

City of Englewood
Right of Way Permit Procedure
Procedures During City Declared Emergency
Tuesday, March 17, 2020

The City of Englewood has declared a State of Emergency due to the Corona Virus but is dedicated to continuing services to support construction within the public right-of-way. We are making minor changes to our procedures in order to continue the issuance of permits. Please review the information below and contact Public Works at 303-762-2500 or e-mail pwpermits@englewoodco.gov with any questions.

All national, state and local standards and specifications remain in full force and effect and failure to comply with any City Codes, rules and regulations may result in the stoppage of work, and/or a Summons issued by Code Enforcement.

Permit Submittal

- All permit applications and supporting documentation are to be submitted via email to pwpermits@englewoodco.gov

Applications will be immediately rejected if any information is missing or is not clear. Additional information needed to process the application will be conveyed back to the applicant via email or telephone within one working day of receipt of the application package.

- All submitted information including, but not limited to; application, site plan and traffic control plan will be uploaded by the City's Permit Technician as an attachment to the permit record.
- Contractor license and insurance information may be submitted electronically to pwpermits@englewoodco.gov if not already on file.
- Bonds or riders to increase the value of a bond may be submitted by the Surety to pwpermits@englewoodco.gov. The original copy should be provided to the Permit Technician as soon as possible.
- The Permit Technician will schedule reviews with the Construction, Traffic and Utilities divisions as necessary. Other departments such as Community Development or the Fire Department will be included as necessary.
- Staff will review the application and ensure that all required information has been provided and is in conformance with current standards and specifications.
 - Proposed work that is not in conformance with the current City standards, specifications and details will be noted and comments will be returned to the applicant to be corrected.
 - If the application involves a new utility connection to a City water or sewer main or a repair to an existing utility service connection, the Utilities Department will be notified by the Permit Technician and will then send the applicant a separate permit form. The applicant must complete, sign and return the form to the Utilities

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Department. The Utilities Department will then inform the Permit Technician of any additional fees due after reviewing the permit form.

- The application will be approved, or comments returned to the applicant within 3-5 business days.
- Re-submittals may require up to an additional 3-5 business days for review.

Permit Approval

- Applicant will be notified via email or telephone when the permit has been approved and will be provided with the Statement of Fees Due including any fees that are payable to the Utilities Department
- The Permit Technician will also provide the total Statement of Fees Due to the Finance Department
 - The Finance Department will then contact the applicant via telephone to obtain credit card information for payment of fees due
 - The Finance Department will then contact the Permit Technician with the payment receipt to be entered into the permit record.
 - The applicant may make other arrangements with the Permit Technician for payments not made by credit card.
- Once the Permit Technician receives the payment receipt from the Finance Department, an electronic PDF version of the approved permit will be returned to the applicant via email for the applicant's signature. The signed PDF version shall be returned to the Permit Technician via email.
- If the applicant is not able to sign and return the approved permit electronically,
 - The Permit Technician will print 3 originals of the permit together with all comments, site plans and traffic control plans, and provide to the Construction Inspector.
 - The Construction Inspector will then contact the applicant to meet in person and have the permit signed. The applicant or their duly appointed representative will initial and sign the permit as required. The Construction Inspector shall sign the permit on behalf of the Director of Public Works.
 - The Applicant will be provided one signed original of the approved permit and work may proceed.

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- The Construction Inspector shall return one copy of the approved permit to the Permit Technician and keep the other original for their use.
- Once the signed permit is received either electronically or via original signature, the Permit Technician will upload the signed permit document and change the status of the permit record to “Issued”.

Inspection

- All inspections are to be scheduled prior to 12:00 pm the day before the requested inspection with the Department of Public Works at 303-762-2500. Inspections are normally conducted between 8 AM and 4 PM Monday – Friday. For inspection requests outside these hours, contact Public Works for assistance.
- The Applicant is responsible to contact the Utilities Department to schedule any taps or other inspections.