

**1111.6 SUBJECT: PROCEDURE - NOTIFICATION OF CONSTRUCTION OF PUBLIC WORKS IMPROVEMENT PROJECTS (APPLIES TO NON-ASSESSED PROJECTS AND THOSE ASSESSED UNDER CITY CHARTER, CHAPTER 3, SECTION 3, FIRST PARAGRAPH).**

- :1 OBJECTIVE:  
Provide notification of construction of public works improvement projects which have been approved by City Council.
- :2 AUTHORITY:  
This procedure amended by City Council
- :3 DIRECTION:  
City Engineer, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Public Works Director.
- :4 METHOD OF OPERATION:
- A. City Engineer Responsibility  
The City Engineer shall make a reasonable attempt to notify adjacent property residents prior to initiation of construction of public works improvement projects which have been approved by City Council.
  - B. Notification to Public  
The public shall be provided, by the City Engineer, advanced notification of City Council approved construction projects, in their immediate neighborhood (properties immediately contiguous to the limits of the project), a minimum of twenty (20) days prior to initiation of construction activities at the site.
- The Public Works Director or his designee may waive the requirements for notification and signing.
- The City Engineer shall accomplish the following:
- 1. Post the site with project signs. Project signs shall state name and number of project, description of work, ~~name of the Mayor and City Commissioners~~, and other pertinent information as determined by the City Engineer or his designee.
  - 2. Distribute written notification, describing the project, to each adjacent property resident, a minimum of twenty (20) days prior to the initiation of construction of the project.
- :5 FORMS:  
Notification of Proposed Construction
- :6 COMMITTEE RESPONSIBILITY:  
None.

- :7 REFERENCE:  
City Charter, Chapter 3, Section 3. This procedure adopted by City Council  
November 14, 1977, Item 6, [and amended July, 1985.](#)
- :8 EFFECTIVE DATE:  
This procedure effective