

WORK IN THE RIGHT OF WAY PERMIT

(Informational Handout & Standard Procedures)

Cityview Portal

CityView Portal can be accessed [here](#) or from either [Engineering](#) or [Planning](#) webpages. All applicants must register as a new user prior to applying for any new Work in the Right of Way permit application in CityView. Once signed into the portal, the Work in the Right of Way permit application can be found under the Public Works header, and then by clicking “Apply for a Public Works Permit”. Applicants will scroll down and select Work in the Right of Way. Below are a few key aspects to keep in mind while submitting new application.

- Work Items (Step 3)
 - o Select all work items that pertain to the proposed work. This ensures that the correct review agency (Streets or Engineering) receives the application for review.
- Location (Step 5)
 - o When a Work in the Right of Way permit proposes work at multiple location, add all associated by clicking the “Add Another Location” button.
 - o If the work is not associated with a physical address, there is an option to look up the location by road segment. To do so you will need to either open the “Find location in Map” and click on the road segment or type in the name of the street into the Search for location field and select the correct segment.
- Upload Files (Step 7)
 - o ALL documents shall be flattened prior to uploading in portal. If documents are not flattened the application will be considered incomplete and sent back to the applicant. Unflattened documents cause errors in the software and can delay the response to the applicant.
 - o Do not upload documents into the “Upload Additional Documents” field unless they do not pertain to any of the above.

Once the application have been submitted for review, do not upload any new or revised documents after the application has been submitted. This may add additional review time to the application. Due to each application being standalone, the initial submittal will be what is reviewed.

Application will not be reviewed until the fee has been paid. To do so you will need to navigate to the “Shopping Cart” button at the top of the webpage.

Review, Revise/Resubmit, and Approval Process

Once an application is submitted, applicants should allow for a 7-day review turnaround time. It is likely that reviews and/or approvals will occur prior to that timeframe as workloads allow. After review of the

submitted documents is complete, there will be a couple different outcomes depending on the type of Preconsultation application:

- Revisions required, revise and resubmit
- Approved (as noted)
- Approved

Depending on the outcome of the application, applicants will receive an email with either a Correction Notice, which will state the revision(s) required prior to resubmitting, or an approved Permit. This letter will state what is being approved with the application.

Standard Procedures

- Allow for a 7-day review timeframe
- Attach applicable documents including Location Map, Site Plan, and Traffic Control Plan
- \$200 permit fee (Utility companies are exempt from the fee)
- \$2,000 Surety warranty for a period of two years (applicable for Bore or Street Cuts or for improvements that are to be accepted for public maintenance) to be submitted to the Streets Division. Acceptable forms are:
 1. Cash Escrow
 2. Credit of Deposit
 3. Letter of Credit

The following guidelines shall be adhered to when working in City Public Right of Way:

- General
 1. No streets may be closed without the City's prior authorization.
 2. Work within the City Right-of-Way is only allowed between May 1st and November 1st. Permits requested during the winter work moratorium and required excavation within the pavement will require specific considerations. A variance Narrative with attention to the Public Works Director will be required at the time of initial application submission.
 3. All road and lane closures require a written Traffic Control Plan 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. Signs and other advanced warning; e.g., flag people, to adequately notify the traveling public of the work activity shall be erected or exercised prior to commencing work.
 4. Under no circumstances shall an open excavation be left overnight without proper protection
 5. Routt County Communications Dispatch and the School District shall be notified prior to any road closure. (970) 879-1144
 6. If an asphalt patch is required, the cut shall be square and shall be replaced by a professional asphalt company with a four (4) inch minimum asphalt patch.
 7. Gravel is to be replaced on roadway shoulders.
 8. Disturbed areas shall be re-vegetated and blanketed.

9. The area shall be swept clean before leaving the job site
 10. Any work performed shall comply with City Engineering Standards & Specifications.
 11. Refer to Municipal Code Chapter 10, Section 10-142 and Chapter 20, Article II and Article III for more information.
- Street Cut/Bore
 1. The applicable Water district is to be notified of any work within City Rights-of-Way. The minimum horizontal separation between any dry utility line and any wet utility line is five (5) feet. Above-ground appurtenances shall not be placed within fifteen (15) 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.
 2. Street cuts are to be jack-hammered or sawed.
 3. Replacement material shall include one (1) foot of flow fill. Trench shall be covered with steel plates for 24 hr. cure time.
 4. Fill areas are to be compacted
 5. If dewatering of any excavation or trench is necessary for completion of work, a Colorado Department of Health and Environment Dewatering Permit is required prior to commencing work. <https://www.colorado.gov/pacific/cdphe>
 6. The City Streets Division is to be called for a cleanup inspection upon completion of the project.
 - Driveway, Sidewalk, Curb/Gutter/Valley Pan
 1. For any modifications to existing improvements, work performed shall comply with City Engineering Standards.
 2. Driveways, sidewalk, and curb/gutter/valley pan shall comply with City Engineering Standards.
 3. Applicant shall submit proper supporting documents as listed in the submittals. Additional documents can be requested at the discretion of the permit reviewer.
 4. The Engineering Division is to be called for an inspection upon completion of the project.
 - Stormwater Improvements
 1. All stormwater improvements shall comply will City Engineering Standards.
 - Tree Removal
 1. Submit a cover letter to Public Works Engineering requesting to remove a tree on city property. Below are elements to be included:
 - Survey confirming the tree is on public ROW.
 - Explanation of options available that do not require removal of the tree.
 - Information on the tree size, species and condition by a licensed arborist or landscape professional.
 - Photograph of the tree.
 - Proposed mitigation such as tree replanting.

- Other
 1. For any work within the City's Public Right of Way that is not listed above or specifically exempted, the applicant shall contact the appropriate division to determine whether a Work in the Right of Way permit is required to be submitted and approved.