



RIGHT-OF-WAY PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

All permits require:

- Completed Application
- Plan Set
- Traffic Control Plan
- Copy of GV contractor's license (when applicable)
- List of subcontractors with contact information

Permits with excavation also need:

- Security (Bond, LOC, LOR)
- Construction Schedule

Additional requirements:

- Letter of Authorization (required if contractor is signing for permit)
- Letter Approval from Special District (for work in district owned landscaped median)

Additional requirements for larger Phase I/II projects. See permit submittal requirements for additional information regarding specific requirements.

**RIGHT-OF-WAY PERMIT
SUBMITTAL REQUIREMENTS**



10001 East Costilla Avenue
Greenwood Village, CO 80112
303-708-6100 – FAX 303-706-1976
rowpublicworks@greenwoodvillage.com

To apply for a Right-of-Way Permit, fill out the application form and submit with the following information. All information can be emailed to rowpublicworks@greenwoodvillage.com

- 1) Plan(s) showing location of work to include the following:
 - Public right-of-way boundary, proposed disturbance/cut boundaries and description & quantities of work.
 - Existing curb and gutter, pavement, pavement striping, sidewalk, landscaping, and signage.
 - Any proposed above ground pedestal or cabinet with dimensions; landscape screening plan required.
 - A cross section showing the depth and horizontal location of any proposed running line, right-of-way boundary, existing curb and gutter, pavement, sidewalk, and landscaping area.
 - For major installations, which are defined as installations exceeding 500 feet, right-of-way permits are issued in two phases. The phase 1 permit allows the permittee to field verify existing utility locates and the phase 2 permit allows the permittee to perform the installation of the facilities. The plans submitted for phase 1 permit are the same as stated above. For the phase 2 permit:
 - The plans shall be scaled engineered drawings with stationing showing the horizontal and vertical location of all existing utilities, including lateral crossings of the proposed running line. The scaled drawings shall also show the proposed horizontal and vertical location of the permittee's running line, and
 - A scaled cross section showing the depth and horizontal location of the existing utilities, lateral crossings, and the proposed running line, and
 - As built alignment certification forms, as provided by the Village, showing the design alignment.

- 2) Traffic control plan(s) per MUTCD, showing all work zone layouts and pedestrian impacts to include:
 - Each lane closure scenario, including work for utility locate potholes.
 - Pedestrian route detours from adjacent intersection to intersection.
 - Any adjacent upstream intersections within 300 feet and the impacted inbound lanes.

- 3) For work which includes excavation, the submittal shall include:
 - An itemization of the total construction costs, including labor and materials but excluding the cost of actual facilities being installed.
 - A two-year Performance, Payment, Maintenance and Warranty Bond or letter of credit in the amount of the work (\$5,000 min.). Special districts and governmental agencies may substitute an annual Letter of Responsibility. A blanket bond in a sufficient amount to cover all proposed work in the Village for the upcoming year may be submitted in lieu of project specific bonds or letter of credits.

- 4) Copy of current Greenwood Village, Class D Contractor's License for all contractors and subcontractors (to be obtained from Community Development at 6060 South Quebec Street @ 303-486-5783).

**For more information contact:
Greenwood Village Public Works-Engineering, 303-708-6100**



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 _____



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

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Greenwood Village, Colorado 80112
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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: _____

**APPLICATION FORM FOR EMERGENCY WORK
WITHIN THE PUBLIC RIGHTS-OF-WAY**

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Greenwood Village, CO 80112
303-708-6100 - FAX 303-706-1976
rowpublicworks@greenwoodvillage.com

A right-of-way permit is required prior to all work being performed within a public right-of-way, except for work performed under the emergency provision. In an emergency situation, a utility owner may precede with the work prior to obtaining a permit. The owner is required to obtain a permit within one business day of commencing work within a public right-of-way under the emergency provision. Emergency is defined by the Greenwood Village code as any event which may threaten public health or safety, or that results in an interruption in the provision of service, including, but not limited to, damaged or leaking water or gas conduit systems, damaged, plugged, or leaking sewer or storm drain conduit systems, damaged electrical and communications facilities.

Utility Owner: _____

Location of work: _____

Date work started: _____

Work completed: NO YES, Date Completed: _____

Nature of emergency work:

Customers without service

Describe: _____

Damaged facilities

Describe: _____

Other (explain how situation meets the City's emergency provision)

Describe: _____

I certify that the above is true to the best of my knowledge:

Name (please print) _____ **Company** _____

Signature _____ **Date** _____

CITY OF GREENWOOD VILLAGE
PUBLIC RIGHT-OF-WAY
PERFORMANCE, PAYMENT, MAINTENANCE AND WARRANTY BOND

KNOW ALL MEN BY THESE PRESENTS that we, _____ (the "Principal"), and _____, (the "Surety"), are jointly and severally held and firmly bound unto the City of Greenwood Village, Colorado (the "City"), in the sum of _____ (\$ _____), lawful money of the United States of America, to be paid to the City for the payment whereof the Principal and Surety hold themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly bound by these presents.

WHEREAS, the Principal desires to install and/or maintain Facilities (as that term is defined in Section 11-3-20 of the Greenwood Village Code, as amended) and perform Work (as that term is defined in Section 11-3-20 of the Greenwood Village Code, as amended) in public rights-of-way in the City;

WHEREAS, the Principal has applied for a public right-of-way permit from the City as required by Article 3 of the Greenwood Village Code, and has been granted a public right-of-way permit ("Permit"), the terms of which are by reference made a part hereof as though fully set forth herein;

WHEREAS, Section 11-3-120 of the Greenwood Village Code requires that as a condition of the Permit, a bond or letter of credit be provided to the City; and

WHEREAS, the Principal has decided to provide this bond to the City as set forth herein in lieu of a letter of credit.

NOW THEREFORE, the conditions of this obligation are as follows:

FIRST. The Principal shall: (1) faithfully perform all requirements and obligations of the Permit, Article 3 of the Greenwood Village Code, and other applicable law, and satisfy all claims and demands incurred for the same; and (2) fully indemnify and save harmless the City from all costs and damages which the City may incur in making good any default.

SECOND. To the extent permitted by law, the Principal shall protect, defend, indemnify and save harmless the City and its officers, agents, servants and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including, in part, attorney fees incidental to the defense of such suits, actions, claims, losses, damages or liability on account of injury, disease, sickness, including death, to any person, or damage to property, including, in part, the loss of use, resulting therefrom, based upon or allegedly based upon any act, omission or occurrence of the Principal, or his employees, servants, agents, subcontractors or suppliers, or anyone else under the Principal's direction and control (regardless of whether or not cause in part by a party indemnified hereunder), and arising out of, occurring in connection with, resulting from, or caused by the performance or failure of performance of any Work called for by the Permit, or from conditions created by the performance or non-performance of said Work.

THIRD. The Principal shall pay all persons, firms and corporations, all just claims due them for the payment of all laborers and mechanics for labor performed, for all materials and equipment used or rented in the performance of the work covered by the Permit.

FOURTH. The Principal and Surety shall guarantee and warrant that all Work shall remain in good order and repair for a period of two (2) years from all causes arising from defective workmanship and materials, and shall make all repairs arising from said causes during such period without further compensation, and shall guarantee the Facilities and Work and areas within the public rights-of-way affected by such Facilities or Work against defective workmanship and materials, and shall keep the Facilities in good order and repair without further compensation for a period of two (2) years from and after probationary acceptance thereof by the City. This guarantee and warranty is provided pursuant to and in compliance with Section 11-3-130 of the Greenwood Village Code, as amended. The determination of the necessity for the repair or replacement of any Work or Facilities shall rest entirely with the City, and the City's decision upon the matter shall be final and obligatory upon the Principal, subject to judicial review pursuant to applicable law.

The Surety shall be deemed and held, notwithstanding any Permit provision, contract or other agreement to the contrary, to consent without notice to:

1. Any extension of time to the Principal in which to perform any Work, Permit conditions or obligations.
2. Any change in the Permit or other Permit documents.

Further, the Surety shall pay to the City all costs and attorney fees necessary to enforce the provisions of the bond provisions contained herein.

Unless prohibited by law, an action on this bond may be brought by the City or any person entitled to the benefits of this bond at any time within two (2) years from date of probationary acceptance of the Work performed pursuant to the Permit.

Upon full compliance with all obligations of Article 3 of the Greenwood Village Code, the City shall release this bond, in writing. This bond shall remain in effect until released by the City or the City consents in writing to acceptance of a substitute bond.

Principal and Surety are jointly and severally liable under the provisions hereof and action against either or both may proceed without prior action against the other, and both may be joined in one action.

SIGNED AND SEALED THIS _____ day of _____, 200____.

IN THE PRESENCE OF:

WITNESS: (As to Individual)

Principal

ATTEST: (As to Corporation)

Name Title

Surety

Attorney in Fact

COUNTERSIGNED:

() Resident Agent (Print name below)

Name

(SEAL OF SURETY)

Address

(Accompany this bond with Attorney-in-Fact's authority from the Surety to execute the bond, certified to include the date of the bond.)

(APPROPRIATE LETTERHEAD)

DATE

City of Greenwood Village Public Works - Engineering
10001 East Costilla Avenue
Greenwood Village, CO 80112

Re: Public Right-of-Way Permit Authorization

To Whom It May Concern:

Pursuant to Section 11-3-60 of the Greenwood Village Code, we hereby authorize the following contractor to sign public right-of-way permit applications on our behalf: _____ ("Contractor"). In signing such applications, the Contractor will act as our representative and agent, and we hereby accept full responsibility for the Contractor's activities in the public rights-of-way within the City.

We understand that the permit will be issued in our name, as the owner of the facilities being installed or repaired in the public right-of-way, and we also understand that we are responsible for compliance with all applicable provisions of Chapter 11-3 of the Greenwood Village Code. All required bonds and/or letters of responsibility will be issued in our name, rather than the Contractor's name.

Sincerely,

OWNER'S NAME