



Town of Superior
Parks, Recreation, and Open Space
Temporary Access Permit Guidelines

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027
303-499-3675 ▪ (fax) 303-499-3677 ▪ www.superiorcolorado.gov

The Open Space Temporary Access Permit Application is the process by which the Town of Superior grants access to cross any greenbelt, park, or open space in the community. A complete permit and fee must be to be submitted to Town of Superior Town Hall prior to construction.

Procedures:

1. The Homeowner/Contractor is responsible for all utility locates and any damage to utilities in the accessed area. Locates can be received by calling UNCC at 1-800-922-1987.
2. The completed application shall be returned to Town Hall at least one week before requested date(s). A \$25/permit fee and utility locate tracking number shall accompany the application.
3. A pre inspection will be scheduled within a week of the application date. The pre inspection will consist of items identified on page three (3) of this packet.
4. The access permit will be approved or denied based upon the findings in the pre inspection. The Homeowner/Contractor will be notified of the permit status by phone, within three business days.
5. If access is granted, the Homeowner/Contractor must pay a \$1,000 damage deposit prior to initiating work.
6. The Homeowner/Contractor shall notify the Parks, Recreation, and Open Space office at least 48 hours prior to completion of work for final inspection.
7. After final inspection, the accessed area will be inspected for damages. If no damage has occurred the \$1,000 deposit will be refunded in full.
8. If damage has occurred, Homeowner/Contractor will be given a reasonable time to rectify the damages. If repairs are not made, or are deemed unsatisfactory, the Town reserves the right to make repairs using funds from the damage deposit. Repairs in excess of \$1,000 will become the responsibility of the Homeowner.
9. Damage deposit refunds will be sent in the form of a check by mail to the applicant's address.



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Applicant Information

Applicant Name _____ Date _____
 Address _____
 Phone _____ Fax _____
 Address/ Location of Access _____
 Contractor _____ Contact Name _____
 Address _____
 Contact Phone: Home _____ Work _____
 Purpose for Access _____
 Type of Equipment to be used _____
 Dates _____ / _____ to _____ / _____

Applicable Fees

Administrative Fee = \$ 25.00 Ck # _____ Date _____
 Deposit = \$ 1000.00 Ck# _____ Date _____

Access Permit

Access as Described Above is
 Approved Denied
 Special Conditions _____ Reason for Denial _____

Waiver of Liability

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit. I certify that all information provided in this Use Permit agreement is true and complete. I understand that false information or omission thereof may result in the termination of this and any other Town of Superior facility use agreements. I further certify that I have read, understand, will abide by, and will communicate to all individual users, all policies, rules, and regulations as stated herein.

Applicant Printed Name: _____

Applicant Signature _____ Date _____

Office Use Only

Date Received:	Initials:
Date Pre Inspection:	Initials:
Date Post Inspection:	Initials:



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Internal Use Only

Information

Homeowners Name _____

Address _____

Phone _____

Date Completed _____

Items to be checked	Before		Comments	After		Comments
	Yes	No		Yes	No	
Sidewalk Damage						
Turf Damage						
Curb and Gutter Damage						
Tree Damage						
Fence Damage						
Irrigation – Native Vegetation						
Other Damage						
Pictures Taken						

Additional Notes:
