Right of Way Permits Required

All work within the public right of way (ROW), public easements or other public property consisting of repairs and installation of sewer, storm sewer, water mains, laterals and services, curb and gutters, sidewalks, concrete pavement, underground and aerial power and communication lines require a permit from the City of Englewood Public Works Department.

- An Excavation permit is required for any street or alley cut including potholing.
- A Concrete permit is required for the removal/replacement of concrete curb, gutter, sidewalk and other concrete paving.
- Any occupancy of the public ROW including parades, block parties, dumpsters, construction parking, street and sidewalk closures requires a permit from the City of Englewood.
- Emergency excavations required to repair critical underground mains, laterals and services may commence with proper utility locates and traffic control. Contractor shall call Englewood Police Dispatch at 303-761-7410 prior to starting work. Contractor shall apply for Excavation Permit the next business day.
- Work within the US285, Belleview Ave. and S. Federal Blvd. rights of way require a permit from CDOT and in most cases from the City of Englewood. Contact the Public Works Department at 303-762-2500 for additional information.

Applications may be obtained from the Public Works website or by calling 303-762-2500. Please see the checklist included below for specific information required on all applications.

Please use the checklist at the end of this document to ensure that your application is complete. Incomplete applications may be rejected.

Contractors are responsible for verifying information on Permit when it is issued.

Contractor License, Bond and Insurance

Contractor must have a current City of Englewood license. Contact the Building Division at 303-762-2357 for licensing requirements.

- Excavation permits will require a Class A, B or D licensed contractor
- Concrete permits will require a D06 licensed contractor.
Contractor shall provide a calendar year Performance Bond, valid for two years from the application date in an amount equal to the valuation of the work ($5,000 minimum). The bond shall be accompanied by the standard City of Englewood Bond Form.

Contractor shall provide a certificate of insurance and shall explicitly name the City of Englewood as additional insured and a certificate holder. Contact the Public Works Department at 303-762-2500 for specific insurance requirements.

**Permit Fees**

Permit fees are based on the administrative time to process an application, and time for permit review and inspection. See the Public Works Fee Schedule for specific information.

All permit fees are non-refundable.

**Work Hours**

Work hours in the ROW will be 8:30 AM to 3:30 PM unless otherwise approved by the Traffic Engineer. Public works must be notified of any work scheduled on a Saturday. No work is allowed between the hours of 7:00 PM and 7:00 AM per Englewood Municipal Code section 6-2-5 (E). Work within the City of Englewood Right-of Ways shall NOT occur on any City recognized holiday, without prior permission from the Director of Public Works, or his designee. See [http://www.Englewoodgov.org/our-community/news-and-events/calendar-of-events](http://www.Englewoodgov.org/our-community/news-and-events/calendar-of-events) for a list of the recognized holidays

**Inspections**

Inspections are completed on a daily basis between 8am and 3pm. Please call 303-762-2500 to schedule an inspection 24 hours prior to construction.
Traffic Control

1. All permit applications shall include a traffic control plan that has been prepared in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition. A copy of the 2009 Edition with Revision numbers 1 and 2 incorporated, dated May 2012 can be found at the following link:

2. The plan shall clearly identify the type of work involved and the work area.

3. Individuals who are trained in the principals of safe traffic control should be assigned responsibility for safety at work sites. The most important duty of these individuals is to ensure that all traffic control measures implemented on the project are necessary, conform to the traffic control plan, and are effective in providing safe conditions for motorists, pedestrians and workers. The City strongly encourages that all workers in the Right of Way take classes from the American Traffic Safety Services Association (ATSSA) to increase their awareness in the work zone. More information on training can be found from the ATSSA website: http://www.atssa.com/Training.

4. All traffic control devices should be removed when no longer needed. When work is suspended for short periods, advanced warning signs that are no longer appropriate shall be removed, covered, or turned and other inappropriate devices removed from the work area so they are not visible to motorists or a hazard to pedestrians.

5. The Contractor shall not have construction equipment or materials in lanes open to traffic at any time.

General Permit Conditions

1. All work shall conform to the Construction Standards and Concrete Specifications for the City of Englewood, Colorado, The Englewood Storm Drainage Criteria Manual, Colorado Department of Transportation Standard Specifications and the Colorado Department of Transportation M&S Standards.

2. All permits are reviewed and approved by the Engineering Division of the Public Works Department. Referrals are sent to other City Departments for review and approval as necessary. Please allow 3 to 5 business days for review of all applications.
3. Work must start within ten business days of issuance of permit or permit will be invalid and all permit fees paid are non-refundable.

4. Work not completed by the expiration date of the permit will require a new permit. Work performed after the expiration of the permit will be required to obtain a new permit and will be charged double the calculated fee. Work without a permit will be charged double the calculated fee.

5. Contractors shall notify all adjacent property owners of any road closure or parking restrictions that impacts the adjacent properties. Notification shall include a description of the work, the times and duration that the closure or restrictions will be in effect and the company name and emergency contact number.

6. All work shall be properly backfilled prior to the end of the workday. No open holes or plates are allowed overnight.

7. The installation of a new utility service or irrigation line crossing under the public curb, gutter and sidewalk, requires a concrete permit, unless the contractor uses a **mechanical bore**. Digging or tunneling under the concrete is NOT allowed. This operation requires an inspection by a City of Englewood. If this inspection is not scheduled, the contractor will be required to obtain a concrete permit to remove and replace the concrete to the limits defined by the inspector. If concrete is removed without a concrete permit, contractor will be charged double the calculated permit fee, as well as other applicable fees.

8. Potholes shall be backfilled with flow fill. Squeege may be used as a temporary backfill material but must be removed and replaced with flow fill prior to final acceptance. Surface of pothole shall match the existing surrounding material.

9. Pothole repair in existing concrete requires the removal and replacement of the full panel section extending to the existing joints. Partial section replacement shall not be permitted, without prior approval from the City of Englewood.

10. Concrete removed adjacent to asphalt pavements shall be saw cut along the material interface prior to removal. The concrete shall then be carefully removed without damaging the saw cut edge of asphalt. If damage to the asphalt occurs, contact the City of Englewood staff for limits of removal.
11. No tracked vehicles shall be permitted on streets unless approved by the City. Any damage caused by contractor operations to existing facilities will be restored to original condition or better at the Contractor's expense. The City may require that any scarred area to be restored at the contractor's expense.

12. When more than 300 square feet of existing roadway is disturbed within a single block (either by a single street cut on arterial or collector streets or by multiple street cuts on local streets), the construction area shall be milled and overlaid to the extent designated by the City inspector. Generally, the mill and overlay shall encompass all of the disturbed asphalt areas in a rectangular shape.

13. All pavements shall be saw cut to a minimum of one foot beyond the edge of the trench prior to patching. If the distance between the edge of the trench and the lip of the concrete gutter or crosspan, or edge of existing pavement is less than 3 feet, all pavement between the edge of the trench and the lip of gutter, crossspan or edge of pavement shall be removed and replaced.

14. The patch back of any street overlaid in that last three (3) years shall be completed utilizing an infrared technique to eliminate cold joints. The City will provide separate specifications for this procedure.

15. When the final surface is not immediately installed, the contractor is responsible for the installation and maintenance of a temporary surface. Acceptable temporary surface materials shall be either a hot mix or cold mix paving material. Temporary surfaces shall be compacted, rolled smooth and sealed to prevent degradation of the repair and existing structures during the temporary period. Permanent patching shall occur within two (2) weeks except as outlined by the City in the Permit. During winter, the temporary surface (cold mix asphalt) shall be installed immediately. Wheel rolling is not an acceptable means of final compaction.

16. The contractor shall be responsible for cleaning all paved areas of mud and debris due to construction activities on a daily basis or as directed by the City of Englewood.

17. A designated area shall be provided on site for concrete truck chute washouts. The area shall be so as to contain washout material and located at least fifty (50) feet away from any waterway during construction. Upon completion of construction activities, the
concrete washout material will be removed and properly disposed of prior to the area being restored.

18. Concrete shall be CDOT class B (4,500 psi) from CDOT pre-approved supplier or a mix design shall be submitted to the City of Englewood for approval prior to construction.

19. The use of the City of Englewood’s Right-of-Ways for the purpose of staging is strictly forbidden. Staging is defined as the storage of (but not limited to) material, equipment, or vehicles outside of the normal working hours allowed by the permit.
RIGHT OF WAY PERMIT APPLICATION
SUBMITTAL REQUIREMENTS CHECKLIST

All permits require:

☐ Completed Application including location and type of work, contact information for applicant/owner and contractors/subcontractors. Incomplete applications will delay the review and approval. Permits will not be issued until all documentation has been submitted.

☐ Site Plan, can be construction plans, satellite image or sketch plan showing work location, street(s), work address or nearest intersecting street(s), street names, medians, ditch line, curb, gutter and sidewalk, approximate easement and property lines, existing and proposed utilities, dimensions and north arrow.

☐ Traffic Control Plan, for each phase of the work.

☐ Copy of City of Englewood contractor's license.

☐ Certificate of Insurance

Additional Requirements for Excavation and Concrete Permits

☐ Valuation of Work showing quantities and unit prices

☐ Anticipated Construction Schedule

☐ Expected duration of work (used to determine inspection permit fees)

☐ Confirmation number for utility locates

☐ Original signed and notarized copy of Bond (if a current bond is not on file)

☐ Emergency Work: state the nature of work and if any customers are out of service:

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