



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

Expedited/Emergency? No Yes

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

Open Trench Length: lf Width: lf Depth: lf

Directional Bore Length: lf Depth: lf

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: sf Median Disturbed: lf

(For Office Use Only)

The Following Information Is Required To Process This Permit Application


- 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 related fees.
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: Title Date:

For Office Use Only

Date Rec'd: Rec'd By:

	A	B	C	D	E	
1		<b>Town of Superior</b>				
2		<b>Right-of-Way &amp; Public Improvement</b>				
3		<b>Quantity Worksheet</b>				
4						
5		<b>Project Name</b>				
6						
7						
8	Expedited/Emergency?*		<b>Yes</b>	<b>No</b>		
9	<b>Item</b>	<b>Unit</b>	<b>Quantity</b>			
10	<b>Dry Utility</b>					
11	Dry Utility (Directional Bore)	LF				
12	Dry Utility (Open Trench)	LF				
13	Dry Utility Appurtenances	EA				
14	Bore Hole	EA				
15	Pothole	EA				
16	<b>Sanitary Sewer</b>					
17	Pipe	LF				
18	Underdrain	LF				
19	Manhole	EA				
20	Service	EA				
21	Sanitary Sewer Main Connection	EA				
22	<b>Potable Water</b>					
23	Pipe	LF				
24	Valve	EA				
25	Fire Hydrant	EA				
26	Blow Off	EA				
27	Service	EA				
28	Potable Water Main Connection	EA				
29	Meter Pit	EA				
30	Vault	EA				
31	<b>Reuse Water</b>					
32	Pipe	LF				
33	Valve	EA				
34	Blow Off	EA				
35	Service	EA				
36	Reuse Water Main Connection	EA				
37	Meter Pit	EA				
38	Vault	EA				
39	<b>Storm Drainage</b>					
40	Pipe	LF				
41	Inlet Structure	EA				
42	Outlet Structure	EA				
43	Earth Channel	LF				
44	Detention Water Quality Pond	SY				
45	Manhole	EA				
46	Trickle Channel	LF				

	A	B	C	D	E
47	Roadway Edge Drain	LF			
48	<b>Concrete</b>				
49	Sidewalks	LF			
50	Curb and Gutter	LF			
51	Crosspan	EA			
52	Handicap Ramp	EA			
53	Drive Cut	EA			
54	<b>Street Surface</b>				
55	Base Prep	SY			
56	Asphalt	SY			
57	Concrete	SY			
58	Pavers	SY			
59	<b>Patching</b>				
60	Trench Patch	LF			
61	Asphalt Patching: > 5 years old	SY			
62	Asphalt Patching: < 5 years old	SY			
63	Asphalt Patching: < 2 years old	EA			
64	<b>Landscape</b>				
65	Landscape Restoration	SY			

\*Typical permit review time is 5-7 business days. Expedited permits may be available for an additional 50% permit review fee.



## Contractors Checklist

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

Initials \_\_\_\_\_

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

Any contractor doing work in the Right-of-Way must obtain a ROW permit. General contractors are responsible for obtaining the ROW permit on behalf of subcontractors.

Please use this checklist to expedite the issuance of your permit. Questions may be directed to the Public Works Department at (303) 499-3675.

#### **\*Required for all permits**

- \*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.

- \*Submittals**  
Any products or materials used on the project will require submittals. Provide cut sheets, diagrams, or drawings of each for review and approval. Allow 5-7 working days for review of submittals.

- 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 may not be accepted.**

- Town of Superior 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.

**☐ State of Colorado 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.

**☐ 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.

**☐ Mix Designs**

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

**☐ Construction Water Meter Permit**

Contractor’s utilizing Town water for construction purposes may apply for a construction water permit. Rates may be found on the latest Utility Billing Fee Schedule.

**☐ 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.