



CITY OF MILPITAS
Engineering Division (Land Development Section)
455 E. Calaveras Blvd.
Milpitas, CA 95035

SITE DEMOLITION CHECKLIST

If you have any questions, please contact (408) 586-3300.

1. **An encroachment permit is required** to perform work on the public right of way, including within easements and on city facilities (water, sewer, storm drain, street, etc.). If acceptable to City, the conditions of approval may include an interim condition for the capping of City utilities at the property line (until street work is performed). **At street work phase, all utilities not necessary for development shall be capped at the main (if the project is dropped, the capping must be done at that timeframe to comply with this condition). Any City facilities such as fire hydrant, street light, water meter, etc. that is not needed shall be salvaged and delivered to City of Milpitas. All utilities shall be properly disconnected before the building can be demolished.** Show (state) how the water service(s), sewer service(s) and storm service(s) will be disconnected. The water service shall be closed off at the meter box for interim and disconnected or capped off at the main (no abandoned live water service). The sanitary sewer shall be capped off at the clean out near the property line or approved location if it is not to be used. The storm drain shall be capped off at a manhole or inlet structure or approved location if it is not to be used.
2. Provide video inspection report of any facilities to be protected or unused laterals that appears to serve adjacent properties prior to removal.
3. **Prior to start of any construction**, the developer shall submit a construction schedule (start of any work-demolition to occupancy of homes/buildings) and monitoring plan for City Engineer review and approval. The construction schedule and monitoring plan shall include, but not be limited to, construction staging area, parking area for the construction workers, personal parking, temporary construction fencing, construction information signage and establish a neighborhood hotline to record and respond to neighborhood construction related concerns. The developer shall coordinate their construction activities with other construction activities in the vicinity of this project. The developer's contractor is also required to submit updated monthly construction schedules to the City Engineer for the purpose of monitoring construction activities and work progress. **It is recommended that you install a construction sign with a brief project description, "excuse construction activities", name and phone # for questions/concerns. You are required to log calls for review (day/time, type of call, response resolution day/time, action).**
4. The work is subject to appropriate traffic control, including truck staging. The staging of the trucks shall not impact the public streets. If on-site staging of trucks affects public streets, work shall stop until appropriate traffic control plan is approved and implemented. **Submittal of truck haul route for acceptance is required.**
5. If oversized vehicles are used, contact the Milpitas Police Department at (408) 586-2400 for permit requirements or questions about special equipment plate and transport requirements.
6. A construction water meter can be obtained from the City of Milpitas (City Hall, 1st floor, \$2,000 deposit) for dust control via water mist.

Milpitas Land Development Section
Site Demolition Checklist

7. The contractor shall perform proper measures of Storm Water Pollution Prevention Plan (SWPPP) such as containing all materials (place in container, place on liner with cover, etc.), erosion and sediment control, concrete washout and inlet control to prevent any pollutants from entering the storm drain system and creeks. Stockpiles must be contained, watering of inactive stockpiles is not an acceptable method of “containment”. You are reminded of the requirement to submit for a construction permit with Regional Board (upload necessary documents). **Provide 3 hard copies and a pdf copy of the signed uploaded SWPPP** (Notice of Intent, provide documentation of the project risk level) for review. SWPPP is a living document which must be kept current and noting implementation of necessary measures for compliance.
8. A tree removal permit is required for removal of any trees. Provide a document showing the locations, type of trees and trunk diameters for review and permit processing. The removal is subject to the terms of the permit and mitigation as stated in the planning conditions of approval.
9. It is the responsibility of the applicant to obtain any necessary permits/approvals from affected agencies, including but not limited to, BAAQMD, PG&E, PacBell, Comcast, Santa Clara Valley Water District (such as well destruction or construction), Union Pacific Railroad, Regional Quality Control Board, Caltrans, Santa Clara County related departments (such as SC County Environmental Health Dept for soil/groundwater remediation, SC County Roads Airports Dept for Montague Expwy, etc.), VTA, etc. Copies of approvals or permits from other agencies must be obtained before the start of the work in the respective jurisdictional agency and be submitted to the City of Milpitas.
10. Provide geotechnical report for filling of holes left by foundation removal as appropriate.
11. It is required that a pre-construction meeting be held with appropriate city staff (inspection, engineer, fire, etc.), developer and primary contractors prior to start of work.