 **INSTRUCTIONS FOR RIGHT-OF-WAY USE PERMIT**

1. One (1) application must be completed for **each** installation.

2. Applications must be completed and signed by the applicant. Incomplete applications will be denied.

3. This application must be submitted to the Public Works Department, (in person) 80500 US Highway 40, Winter Park, CO **OR** email to **ROW@wpgov.com**at least 5 working days prior to the anticipated start of the installation. **(All other required documentation MUST be attached and submitted with the Right of Way Use Permit Application)**

4. Except in cases of emergency, as defined by the Town of Winter Park Standards and Specifications for Design and Construction, revised May 2012, no work shall begin until a valid permit has been issued by the Town of Winter Park. This application is **not** a valid permit until approved and signed by a Town Official. Any construction started prior to permit issuance, will result in a penalty of $500.00 to the contractor and/or criminal charged.

5. A permit fee of $250.00 is required with the submittal of this application.

6. A cost estimate to repair the road to its original condition must accompany this application.

7. A surety bond in the amount of 150% of the cost estimate (or annual General Contractor Liability Bond of $1M) in a form acceptable to the Town of Winter Park is required with the submittal of this application **(you must submit a new Surety Bond for each application).** Surety Bonds shall be **valid for two (2) years** from the date of work completion.

8. A detailed sketch of the worksite must accompany this application and must show the placement of the utility or town road access.

9. A detailed traffic control plan, including signage and distances, must accompany this application.

10. All work done must comply with the Town of Winter Park Standards and Specifications for Design and Construction and all requirements listed in the “Requirements” section of this application.

**REQUIREMENTS**

**Each box must be marked.**

1. Valid Permit issued by the Town of Winter Park prior to construction. [ ]

2. Applicant must mark the work site prior to submitting application. [ ]

3. Utilities must be buried to the minimum depth as required by the appropriate utility company. [ ]

 *(Any utility not buried to minimum depths will be the responsibility of the utility company after the bond period)*

4. Applicants are required to call for all utility locates from the appropriate agency. [ ]

5. Roadways must always be capable of re-opening for emergency vehicles. [ ]

**6.** **FOR ANY ROAD CLOSURES. Applicants MUST send an email to** **roadclosures@wpgov.com** **and provide**

 **the following information: street/road name, date of road closure, time of closure, expected time to reopen,**

 **nature of work requiring the road closure, contact information including name and phone number.**

**When road re-opens, applicant MUST send another email to** **roadclosures@wpgov.com** **stating that the**

**street/road has reopened.** Failure to perform these steps for a road closure will result in a fine and the suspension

or revocation of any and all other open permits and permit application pending for the Contractor. [ ]

7. A copy of this permit application shall always be available for inspection at the work site. [ ]

8. If worksite fails inspection upon completion of installation, Contractor has ten (10) calendar days after notification [ ]

 to repair the worksite to the Town of Winter Park Standards and a re-inspection fee of $100.00 shall be assessed.

9. Failure to perform under any one (1) permit issued to the Contractor may result in the suspension or revocation of [ ]

 any and all other open permits and permit applications pending for Contractor.

10. Flowable fill will be required as backfill on any cuts made to paved surfaces. [ ]

**11. Compaction test are required and must be certified by a professional Geo-Tech Engineer**  [ ]

12. The Town of Winter Park Public Works Department will randomly inspect depths of utilities placed in R.O.W. [ ]

13. Photo documentation will be required. [ ]

14. All Flaggers must be CDOT Certified (including appropriate apparel). [ ]

15. The Town will require boring on all asphalt roads less than five (5) years old. [ ]

16. Any road cuts within paved Right-of-ways older than five (5) years will require proof of a density test meeting [ ]

 Minimum Town standards either by compaction or flowable fill.

By signing below, I hereby acknowledge that I have read and understand the REQUIREMENTS of this permit application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date



**RIGHT-OF-WAY PERMIT – PUBLIC WORKS DEPARTMENT**

Permits are only issued from May 1st until October 1st each year. Please plan accordingly.

ALL construction must be completed by October 15th.

$250.00 permit fee is non-refundable

|  |
| --- |
| ***Construction Start*** ***Construction End Date***  |
| ***Location of Job (address)***  |
| ***Company Name (applicant)***  |
| ***Mailing Address*** ***Phone Number***  |
| ***Contact Person*** ***Cell Phone Number***  |
| ***Contact Persons Email***  |
| ***Signature*** ***Date***  |

|  |
| --- |
| ***Property Owner Name(s)***  |
| ***Property Owner Phone Number(s)***  |

|  |
| --- |
| ***UNCC Locate Ticket Number***  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cut Info** | **Work** **Description** | **Work Type** | **Traffic Control** | **Installation will be** |
|  |  |  |  |  |
| Asphalt [ ]  | Boring [ ]  | Water (min depth 9’) [ ]  | Flaggers [ ]  | In the road [ ]  |
| Concrete [ ]  | Jacking [ ]   | Sewer (min depth 9’) [ ]  | One Lane Closure [ ]  | In the ditch [ ]  |
| Curb & Gutter [ ]  | Trenching [ ]   | Electric (min depth 48”) [ ]  | **Road Closure** [ ]  | In the shoulder [ ]  |
|  |  | Gas (min depth 36”) [ ]  | Parking Restriction [ ]  | Other [ ]  |
|  |  | Telephone (min depth 36”) [ ]  | Other [ ]  |  |
|  |  | Cable (min depth 36”) [ ]  |  |  |
|  |  | Phone (min depth 36”) [ ]  |  |  |
|  |  | Fiber Optics (min depth 48”) [ ]  |  |  |
|  |  | Other [ ]   |  |  |

**FOR ANY ROAD CLOSURE, YOU MUST FOLLOW STEPS OUTLINED IN #6. OF THE**

 **APPLICATION REQUIREMENTS!**

***For Office Use Only***

|  |  |  |
| --- | --- | --- |
| ***Date Received:***  | ***Fee Paid:***  | ***Method of Payment:***  |
| ***Application Approved By:*** | ***Date:*** |
| ***Inspection Approved By:*** | ***Date:*** |

**Town of Winter Park Public Works Department**

**80500 US Highway 40/PO Box 3327**

**Winter Park, CO 80482**

**(970) 726-8081 x222**

***\_\_\_\_ Applicant’s Statement of Responsibility\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

I, the above-stated applicant, as the applicant for a Right-of-Way Use Permit for address of:

Understand that I have the following responsibilities:

1. I shall return the road/right-or-way to its original condition including placement of vegetation, or I may incur additional fees, and construction requirements.

2. I shall be responsible for any and all damage occurring to the roadway during the installation.

3. I shall call the Town of Winter Park at least 24 hours in advance upon completion of the construction project to schedule an inspection. If my worksite fails inspection, I shall be responsible for repairing the worksite to Town of Winter Park standards within ten (1) days of being notified that repairs are needed, and I shall be responsible for payment of a $100.00 re-inspection fee.

4. I shall comply with all Town of Winter Park Standards and Specifications for Design and Construction, as revised in May 2012.

5. I shall take any and all measures to ensure the safety of all travelers over, around, and through the construction site, including, but not limited to, certified flagger(s), barricades, signage.

6. I shall not close any road to traffic without the authority/permission from the Town of Winter Park.

7. I shall not store any excavated materials at the work site that will obstruct traffic in any manner.

8. I shall remove contaminated materials and replace with new Class 6 gravel at a depth of six inches (6”) on the road surface.

9. I expressly warrant and guarantee the compaction and rebuild work on the road/right-of-way for a period of two (2) years, and if the compaction/rebuild work fails at any time during that two (2) year period, I am responsible for beginning repairs within forty-eight (48) hours of being notified that repairs are needed and if I do not so perform, I hereby authorize the Town of Winter Park to file a claim against the surety bond submitted with this application.

10. Town of Winter Park is hereby released from liability for any damages to utilities not buried at the proper minimum depth or not installed in compliance with Town of Winter Park Standards.

a. If during normal maintenance/grading, the Town damages a utility that is not at the proper minimum depth, I, as the applicant, shall be personally responsible for those damages during the bond period.

b. I agree to indemnify and hold harmless the Town of Winter Park, its employees, and affiliates, from all liability for any and all damage to property or person resulting from the issuance, construction, or work associated with this permit.

c. Nothing contained in this permit shall be construed as a waiver or partial waiver of the Town’s Governmental immunity.

By signing below, I hereby acknowledge that I have read and understand the terms of this permit application; that I have read and understand the Town of Winter Park Standards and Specifications for Design and Construction as revised in May, 2012; that I am willing and able to comply with all applicable Town, State, and Federal laws; that I am willing and able to comply with my responsibilities as set forth in this application; and that the information provided herein is true and correct to the best of my knowledge.

The applicant is responsible for keeping a copy of this application. The original application must be submitted to the Town of Winter Park.

If this permit application is being submitted under emergency circumstances, I understand that I have 5 working days from today’s date to comply with all provisions of this permit application including payment of the permit fee, submittal of surety bond, and any and all other requirements, or I will be assessed a $500.00 penalty for conducting right-of-way activities without a permit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date

Printed Name Title

**FAILURE TO RETURN WORKSITE TO ITS ORIGINAL CONDITION MAY RESULT IN A RE-INSPECTION FEE OF $100.00 AND A CLAIM AGAINST YOUR SURETY BOND. ANY CONSTRUCTION STARTED IN A TOWN RIGHT-OF-WAY PRIOR TO PERMIT ISSUANCE WILL RESULT IN A PENALTY OF $500.00 TO THE APPLICANT.**