



**Checklist for Application / Amendment to Permit
For Construction Work Within
Public Ways**

A ROW Use Permit can be obtained from Avon Public Works Department located at 500 Swift Gulch Road. An appointment is necessary. Appointments can be scheduled 1 or more business days in advance by calling 748-4118. This process is not difficult; the following steps are usually necessary to obtain a ROW Use Permit.

1. Schedule a **Pre-Application Meeting** to discuss the work you want to do in the public ROW. Prepare and bring sketches, drawings, a plat map, aerial photos, and other information necessary to explain your project to Town staff. Obtain verbal guidance and required written documentation specific to your project at this meeting (e.g., completed checklist, blank forms, driveway design standard detail).
2. Gather all necessary submittal materials.
3. Schedule a **ROW Use Permit Submittal Meeting** and submit a complete application submittal.
4. Allow 3 business days for the Town to review and approve.
5. Avon Public Work staff will call the Applicant to notify when a copy of the completed, authorized permit can be picked up.

Required Materials for a complete application submittal:

(NOTE: Town staff may check additional items during the Pre-Application Meeting for specific needs of your project).

- ✓ **Completed application form** (all fields filled except those in “Town of Avon Use Only”)
- ✓ **Signed Standard Conditions Form** (initial and date all pages, sign on last page)
- ✓ **Site Plan showing work located in ROW** – legible plan showing location of work area, boundaries of impacted properties, right-of-way, easements, and identifying property owners of impacted properties. Identify type, size, location, and materials of construction of driveways. Call out dimensions. Include trench cross section for excavation work. Provide a complete legend to identify line types and symbols.



- ✓ **Site plan showing construction staging/parking/site access** – legible plan showing where construction parking, staging, fencing, and other temporary-construction related uses are proposed. Must include boundaries of properties, right-of-way easements. Call out dimensions. Provide a completed legend to identify line types and symbols.
- ✓ **Traffic Control Plan** – showing signage, flaggers, placement etc. Site coverage in plan should include public roads within > 300 feet from work site or proposed construction signage, whichever is larger.
- ✓ **Work Schedule** – Identify dates and times of day when you would like to conduct work under this permit.

Property Owner Approval Letter – Signed letter from property owner authorizing and approving of permit request by Applicant on behalf of owner (in cases where private property is impacted and Applicant is not property owner).

- ✓ **Payment for permit** – bring cash (exact amount) or check (only)

Signed Supplementary Condition Form – (only if required)

Signed and Notarized Revocable License Agreement – (only if required)

Completed Surety Form – (only if required)

Payment for Surety – cash, local check or letter of credit from a local bank (only if required)

Additional requirements for areas located within the Village at Avon (VAA) PUD (only):

DRB Approval Letter – Signed letter from authorized agent of Village at Avon Design Review Board approving of the work requested in this ROW Use Permit.

TCMD Approval Letter – Signed letter from authorized agent of the Traer Creek Metro District approving of the work requested in this ROW Use Permit for areas such work is Located within the TCMD owned managed property (e.g., roads and certain parcels with VAA).

Property Owner Approval Letter – signed letter from property owner authorizing and Approving of permit request by Applicant on behalf of owner (in cases where impacted Property owner is not TCMD).

**STANDARD CONDITIONS
FOR
RIGHT OF WAY USE PERMIT
FOR ALL CONSTRUCTION WORK WITHIN PUBLIC WAYS
TOWN OF AVON, COLORADO**

REQUIRED APPLICATION INFORMATION

1. The Permittee, also called the Permit Holder, is the property owner or prime utility company. The contracted construction agent is the general contractor or subcontractor working on behalf of and under contract with the property owner or the prime utility company.
2. A site plan, parking plan, details, schedule, and other information is required to support the permit application. The site plan shall identify the Contractor's staging area which must be located within the perimeter of the construction site boundary and outside of the Town's Right of Way as much as possible.
3. Surety for performance guarantee in the amount of \$_____ cash (amount to be determined by the Director based on the nature of the Work but not less than \$2000) or irrevocable letter of credit from a local bank in the name of the responsible party for the Work is required. The Town reserves the right to hold the surety for 2 years from final acceptance and to make draw downs on it to remedy unsatisfactory work quality and permit violations.
4. The Permit Holder may be required to provide a valid Certificate of Insurance which names the Town as "additional insured", provides waiver of liability for the Town, and includes "hold harmless" clause to mitigate risk for the Town for the Work.
5. Fees for this work and past-due charges must be paid in full prior to start of any the Work.

GENERAL

6. Each permit is limited to a specific purpose and duration, hereafter referred to as "the Work". It is the applicant's responsibility to obtain a new or amended Right of Way permit for separate elements of work.
7. The Permit Holder is assumed to be familiar with, and at all times shall observe and comply with, applicable Federal and State Laws, Local By-Laws, Ordinances, Regulations and Codes in any manner affecting the conduct of his work. Nothing contained herein shall be construed to limit any requirements and/or regulations contained in the Town of Avon Municipal Code or subsequent amendments thereto.
8. The Permit Holder is responsible to complete the installation at no expense whatsoever to the Town of Avon.
9. The Town bears no responsibility to own and maintain the facility after installation.
10. Nothing contained herein shall prohibit Permit Holder from making any necessary emergency repair without a permit, when said repairs are necessary in the interest of the Public Health, Safety and Welfare.
11. Refer to Title 12 of Avon Municipal Code – Streets, Sidewalks and Public Places for further details on requirements for Construction Work within Public Ways.

SCHEDULE AND TIMING

12. The Permit Holder shall allow the Department of Public Works 3 full business days to review a complete permit application (i.e., once all necessary supporting materials are submitted) and deem approval or disapproval.
13. The Permit Holder shall request a site inspection prior to initiating any activity authorized under this permit with the Department of Public Works: 748-4100. This inspection shall be requested 24-hours in advance prior to the start of construction and shall be scheduled during the hours of 7:00am and 4:00pm Monday through Friday.
14. Failure on the part of the Permit Holder to have the work or resurfacing properly executed within the specified dates which will necessitate the performance of the work by the Town of Avon Public Works Department will result in costs of time, equipment and materials being charged to the Permit Holder.
15. All work covered by this permit must be completed within the time specified on the application. Extension of the completion date may be granted upon proper request to the Director of Public Works.
16. No Work is allowed in the Right of Way of any sort between November 15th and April 15th each year.

Initials _____ **Date:** _____

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17. The Director of Public Works may withhold granting a new Right of Way Use Permit to a Permit Holder, utility company, or property owner, regardless of property address or contracted construction representative, if there are related and outstanding permits not in good standing.

PROHIBITED USES

18. The Right of Way shall not be used for construction staging, loading/unloading, or stockpiling of materials for any portion of the Work involving construction on private property.
19. There shall be no parking in the Right of Way for the convenience of the Permit Holder's field personnel. All construction-related parking must be contained within the private property boundary.
20. No parking or temporary parking of any kind is allowed on snow removal days.
21. No plantings, irrigation systems, or other landscaping materials or features shall be placed in the Right of Way.
22. No signs or portable toilets shall be placed in the Right of Way (including temporary signs).
23. No cledted or track equipment shall work on or move over asphalt surfaces without mats. Where required, planking or mattresses or soil fills shall be provided to protect existing buried structures. Backhoes, cranes or other heavy equipment with outriggers must be equipped with rubber pads on the outriggers.
24. Explosives shall not be used for work within the Town of Avon public ways.

INSPECTIONS

25. The construction of underground installations will generally require the services of an inspector furnished by the Town of Avon. The decision in regard to which project requires inspection is reserved by the Town of Avon. All extraordinary costs relating to the inspection of such utility installation will be borne by the Permit Holder at a rate specified by the Town of Avon.
26. Following completion of the Work, the Contractor and/or Permit Holder shall notify the Director of Public Works for a Final Inspection pursuant to release of the permit.
27. Call the Avon Inspection Hot Line at (970) 748-4094 to request inspections. Such inspections or verifications of work shall be requested 24-hours in advance and shall be scheduled during the hours of 8:00am and 4:00pm Monday through Friday. Separate inspections shall be called by the Permit Holder as follows: Excavation; Prior to backfilling; Prior to paving; Site Restoration; Final Inspection.
28. The Town may have additional testing and inspection services provided by an independent engineering firm if it is believed to be necessary to assure adequate quality control. The Permit Holder shall pay actual cost of these services direct to the independent firm.
29. The Town must be informed at least 24 hours prior to the start date of all construction in order to provide inspection during construction.

SITE ACCESS ROAD

30. See item 14.
31. Driveway shall be installed in accordance with Town's "Standard Driveway Entrance and Culvert" details (attached).
32. Once driveway has been surveyed and graded, gravel must be installed a full 10-feet back from edge of Right-of-Way asphalt during construction and prior to paving.

EXCAVATION AND BACKFILL REQUIREMENTS

33. Mud-jacking or pressure grouting will be required where bores are larger than lines or encasements. The ends of bored sections are not to be covered before being inspected.

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34. Backfilling – Paved Streets

- a. All excavations in paved streets shall be backfilled with material meeting the following requirements. All material passing a No. 40 sieve shall have a liquid limit of not over 35 and a plasticity index of not over 6.

<u>Sieve Designation</u>	<u>Percent Passing</u>
2 ½ inch	100
2 inch	95-100
No. 4	30-60
No. 200	5-15

- b. The material shall be deposited in layers not to exceed 8 inches in thickness prior to compacting. Compaction shall be obtained by means of suitable mechanical equipment, and shall be compacted to not less than 95% of the theoretical laboratory density as determined by A.A.S.H.T.O. Method T-99.

35. Backfilling – Unpaved Streets

- a. The bottom 6 inches and the top 12 inches of excavations in unpaved streets shall be backfilled with material meeting the above specifications. The excavated material may be used for the remainder of the backfill, except no materials greater than 6 inches in diameter may be used. All materials shall be deposited in layers not exceeding 8 inches in thickness and compacted to not less than 95% Standard Density.
- b. The bottom 6 inches of excavations in unpaved areas not used as vehicular ways shall be backfilled with material meeting the above specifications. The excavated material may be used for the remainder of the backfill except no materials greater than 6 inches in diameter may be used. All materials shall be deposited in layers not exceeding 8 inches in thickness and compacted to not less than 95% Standard Density.

36. No open trenches adjacent to the roadway are permitted overnight.

37. Use a flow fill able concrete (flow fill) to back fill in the roadway. Work must be field-verified by the Town of Avon.

38. On shoulder of road, road base can be used and must be compacted in no more than three (3) foot lifts. Work must be field-verified by the Town of Avon.

39. Any materials remaining from excavation as a result of the installation must be removed from the site prior to approval of final inspection.

UTILITIES

40. Permit Holder must locate all utilities (including but not limited to ERWSD and the Town of Avon) prior to commencement of work. It should be noted that some utilities in the approximate location of the work may not be indicated on any accessible plans.
41. Three bore attempts shall be conducted and verified by Public Works inspection staff prior to cutting road surface.
42. Within the discretion of the Director of Public Works, and where special cases warrant, utilities may not be allowed under the roadway surface or immediately adjacent to the roadway surface, except for under road crossings.
43. The installation of non-ferrous lines in road right-of-way shall require a suitable means to facilitate future line location.
44. Whenever plastic lines are installed under pavement without encasement, said lines must meet Local and National Safety Standards applicable to the particular use intended.
45. Thrust blocks or tie joints will be required on all vertical and horizontal bends in water pipes.

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46. Manholes and other points of access to underground utilities must be located so as to not create a hazardous safety situation. In roadways and shoulders, manholes shall be adjusted to new grades as specified by the Director of Public Works.

ROAD CUT REQUIREMENTS

47. No road shall be cut if has been constructed or accepted by the Town within 365 days of permit issuance.
48. See Item 41.
49. All road cuts must be saw cut with a straight edge and all patch backs shall be a minimum of two (2) feet in width. All patch backs must be infra-red patched within 7 days of patch placement.
50. Minimum asphalt thickness shall be equal to existing pavement thickness plus one (1) inch, but in no case shall it be less than six (6) inches. Placement in lifts not to exceed more than three (3) inches.
51. Public Works reserves the right to require removal of paving and/or subgrade which is deemed unacceptable and require the applicant to reconstruct the roadway, driveway apron, trench, or other area disturbed in the Work.
52. Where multiple cross-cuts or transverse cuts are required in traveled ways, the first such cut shall be completed before the second is begun. Similarly, only one such excavation shall be open at any time unless the separate trenches are more than 300 feet apart.

SITE MAINTENANCE AND RESTORATION

53. Site maintenance and restoration are part of the Work. Full restoration of any disturbed areas in the Right of Way and alongside the sides of paved Right of Way must be restored to its original condition or better must be completed prior to approval of final inspection.
54. The Permit Holder is responsible to keep the Right of Way free of debris and clean at all times; the Permit Holder's need to perform street sweeping shall be at the sole determination of the Town.
55. Any damage to any Town of Avon owned facilities must be replaced by the Permit Holder at no cost to the Town.
56. Costs for restoration of survey monuments damaged by negligence of the Contractor will be charged to the Contractor and/or Permit Holder.
57. No trees or shrubs shall be removed from the Town public ways unless prior permission has been granted by the Town. Topsoil shall be conserved and replaced in areas that are turfed. Sodded areas shall be restored to their original conditions. Care shall be taken to remove sufficient soil with sod strips so as to assure the root structure remains intact. Wetting of the sod may be necessary to assure preservation.
58. All necessary new gravel and/or pavement shall be placed on all surfaces where any damage has occurred to the road surface from equipment, trenching or storage of material. Town of Avon shall determine the damaged areas and depth of new materials.
59. All drainage facilities or siphons will be opened immediately upon completion of work at sites of drainage or siphon installation. Damaged portion of drainage or siphon facility will be replaced. All damaged sections are to be inspected by the Town of Avon before being concealed in any manner. Drainage ditches or borrow pits are to be restored to original condition immediately after backfilling is completed.
60. The Permit Holder may be required to furnish and apply a dust palliative on portions of the roadway and/or haul roads at the locations in the amounts as directed. Dust palliative may consist of water or a dilution of water and emulsified asphalt.
61. The site shall be clean of all debris and deleterious material and the pavement surface swept clean to expedite restoration of traffic lane striping and delineation by Town forces. All soil and waste materials shall be disposed of by the Contractor.

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TRAFFIC CONTROL

- 62. ALL ROAD CLOSURES MUST BE PRE-APPROVED BY THE DIRECTOR OF PUBLIC WORKS.
- 63. The Permit Holder shall notify the local police, ambulance, fire departments, utility companies, and school districts stating duration of all road closures.
- 64. Traffic control must be used for any work in the Right of Way or within 10-feet adjacent to the Right of Way. If the Work includes activities within the shoulder, travel lane, or bike path, a traffic control plan which identifies signage, barricades, flaggers and other information must be submitted to the Director for review and approval.
- 65. Lane and road closures are not allowed unless otherwise explicitly permitted and listed in this permit approval herein; one lane of traffic in each direction must be kept open at all times. If a lane or road closure is explicitly permitted, it shall occur outside the hours of 6:00am and 6:00pm on pre-determined dates approved no less than 7 days in advance.
- 66. The Permit Holder shall post adequate warning signs, lights and barricades to protect the travelling public and workpeople on the job. Flag persons shall be used if deemed necessary by the Director of Public Works.
- 67. If the Town of Avon has to sign, light and barricade hazardous areas due to the neglect or omission on the part of the Permit Holder, then the costs for labor, equipment and materials will be charged to said Permit Holder.

I HAVE READ, UNDERSTAND, AND ACCEPT THESE CONDITIONS:

Signature

Date

Print Name

Avon Property Address

Date: _____

ROW Permit NO.: _____

Building Permit NO: _____

Town of Avon
Public Works/Engineering
P.O. Box 975
Avon, CO 81620
970.748.4100

**Application/Amendment to
Permit
For Construction Work Within
Public Ways**

Inspection Request Line: 970.748.4094



Permittee (Property Owner/Utility Company) : _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell/Pager: _____ Fax: _____

E-mail: _____

Contracted Construction Agent: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell/Pager: _____ Fax: _____

Project Location: *Attach a site plan* and any other exhibits and any other exhibits including plans, maps, or details as required by Public Works to fully define all work to be performed within the public right-of-way. For excavations paralleling roadways or right of ways, show location with respect to roadway and/or right-of-ways.

Lot: _____ Block: _____ Subdivision: _____

Street Address of Project Location: _____

Project Description: _____

(E.g., site preparation, new construction, utility installation)

Starting Date: _____ **Completion Date:** _____

Permittee is responsible for obtaining the proper location and protection of all public utilities. Permittee Guarantees work for two years from final inspection date:

Both the Town of Avon Departments of Road and Bridge and Community Development MUST BE informed at least 24 hours prior to the start date of all construction in order to provide inspection during construction.

If dissatisfied with construction performed on this job, please first contact:

Permittee Contacted Agent Other: _____

USEFUL PHONE NUMBERS:

- Utility Locates (800) 922-1987 or 811 (Utility Notification Center of Colorado, UNCC)
- Community Development Inspection Requests: (970) 748-4094
- Public Works Inspection Requests (970) 748-4100

Permit Holder Signature

ROW Permit NO.: _____

Building Permit NO: _____

**Application/Amendment to Permit
For Construction Work Within Public Ways**

Permit Review and Inspection Fee Schedule
Adopted by Ord. 06-01

Street Address of Project Location: _____

Independent Testing To Be Performed By: _____

FOR TOWN OF AVON USE ONLY

Work Description: _____

Permit Start Date: _____ **Permit Expiration Date:** _____

Nature of Work (select one): New Installation Repair Other

Work Purpose: Entrance/ Driveway Other _____

Subsurface Utility: Gas Water Sewer Cable
 Telephone Drains Electrical

Base Permit Fee, includes storm ditch grading one (1) temporary driveway installation w/culvert \$ 250.00
Asphalt cuts up to 30/SF, and traffic control review.

Additional fees:

- Permanent paved driveway installation \$ _____
Road Cut: _____ SF or LF @ \$6.00/SF \$ _____
- Cuts to Brick Pavers, decorative concrete or other special surface
 \$150.00/ LF OR SF, whichever is less \$ _____
Cuts to concrete or other special surface (\$10.00/SF) \$ _____
- Utility Bores (no pavement cut) @ \$50/location x _____ \$ _____
- Curb/Gutter Repair @ \$3.00/LF \$ _____
Sidewalk panel work @ \$25/per panel \$ _____
OTHER \$ _____
- Lane/Road Closure @ /\$.15/LF per Day (Const Seasons) April 15-Nov 15
 @/1.00/LF per Day (Non Const. Season) off season
- Linear Foot Total @ \$ _____ X _____ /LF X _____ Days \$ _____
- Parking \$ _____
- Total Permit Fee** \$ _____

Security Amounty Required: \$ _____ Surety Form Completed and attached: YES NO

Additional Comments: _____

The undersigned hereby acknowledges that he/she has read the attached Town of Avon "Standard Conditions for Right of Way Use Permit for ALL Construction Work within Public Ways", and will perform all work under this permit in accordance with these conditions.

Permittee: _____
 Printed Name

Signature

Approved: _____
 Public Works Authorized Representative

Date