

(Leave blank to be filled in by ROW Manager)

PUBLIC WORKS DEPARTMENT  
 P.O. BOX 775088  
 STEAMBOAT SPRINGS, CO  
 Streets Div. (970) 879-1807  
 Engineering Div. (970) 871-8271

Surety (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permit Fee (\$100.00)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**RIGHT-OF-WAY PERMIT**

Project Location:		
Owner:	Address:	Phone #:
ROW Applicant:	Address:	Phone #:
Building Permit #:	Start Date/Time:	End Date/Time:
Will street, alley, and/or sidewalk be opened at the end of each day? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Type of Work:

Streets Division - (970) 879-1807

- Excavation/Street Cut/Bore (circle one) – attach location map

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Surface Type: \_\_\_\_\_ Purpose: \_\_\_\_\_

Engineering Division - (970) 871-8271

- Obstruction (Street, Sidewalk, Alley) – attach site plan and traffic control plan
- Driveway – attach site plan, driveway profile, and existing/proposed contours
- Sidewalk – attach site plan and detail
- Curb, Gutter, and/or Valley Pan – attach site plan and detail
- Stormwater/Drainage Improvements – attach site plan and detail
- Other – attach applicable info/documents

Permittee agrees to indemnify and hold harmless the City and its officials, agents, and employees from and against any claim, liability or damaging damage arising from work performed pursuant to the permit, except for any such claim, liability or damage resulting from the negligence of the City. This is to certify that all of the information contained in the permit is true and that the work will be done in strict compliance with the requirements of Chapter 20 of the Municipal Code and the reasonable direction of the Director of Public Works.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

Pursuant to Chapter 20, this is a permit for work performed in the right-of-way in conformity with the above application, subject to conditions as follows: Utility locations must be obtained for the following (800) 922-1987 – Contact before digging: Qwest Communications, Yampa Valley Electric Assoc., Atmos Gas Company, City Utilities, Mount Werner Water, Comcast

Other: \_\_\_\_\_  
 No deviation from application, this permit, or Chapter 20 requirements are permitted without approval from the Director of Public Works or delegate.

\_\_\_\_\_ Date \_\_\_\_\_ ROW Manager

## RIGHT OF WAY PERMIT PROCEDURES

When completing a Right-of-Way Permit application to do work within City street easements please provide the following:

- Attach applicable documents including Location Map, Site Plan, Details and statement of purpose for the permit
- \$100 permit fee (Utility companies are exempt from the fee)
- \$2,000 Surety warranty for a period of two years (applicable for any road cut or for improvements that are to be accepted for public maintenance
  1. Cash Escrow
  2. Credit of Deposit
  3. Letter of Credit
- Traffic Control Plan

The following guidelines shall be adhered to when working in City street easements:

- General
  1. No streets may be closed without the City's prior authorization.
  2. Work within the City right-of-way is only allowed between May 1<sup>st</sup> and November 1<sup>st</sup>. ROW permits requested during the winter work moratorium will require specific considerations.
  3. All road and lane closures require a written Traffic Control Plan that complies with the Manual on Uniform Traffic Control Devices. Submittal of a plan developed by a Certified Traffic Control Supervisor may be required at the discretion of the permit reviewer. Signs and other advanced warning; e.g., flag people, to adequately notify the traveling public of the work activity shall be erected or exercised prior to commencing work.
  4. Under no circumstances shall an open excavation be left overnight without proper protection
  5. Routt County Communications Dispatch and the School District shall be notified prior to any road closure. (970) 879-1144
  6. If an asphalt patch is required, the cut shall be square and shall be replaced by a professional asphalt company with a four (4) inch minimum asphalt patch.
  7. Gravel is to be replaced on roadway shoulders.
  8. Disturbed areas shall be re-vegetated and blanketed.
  9. The area shall be swept clean before leaving the job site
  10. Any work performed shall comply with City Engineering Standards & Specifications.
  11. Refer to Municipal Code Chapter 10, Section 10-142 and Chapter 20, Article II and Article III for more information.
- Excavation/Street Cut/Bore
  1. The applicable Water district is to be notified of any work within City rights-of-way. The minimum horizontal separation between any dry utility line and any wet utility line is five (5) feet. Above-ground appurtenances shall not be placed within fifteen (15) feet of a fire hydrant. The City will require the utility company to relocate lines and appurtenance found to be in violation of these distance within 30 days of receipt of written notification.
  2. Street cuts are to be jack-hammered or sawed.

3. Replacement material shall include one (1) foot of flow fill. Trench shall be covered with steel plates for 24 hr. cure time.
  4. Fill areas are to be compacted
  5. If dewatering of any excavation or trench is necessary for completion of work, a Colorado Department of Health and Environment Dewatering Permit is required prior to commencing work. <https://www.colorado.gov/pacific/cdphe>
  6. The City Streets Division is to be called for a cleanup inspection upon completion of the project.
- Driveway, Sidewalk, Curb/Gutter/Valley Pan
    1. ROW permit is not required if performing maintenance work to replace in-kind an existing driveway, sidewalk, and curb/gutter/valley pan. See Obstruction Permit. For any modifications to existing improvements, work performed shall comply with City Engineering Standards.
    2. Driveways, sidewalk, and curb/gutter/valley pan shall comply with City Engineering Standards.
    3. Applicant shall submit proper supporting documents as listed on the ROW permit. Additional documents can be requested at the discretion of the permit reviewer.
    4. The Engineering Division is to be called for an inspection upon completion of the project.
  - Stormwater Improvements
    1. ROW permit is not required if replacing in kind or performing maintenance work on an existing stormwater improvement.
    2. All stormwater improvements shall comply will City Engineering Standards.
  - Other
    1. For any work within the City right-of-way that is not listed above or specifically exempted, the applicant shall contact the appropriate division to determine whether a ROW permit is required to be submitted and approved.