



Right of Way Permit Standard Procedures

Procedure

When applying for a Right of Way Permit via the CityView Portal, adhere to the following:

- Allow for a 7-day review timeframe.
- Attach the applicable documents, including a Location Map, Site Plan, Traffic Control Plan, Standard Details, and a Purpose Statement for the permit.
- \$250 permit fee payment (work associated with utility providers are exempt from the fee).
- Provide a two-year surety warranty in the amount of \$2,000 to the Streets Division for permits which include bores, street cuts, or improvements that are to be accepted for public maintenance. Acceptable methods include Cash and Letter of Credit.

Guidelines

The following guidelines shall be adhered to when working in the right-of-way (ROW).

A. General

- No streets may be closed without the city's prior authorization.
- Work within the ROW is only allowed between May 1 and October 31. ROW permits requested during the winter work moratorium will require specific considerations.
- All road and lane closures require a Traffic Control Plan (TCP) 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. The TCP must be implemented prior to commencing work.
- Under no circumstances shall an open excavation be left overnight without proper protection.

- Routt County Communications Dispatch and the School District shall be notified prior to any road closure. Routt County Communications Dispatch can be reached at 970.879.1144, and the School District can be reached at 970.879.1057.
- If an asphalt patch is required, the cut shall be made square and replaced with hot mix asphalt to a minimum depth of four inches or to match the existing depth, whichever is greater.
- Street shouldering shall be reestablished to preconstruction conditions.
- Disturbed areas shall be revegetated and blanketed.
- The area shall be swept clean each day before leaving the job site.
- Any work performed shall comply with [City Engineering Standards & Specifications](#).
- Refer to Steamboat Springs Revised Municipal Code Sec. 10-142 and Chapter 20, Article II and Article III for more information.

B. Street Cut/Bore

- The applicable water district is to be notified of any work within the ROW. The minimum horizontal separation between any dry utility line and any wet utility line is five feet. Above-ground appurtenances shall not be placed within fifteen 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.
- Street cuts are to be jackhammered or saw-cut.
- Replacement material shall include one foot of flowable fill. The trench shall be covered with steel plates for 24 hours to allow for cure time.
- At the Street Superintendent's discretion, longitudinal cuts within the pavement section may require full width of travel lane or alley to be milled and overlaid for the entire length of the cut.
- Fill areas are to be compacted.
- If dewatering of any excavation or trench is necessary, a [Colorado Department of Public Health and Environment Dewatering Permit](#) is required prior to commencing work.

- The Streets Division must be contacted for a cleanup inspection upon completion of the project.

C. Driveway, Sidewalk, Curb/Gutter/Valley Pan

- For any modifications to existing improvements, work performed shall comply with City Engineering Standards.
- Driveways, sidewalk, and curb/gutter/valley pan shall comply with City Engineering Standards.
- Applicant shall submit proper supporting documents for a ROW permit for the above listed items. Additional documents may be requested at the discretion of the permit reviewer.
- The Engineering Division must be contacted for an inspection upon completion of the project.

D. Stormwater Improvements

- All stormwater improvements shall comply will City Engineering Standards.

E. Other

- For any work within the ROW that is not listed above or specifically exempted, the applicant shall contact the appropriate division to determine whether a Right of Way Permit is required to be submitted and approved.