



"The Capital City of the Palm Beaches"

**ENGINEERING SERVICES DEPARTMENT
CONSTRUCTION ADMINISTRATION**

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MAY 2011

***REQUIRED STORM PREPARATION PROCEDURES
FOR PUBLIC RIGHTS-OF-WAY AND PUBLIC PROPERTY***

These procedures are issued pursuant to Chapter 78, Article XVII of the City Code of Ordinances. Contractors and permit holders are advised to be familiar with the requirements of the West Palm Beach Public Right-of-Way Storm Preparation Regulations.

Contractors / Permit holders are encouraged to take proactive measures in securing their work site and the public rights-of-way to ensure public safety and the protection of completed work in the event of tropical cyclone activity. Contractors / Permit holders should monitor public storm advisories and individual storm progress.

Tropical Storm Warning Issued

Upon the issuance of a Tropical Storm Warning for the City of West Palm Beach, all contractors / permit holders performing work on public property or in the public right-of-way shall immediately safeguard the work and property within and adjacent to the project work area as follows:

- Remove all obstructions from the public storm drainage system and make all necessary repairs to allow for the collection and discharge of stormwater runoff.
- Remove all obstructions from the public sanitary gravity and force main sewage system and complete all necessary repairs to allow for collection and conveyance of sanitary sewage.
- Remove all construction debris and backfill all open trenches to provide a temporary surface suitable for vehicular and pedestrian traffic. Steel plating will not be permitted.

Tropical storm warning preparation tasks should be completed within 24-hours of issued warning.

Hurricane Watch Issued

Upon the issuance of a Hurricane Watch for the City of West Palm Beach, all contractors / permit holders performing work on public property or in the public right-of-way shall immediately safeguard the work and property within and adjacent to the project work area as follows:

- All right-of-way construction operations shall be suspended immediately. Construction activity on City projects or within the public rights-of-way, not directly related to the safeguarding of public property or public rights-of-way, will not be permitted.
- All right-of-way construction permits will be suspended immediately.

- Delivery of material or equipment to City projects or projects within the public rights-of-way will be suspended immediately.
- Remove all obstructions from the public storm drainage system and make all necessary repairs to allow for the collection and discharge of stormwater runoff.
- Remove all obstructions from the public sanitary gravity and force main sewage system and complete all necessary repairs to allow for collection and conveyance of sanitary sewage.
- Backfill all open trenches and provide a temporary surface suitable for vehicular and pedestrian traffic. Steel plating will not be permitted.
- Schedule roll-off trash collection and remove roll-off container(s) from the public right-of-way.
- City personnel will evaluate site conditions and may identify construction equipment that contractors and permit holders must remove from the site upon issuance of a hurricane warning.

Hurricane watch preparation tasks should be completed within 24-hours of issued watch.

Hurricane Warning Issued

Upon the issuance of a Hurricane Warning for the City of West Palm Beach, all contractors / permit holders performing work on public property or in the public right-of-way shall immediately safeguard the work and property within and adjacent to the project work area as follows:

- Remove all equipment and material from the public right-of-way. Equipment and material that cannot be removed must be condensed into a single area out of the public roadway. Equipment shall be provided safety marking, to the satisfaction of City personnel, to increase visibility in heavy rain or flooding situations.
- In accordance with traffic modification standards, remove all MOT and restore normal vehicular traffic operation. In cases where MOT may not be safely removed, the City Traffic Engineer must be notified immediately. Barricades and signage must be secured with direct burial or sand bagging. If deemed necessary by City personnel, the placement of concrete barriers may be required. The City Traffic Engineer may impose additional site securing requirements, as deemed necessary.
- Remove all construction debris, unused barricades, construction materials, permit boards, portable toilets, and similar material. Material may be stored in a secured building on site.
- Contractors may be advised to take additional measures, at the discretion of City personnel, which are deemed necessary to secure the public right-of-way and ensure public safety.
- Contractor / Permit holders are advised to record pre-storm video / photos with date/time subtitle.

Hurricane warning preparation tasks must be completed within 12-hours of issued warning or 12 hours prior to projected landfall, whichever is first.

Contractors / permit holders shall immediately commence storm preparation procedures upon the issuance of a hurricane watch / warning, regardless of time or day.

Regular work hours, time of day, weekends, or holidays will not be considered as providing any exemption from compliance with required completion time.

All preparations in accordance with these procedures shall be completed within the prescribed timeframe.

Chapter 78, Article XVII of the City Code of Ordinances provides penalties for failure to comply with these Storm Preparation Procedures.

Upon issuance of a tropical cyclone Watch/Warning by the National Weather Service, you may contact the City of West Palm Beach Engineering Services Department - Construction Administration Division for further information.

Post-Storm Event Procedures

- Review project site for post-storm damage including the operation of all utilities. Advise the Construction Administration Division immediately of damage.
- Contractors / Permit holders may not resume work or enter the public rights-of-way prior to authorization from the Engineering Services Department - Construction Administration Division. Authorization to resume operations will be granted on a case-by-case review and will consider the condition of both the work and surrounding area.

DO NOT COMMENCE SUSPENDED CONSTRUCTION ACTIVITIES PRIOR TO RECEIVING AUTHORIZATION OR DIRECTION FROM THE CITY OF WEST PALM BEACH.