



INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR CONSTRUCTION, INSTALLATION AND OCCUPANCY WITHIN THE PUBLIC RIGHTS-OF-WAY

Permittee

1. The permittee shall be the owner of the facilities. The permittee shall provide the performance, payment, maintenance and warranty bond if required for the work being performed.
2. The permittee may grant the general contractor authority to sign the permit on their behalf by providing a letter to the City stating such. The letter shall be in a format approved by the City.

Contractor

1. The contractor performing the proposed work.
2. The company name, address, contact person, and telephone number for all subcontractors shall be provided to the City at the time of application.
3. All contractors and subcontractors shall have a valid Greenwood Village Contractor's License. The license number and expiration date shall be provided on the application.

Location/Type/Purpose of work

1. The address where the work is being proposed. Information must be complete and show beginning and ending address if applicable. If multiple locations, must provide addresses for each. A description of the location is acceptable only if street addresses cannot be used to describe the location.
2. The type and quantity of the proposed facility or infrastructure to be installed within the public right-of-way (ex. – water, sewer, gas, electric, telecom, storm, concrete, asphalt, etc.).
3. A more specific description and/or purpose of the proposed work or maintenance activity.
4. Applicant shall provide the following (the plans shall show the specific location and dimensions of all proposed facilities, infrastructure, and disturbance areas):
 - a. The number of access structures being proposed in the pavement section and the number being proposed in the landscape area (the locations shall comply with the Construction and Excavations Standards).
 - b. The number of above ground structures being proposed (Landscape screening plans shall be submitted with the application for all structures in compliance with the Construction and Excavations Standards).
 - c. The number and size of any landscape areas that will be disturbed. Written approval from the owner shall be submitted to the City for any proposed work in the landscaped medians within the public right-of-way.
 - d. The length, width, and depth of any proposed open trench.
 - e. The number and dimensions of each pavement disturbance area, including pothole locates.
 - f. The number of utility locate potholes proposed in the pavement section and in landscaped areas.
 - g. The length and depth of boring proposed and the number of bore pits in the pavement section and in the landscape area.
5. The permittee has the option to perform any required pavement restoration to disturbed pavement sections or the permittee may elect to pay to the City a restoration fee and the City will have the required pavement restoration performed. Pavement restoration shall consist of a 2 inch mill and overlay of the disturbed pavement area. The restoration area shall be calculated in accordance with section II of the Construction and Excavation Standards.

Construction Schedule

1. The number of working days to complete the proposed work and when the applicant proposes to commence work. Weekend days do not need to be included unless the work will be performed on the weekends. Review time for applications are as follows:
 - a. For a permit which does not include excavation, within 5 working days.
 - b. For a permit which includes excavation but is not a major installation, less than 500 lineal feet; within 10 working days.
 - c. For a permit for a major installation, greater than 500 lineal feet, within 15 working days.
2. The number of working days is one factor used to calculate the permit fee. Inspections outside regular inspection hours will be charged to the permittee at time and a half. Regular inspections hours are Monday – Friday from 7:00 a.m. to 4:00 p.m.
3. The permittee shall have 30 calendar days to commence work once the permit is issued. Once the work has commenced, the permit shall expire after the approved number of working days has elapsed from the date the work commenced. If after the 30 days, the work has not commenced, the permit shall be void.
4. The permittee may request an extension of time for the permit which will be subject to additional inspection fees based on the additional working days requested.



APPLICATION FORM FOR CONSTRUCTION, INSTALLATION, AND OCCUPANCY WITHIN THE PUBLIC RIGHT OF WAY

10001 East Costilla Avenue
Greenwood Village, Colorado 80112
Phone Number: 303-708-6100 Fax: 303-706-1976
Email: rowpublicworks@greenwoodvillage.com
(please submit your application to the email above)

PERMITTEE (OWNER)

Name: _____ Company Phone Number: _____
Address: _____ Email: _____
City, State, Zip: _____ Contact Person: _____

CONTRACTOR (WHO IS DOING THE WORK?):

Company: _____ Company Phone Number: _____
Address: _____ GV License Number: _____
City, State, Zip: _____ GV License Expiration Date: _____
Field Foreman: _____ Foreman Phone Number: _____
Admin Email: _____ Foreman Email _____

Will you have Subcontractors? Yes No

SUBCONTRACTORS

(Sec. 6-5-70.Subcontractor licensing requirements. A subcontractor is not required to be licensed if working under the supervision of a licensed contractor)

Company: _____ Company Phone Number: _____
Address: _____ GV License Number: _____
City, State, Zip: _____ GV License Expiration Date: _____
Field Foreman: _____ Foreman Phone Number: _____
Admin Email: _____ Foreman Email _____

Company: _____ Company Phone Number: _____
Address: _____ GV License Number: _____
City, State, Zip: _____ GV License Expiration Date: _____
Field Foreman: _____ Foreman Phone Number: _____
Admin Email: _____ Foreman Email _____



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Email: rowpublicworks@greenwoodvillage.com
(please submit your applications to the email above)

LOCATION, TYPE, PURPOSE OF WORK:

Greenwood Village Address: _____

Permittee Reference Number (examples: WO#, JT#, etc.): _____

Type of Installation: _____ Quantity of Installation: _____

If other, please explain: _____

Description of Work to be Performed: _____

Value of Work Being Performed: \$ _____

What is the Permit Type: _____

Number of Working Days needed: _____ Start Date: _____

QUANTITY OF ACCESS STRUCTURES IN ROW:

Manholes: _____ Valves: _____ Pedestals: _____ Cabinets: _____

Handholds: _____ Vaults: _____ Other: _____

QUANTITIES TO BE DISTURBED IN ROW:

Landscapes: _____ Area: _____sf Medians: _____

Open Trench Length: _____lf Width: _____ Depth: _____

Pavement Disturbed: _____amount Dimensions of Each: _____

Concrete Disturbed: _____amount Dimensions of Each: _____

Potholes: Pavement: _____total Landscape: _____total

Bore: Pavement: _____total Landscape: _____total Depth: _____lf Length: _____lf

RESTORATION:

Who will be performing the Asphalt Pavement Restoration (2" Mill and Overlay)? _____

(If applicable, please read the restoration requirements in the Construction and Excavation Standards)

If other, please explain: _____ Amount of Work Days to Complete Resto.: _____

Permittee: _____ Date: _____