



101 West 8<sup>th</sup> Street  
Glenwood Springs, CO 81601  
Phone 970.384.6435  
www.ci.glenwood-springs.co.us

**RIGHT OF WAY PERMIT**  
Permit Number: \_\_\_\_\_  
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Complete and return to [eng.permits@cogs.us](mailto:eng.permits@cogs.us). Permit requires a **five (5) business day** review for City Staff.

**FAILURE TO OBTAIN:**

This permit is required for **any** work within City of Glenwood Springs Right of Way (ROW).

**First Offense:** The Engineering Department will issue a stop work order and warning.

**Second Offense:** A stop work order will be issued with a **\$50** Fine.

**Third and Final Offense:** A stop work order will be issued with a **\$500** fine.

After three offenses, the City Manager has the right to revoke a contractor's license within the City.

**Note:** Work may also be subject to additional approval or permits. It is the responsibility of the contractor or owner to verify that all permitting necessary.

**Owner/Applicant Information:**

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Parcel Number of associated work (If applicable): \_\_\_\_\_

**Section 1 – Right of Way Obstruction:** Permit fee for Obstruction ONLY is \$35.

Address of Obstruction: \_\_\_\_\_

Reason for Obstruction: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date \_\_\_\_\_ Time of Day: \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)

Attach a *certified* traffic control plan (TCP) if obstruction is within a pedestrian or vehicular travel way. This includes all drive/bike lanes, alleys, or trail/sidewalks. A TCP is not required to obstruct parking stalls only.

**Section 2 – Right of Way Excavation:** Complete Sections 1 and 2 when doing any work in the City ROW.

Contractor: \_\_\_\_\_ City Contractor's License #: \_\_\_\_\_

Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Colorado 811 a minimum of seventy-two (72) hours prior to excavation start date.

Attach a plan. Plan must include a north arrow, scale, street labels, address, dimensions and location of the excavation (tied to permanent structure, property corner, or street corner), location of all utilities, and the utility type, size, and material that is being connected or repaired (if applicable).

An As-Built plan is required to be submitted to the City within two (2) weeks of completion on major projects.

Geotechnical testing reports shall be submitted within one (1) week of excavation completion.

**Office Use Only:**

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Permit Closed: \_\_\_\_\_

<b>Right of Way Excavation Fee Calculation:</b>					
Excavation Permit Base Fee:					<b>\$50</b>
Asphalt Removal? <input type="checkbox"/> YES <input type="checkbox"/> NO					<b>Cut Fee:</b>
	Length (FT)	Width (FT)	Area (SF)	Cost/SF	
> 5 years old				\$1.00	
< 5 years old*				\$6.00	
Sidewalk Removal? <input type="checkbox"/> YES <input type="checkbox"/> NO					
	Length (FT)	Width (FT)	Area (SF)	Cost/SF	
				\$3.00	
Curb and Gutter Removal? <input type="checkbox"/> YES <input type="checkbox"/> NO					
			Length (LF)	Cost/LF	
				\$3.00	
Bore? <input type="checkbox"/> YES <input type="checkbox"/> NO					
			Length (LF)	Cost/LF	
				\$0.50	
<b>Total Cut Fees</b>					
<b>TOTAL Amount Due (Base Fee + Cut Fees):</b>					

\*The City reserves the right to deny any excavations within roadways less than 5 years old.

**Section 3 – Access Permit:** Complete Sections 1, 2, and 3 when requesting or modifying an access from a City of Glenwood Springs Right-of-Way.

**Submittal of this permit does not guarantee the granting of an access from City Right-of-Way.**

Why is this access needed? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Complete and provide a site improvements survey.
- Attach an engineered plan and verify that the access meets the City of Glenwood Springs Municipal Code and Engineering Standards. If the access does not meet these standards, a variance must be requested through Community Development. Plan must include a north arrow, scale, street labels, address, dimensions, driveway and sidewalk grading, and location of the excavation (tied to permanent structure, property corner, or street corner), location of all utilities, and the utility type, size, and material that is being connected (if applicable). Plan must show applicable sight triangle/distance requirements.

<b>Office Use Only:</b>			
Date Received: _____	Date Paid: _____	Date Issued: _____	Date Permit Closed: _____

**Right-of-Way Permit General Requirements:**

1. Refer to the City of Glenwood Springs Municipal Code and Engineering Standards for design and code requirements. Neglecting to read the requirements of these documents does not preclude the fulfillment of said requirements.
2. The Twenty-four (24) month warranty period for work completed in the City of Glenwood Spring Right of Way begins from the date of work acceptance. Work is not accepted until all geotechnical reports and As-Built survey is submitted and accepted by the City of Glenwood Springs.
  - a. Failure to provide proper documentation may result in removal and repair or replacement of the cut and backfill material.
3. If a final surface cannot be installed, a temporary surface must be installed and maintained by the contractor until the time a permanent surface can be installed. The warranty period will not begin until the final surfacing is installed and accepted.
  - a. If a temporary patch is not being maintained, the City may elect to complete the maintenance themselves and bill the contractor at two (2) times the rate of the cost of the City’s work.
  - b. Gravel is not an acceptable temporary surface.
4. Any pothole or borehole repairs made in the City right of way must be re-cut to maintain clean lines per the Engineering Standards.
5. All trenching in older asphalt requires “T” patching (2’ overcut of the asphalt beyond the trench edge on each side) in order to maintain the integrity of the roadway.
6. Construction equipment, trash, dumpsters, or materials, etc., **shall not** be stored in the City of Glenwood Springs Right of Way.
7. All excavations within the City Right of Way are subject to comply with OSHA’s “Construction Industry Standards” as well as all applicable federal and state regulations.
8. This permit includes one (1) inspection limited to two (2) hours. If additional visits or time is required, the contractor may be billed for the additional inspections.
9. This Permit Approval is subject to the City of Glenwood Springs Noise Ordinance set forth in Section 100.070.030. Any work or activities that violate this ordinance will need prior approvals by the City Manager with a Noise Regulation Exemption Request.

***The undersigned Applicant agrees to indemnify and hold harmless the City of Glenwood Springs, and its agents and employees from and against any and all claims, damages, losses, and expenses including reasonable attorneys’ fees in case it shall be necessary to file an action arising out of performance of the work described herein, that is (a) bodily injury, illness, or death, or for property damage including loss of use, and (b) caused in whole or in part by applicant’s negligent act or omission, or that of anyone employed by them or for whose acts contractor or subcontractor may be liable.***

**Owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Office Use Only:</b>			
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