the Servicing Agreement with the City of Saskatoon under which the work is being constructed.*

**COS Servicing Agreement:**

### II. Contact Information

*Please complete the following contact information requirements. This information shall be utilized for the City of Saskatoon throughout the project.*

#### Consulting Engineer

**Name:**

**Primary Contact:**

**Primary Email:**

**Emergency Contact:**

#### Contractor

**Name:**

**Primary Contact:**

**Primary Email:**

**Emergency Contact:**

### III. Project General Information

#### i. Project Overview

*Please provide a brief description of the project.*

## ii. Project Location

*Please provide details of the project area including all adjacent properties that will be impacted by the project. A detailed map and/or project drawings shall be submitted with this plan as an attachment.*

## iii. Construction Project Phasing Plan

*Please provide a detailed statement regarding the phasing to be used to complete the project.*

## IV. Schedule

- i. The consulting engineer shall provide the City with the overall schedule, including the start date and anticipated date of completion 10 business days prior to construction beginning. This shall be submitted by email to [PrivateDevelopment@saskatoon.ca](mailto:PrivateDevelopment@saskatoon.ca). **If the tentative schedule is known prior to the submittal of this document, please include it as an appendix to this submission.**
- ii. Schedule updates shall be submitted when the completion date changes and/or when changes occur within the project that are considered significant.

## V. Communication Responsibilities

Throughout the project, the below key responsibilities are required to ensure that anticipated impacts to citizens are communicated in a timely and effective manner.

- i. **Public Inquiries** – For public inquiries about the project that are received by the City of Saskatoon and sent to the consulting engineer or designate for assistance, the consulting engineer or designate must provide a response to the City of Saskatoon within 48 hours of receipt.
- ii. **Construction start notices** – The consulting engineer or designate must provide written notice to residents and [PrivateDevelopment@saskatoon.ca](mailto:PrivateDevelopment@saskatoon.ca) about the project a minimum of 36 hours before the work will start.

## VI. Pre-Construction Meetings

- i. A meeting shall be held with the consulting engineer, general contractor, sub-contractors and the City prior to construction beginning.
- ii. During this meeting the project will be discussed in detail and the schedule will be reviewed for accuracy and efficiency.
- iii. This meeting shall be chaired by the Consulting Engineer who will ensure that minutes are recorded.

## VII. Traffic Control Plans

- i. Where servicing or construction occurs within the City's right-of-way, the consulting engineer in conjunction with the contractor shall obtain a Traffic Management Plan approved by the City. For additional information please see the Temporary Traffic Control Manual available on the City of Saskatoon website.
- ii. The Consulting Engineer is to ensure that proper permits as well as the traffic management plan is approved prior to contractor mobilization for such works.
- iii. The approved traffic management plan for the project **must** be submitted with the submission of this form.

## VIII. Appendices

The following appendices must be submitted prior to the approval of this plan:

- ✓ Detailed project map and/or project site drawings
- ✓ Approved Traffic Management Plan

## IX. Submittal

The Communication Plan for this project must be submitted 10 business days in advance of the work beginning.

For questions please contact \_\_\_\_\_.

\_\_\_\_\_

**Consulting Engineer Signature**

\_\_\_\_\_

**Date**

**For Office Use Only**

**Date Received:**

**Reviewed By:**

**Approval Date:**