



APPLICATION for Right-of-Way and Utility Construction Permit

Town of Superior
Department of Public Works and Utilities
124 E Coal Creek Drive
Superior, Colorado 80027
303-499-3675

Name of Business:
Street Address:
City: State: Zip:
Business Phone #: Fax #:
Field Contact Name: Field Contact Phone:

Specific Location of Proposed Work:

Purpose of the Proposed Work:

Proposed Sub-Contractors:

Dates of Construction: Actual Work Days Required for Construction
Proposed Hours of Work: Weekend Work Proposed? No Yes

Please Check Any Of The Following Conditions Which Apply To This Proposed Work:

- Open Trench Length: Width: Depth:
Directional Bore Length: Depth:
Number of Bore Pits in Pavement:
Number of Bore Pits in Landscape:
Pothole Locates # in Pavement: # in Landscape:
Access Structures # in Pavement: # in Landscape:
Aboveground Structures # of Cabinets: Dimensions of Each:
Pavement Cuts # of Cuts: Dimensions of Each:
Concrete Cuts # of Cuts: Dimensions of Each:
Landscape Disturbed Area Disturbed: Median Disturbed:

The Following Information Is Required To Process This Permit Application (For Office Use Only):

- Detailed Construction Plans Showing Work Site, ROW, All Existing Utilities, and Landscape.
Detailed Construction Schedule.
Detailed Traffic/Pedestrian Control Plans In Compliance with the Manual on Uniform Traffic Control Devices.
Itemization of Total Cost of Construction, Excluding Private Facilities Being Installed in the ROW.
Irrevocable Letter of Credit for 110% of the Total Cost of Project and \$1,000.00 Deposit.
Certificate of Insurance Meeting All Requirements of The Town of Superior Municipal Code.
Stormwater Management Plan. (Inlet protection, concrete washout, BMP's, etc.)
Concrete, Asphalt, and Controlled Low Strength Material (CLSM) Mix Designs.
If Applicable, Material Submittals in Accordance With Town of Superior Standards and Specifications.
If Applicable, A Copy Of A Valid State Of Colorado Stormwater Construction Discharge Permit.
If Applicable, A Town Stormwater Quality Permit As Required By The Town of Superior Municipal Code.
If Applicable, Copies of All Permits and Licenses Required by Federal, State or Town Law.
If Applicable, Town of Superior Construction Water Meter Application and \$2,500.00 Deposit.
Applicable Permit Fees Based on The Town of Superior Fee Schedule.

The undersigned, representing the applicant, acknowledges that the applicant will be the Contractor performing the work, the applicant acknowledges that he/she is in compliance with all other permits issued by the Town, the applicant will not allow any other applicants to work under this permit, and the applicant is not delinquent in any payment due to the Town for prior work.

Owner/Contractor Signature: Date:

For Office Use Only

Date Rec'd: Rec'd By:



Date Received \_\_\_\_\_

Initials \_\_\_\_\_

## Contractors Checklist

### Right-of-Way and Utility Construction Permit

Any contractor doing work in the Right-of-Way must obtain a ROW permit. Subcontractors are responsible for obtaining their own ROW permit. (General contractor's permit will not cover any subcontractor's work in the Right-of-Way)

Please use this checklist to expedite the issuance of your permit. Questions may be directed to the Building Department at (303) 381-2028.

- Construction Plans** – Please provide digital copies, including the following information:
  - a. The applicable public right-of-way and any intersecting streets, trails or sidewalks within 300 feet thereof;
  - b. The existing utilities;
  - c. The public right-of-way to the back of the curb;
  - d. The existing landscaping;
  - e. The existing irrigation and drainage facilities; and
  - f. Detail of the proposed work.
  
- Construction Schedule**  
Please include a detailed construction schedule which includes time frame for traffic control, construction, inspections, testing, and restoration work.
  
- Traffic and Pedestrian Control Plan**  
A detailed traffic and pedestrian control plan that complies with the requirements of the Manual of Uniform Traffic Control Devices (MUTCD, Latest Revised Edition) shall be submitted to the Traffic Engineer for review and approval. Traffic control plans shall be site specific and show signs, barricades, cones, tapers, spacing, driveways, paths and walks along with any other pertinent information. Include the number of work days as well as the specific hours of the proposed work. Pedestrian control shall comply with the requirements of the Americans with Disabilities Act. **Generic traffic control plans can not be accepted.**
  
- Itemization of Total Cost of Construction**  
Provide a detailed construction cost estimate for the work that will be performed under this right-of-way permit. Costs for private improvements being installed within the right-of-way can be excluded.
  
- Deposit and Security**  
All permits shall be accompanied by an irrevocable letter of credit for an amount equaling 110% of the total cost of the project to guarantee performance completion standards and a deposit in the amount of \$1,000.00. The letter of credit shall be valid for a period of 1 (one) year from the date of probationary acceptance by the Town. Photocopies or faxes shall not be acceptable. Deposit is refundable, following payment of inspection fees and final approval from the Town.

**☐ Certificate of Insurance**

A Certificate of Insurance listing the Town of Superior as “additional Insured” shall be provided to the Town of Superior, and shall be completed by the applicant’s insurance agent as evidence that policies providing the minimum required coverage, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the Town of Superior prior to issuance of a permit.

General Liability Insurance with a minimum of combined single limits of SIX HUNDRED THOUSAND DOLLARS (\$600,000.00) each occurrence and ONE MILLION DOLLARS (1,000,000.00) aggregate shall be required for issuance of a permit.

**☐ Stormwater Quality Permit**

A Town Stormwater Quality Permit is required if:

- (1) Project area is one (1) acre or more.
- (2) The project has an area of less than one (1) acre but is part of a larger common plan of development, even though multiple, separate and distinct land development activities may take place at different times on different schedules.
- (3) Projects in areas with a potential high effect on water quality, regardless of the size of the total disturbed area, in conjunction with approval of a final subdivision plat, special use permit or site development plan, or if the construction activities are adjacent to a watercourse or wetlands.

**☐ Mix Designs**

Submit mix designs for any concrete, asphalt, flow fill/flash fill that will be used on the project.

**☐ Submittals**

Any products or materials used on the project will require submittals. Provide 2 copies of each for review and approval. Allow 5 working days for review of submittals.

**☐ Construction Stormwater Discharge Permit**

Please reference the Colorado Department of Public Health and Environmental (CDPHE) website at <http://www.cdphe.state.co.us/wq/permitsunit/construction.html> for information regarding Construction Stormwater Permits that may be required for the work.

**☐ Construction Water Permit**

Contractor’s utilizing Town water for construction purposes may apply for a construction water permit. A refundable deposit of \$2,500.00 will be required.

Rates for construction water include a base monthly fee of \$33.94 per month and a usage fee of \$4.28 per 1,000 gallons.

**☐ Permit Fee**

Permit Fee shall be based on the Town of Superior Fee Schedule. Permit fee shall include plan review fees, grading permit fees, inspection fees, restoration fees, and other fees as required by the Town of Superior Municipal Code.