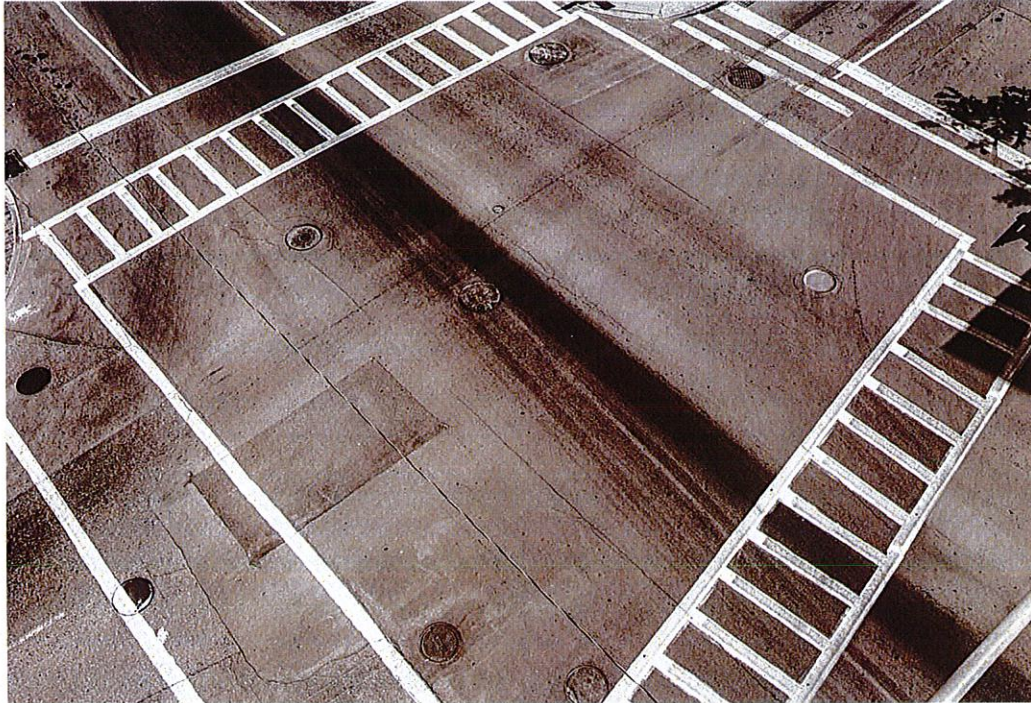


Policies and procedures for obtaining all Street Cut and Right of Way Permits.



ALL APPLICANT AND CONTRACTOR INFORMATION MUST BE FILLED OUT COMPLETELY.

- Your permit application cannot be considered if there is any missing information/documentation. Do not submit an application until you are able to provide all required information.
- You will need to provide a visual representation of your intended project. This can be a sketch , drawing or engineer plan. The construction site must be marked clearly, with address and street names to verify location. Your drawing should also indicate the measurements of the street cut (s).
- A drawing or sketch of the traffic control plan of the construction site, compliant with MUTCD control, must be provided in detail.
- The contractor responsible for the permit must provide a 2-year, minimum, \$5,000 performance bond. Permit applications will not be reviewed without the bond.
- All work must conform to the approved construction plans and the requirements of the Arapahoe County Infrastructure Design and Construction Standards or the most current publication of Colorado Department of Transportation (CDOT) standards. If there is a conflict, between the two, then Arapahoe County Standards shall control.
- The fee for this permit is \$500 and is due when the application is submitted. This fee is non- refundable.

Town of Columbine Valley
Terms and Conditions
Street Cut and Right of Way Use Permit

1. Applicant must pay required fees and provide insurance, licensing with the Town of Columbine Valley and bonding prior to issuance of the permits. There are no exceptions or modifications to these requirements.
2. All contractors and subcontractors are required to be licensed with the Town and shall provide proof of liability and workman's compensation insurance **PRIOR** to commencement of work. Please visit www.columbinevalley.org to obtain the licensing document or stop by in person at 2 Middlefield Road to fill out your application. Insurance documents may be faxed to 303-795-7325, please list the Town of Columbine Valley as the certificate holder.
3. Once a street cut application is reviewed and approved, the applicant will be notified. However, the permit itself will be issued no more than 48 hours in advance of commencement of work. In the event of a holiday, your permit will either be issued before commencement of work or the day of the project. This will be determined on a case by case basis. In the event applicant fails to commence work within 48 hours after issuance of permit the permit shall be considered void and have no legal force and affect.
4. The applicant is responsible for obtaining locates of any utilities in the public right of way or easement.
5. **Temporary Patching:** The applicant shall place a temporary cold mix asphalt patch or approved flow fill patch immediately after backfill and compaction are completed for each separate cut included on the permit. The patch shall be a minimum of 4 inches thick and shall be applied before leaving the job site. The temporary patch shall be maintained until the permanent hot mix asphalt patch is applied. The permanent patch is required within 7 calendar days of the street cut, weather permitting. The permanent patch shall be 2 inches thicker than the existing asphalt with a minimum thickness of 5 inches.
6. **Backfill:** The preferred material for backfilling is a flow/flash fill mix. These materials do not require compaction testing, but a copy of the batch ticket must be provided to the Town inspector either on site or at the Town Hall. An alternative backfill material is to use native soil compacted to 95% proctor density. This method of backfill requires the contractor to coordinate with a geotechnical engineer and arrange for multiple tests of the soil layers (or lifts) as the trench is backfilled. A copy of the geotechnical report shall be sent to the Town before the repair will be considered complete.
7. **Repairs:** The work site shall be **returned to a condition equal to or better than original**, within the limits of careful, diligent workmanship, good planning, and quality materials. The repairs shall be accomplished in the least possible time and with the least disturbance to the normal functioning of the street Right of Way or other property. Repairs of damage caused to existing facilities as a result of work carried out under a valid permit shall be the responsibility of the applicant.
8. **Notification of completion: Applicant shall notify the Town of Columbine Valley by phone (303) 795-1434 or email jhayden@columbinevalley.org of the work completion.** Applicant shall notify the Town upon completion of work. As soon as the Town receives the notification and the work is approved by the town, the permit will be assigned a date which will begin a one year warranty period. If the work is not approved, a repair list will be issued. The warranty period begins after work completion and approval.
9. **Stop Work Orders:** A stop work order will be issued to any person or company working without a permit (except for emergency repair work) or if the work is permitted and the work is not in conformance with the standards set forth by the Town. The Town may initiate any required repairs and bill the responsible contractor. The minimum charge will be \$500.00 for administrative costs plus any additional costs such as labor, materials, equipment and engineering.
10. **Emergencies:** In the event of an emergency street cut, all efforts to alert The Town shall be made. Please call 303-795-1434 during business hours. If after hours please leave a message for extension 1015. In addition, please email jhayden@columbinevalley.org with applicable information. A permit application is still required even if after the fact. In the event of an emergency situation, notification must be reported and permit applied for within 72 hours. Inspections will still be required.



2 Middlefield Rd
 Columbine Valley, CO 80123
 303-795-1434 Main
 303-795-7325 Fax
 www.columbinevalley.org

APPLICANT INFORMATION

Owner:			Contractor:		
Address:			Address:		
City:			City:		
State:	Zip Code:	Phone:	State:	Zip Code:	Phone:
Field Contact Name:			Field Contact Name:		
Field Contact Phone:			Field Contact Phone:		
Field Contact Email:			Field Contact Email:		

PROJECT INFORMATION

Address or location:	
Detailed description of work to be done:	Concrete/Cuts #
	Asphalt Cuts #
	Date of Cut
	Date of Temporary Patch
	Date of final patch

REQUIRED ATTACHMENTS

Construction plans Traffic Control Plan in conformance with the Manual of Uniform Traffic Control Devices

If applying by email you need only submit a digital copy of plans, if applying in person or via mail you will need to submit both digital and hard copies of plans.

APPLICANT'S ACCEPTANCE OF TERMS AND CONDITIONS

I understand that this permit is granted under the terms and conditions **set forth in the policy and procedures of the Town of Columbine Valley as set forth as part of this application and the special terms and conditions attached hereto.** I understand that approved construction plans and the Town of Columbine Valley Construction Standards shall be the basis for acceptance of facilities or repaired under this permit. **I understand that upon completion of the work described herein, we shall notify the Town by phone or email. The work will be inspected and approved if acceptable. The permit will be assigned a date which will begin a one-year warranty period. If the work is not approved a repair list will be issued.**

Applicant Signature _____ Date _____ Company Name _____
 Print Name _____

PERMIT ISSUED

Permit number _____ Date of issue _____
 Building Department Approval _____
 Public Works Approval _____

INSPECTION SECTION APPROVAL

Public Works _____ Date _____
 This permit will expire warranty on ____/____/____

SUBCONTRACTORS INFORMATION

Subcontractors must be licensed with the Town of Columbine Valley and provide proof of liability and workman's compensation insurance with the Town of Columbine Valley listed as certificate holder

Sub-contractor company	Address
Field contact name	Field contact phone
Email	

Sub-contractor company	Address
Field contact name	Field contact phone
Email	

Sub-contractor company	Address
Field contact name	Field contact phone
Email	

Sub-contractor company	Address
Field contact name	Field contact phone
Email	

Sub-contractor company	Address
Field contact name	Field contact phone
Email	