

**Public Works Department**

9222 Teddy Lane, Lone Tree, CO 80124

Phone: (303) 662-8112

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Website: [www.cityoflonetree.com](http://www.cityoflonetree.com)



CITY OF LONE TREE

File #: \_\_\_\_\_

Permit #: \_\_\_\_\_

Fee (\$): \_\_\_\_\_

**RIGHT-OF-WAY USE AND/OR  
CONSTRUCTION PERMIT APPLICATION**

**Applicant Information**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
24 Hour Phone #

\_\_\_\_\_  
Email

**Contractor Information**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
24 Hour Phone #

\_\_\_\_\_  
Email

**Work Information**

Location (Address/Intersection)

\_\_\_\_\_

Work Description

\_\_\_\_\_

Estimated Start Date

\_\_\_\_\_

Estimated Completion Date

\_\_\_\_\_

## Acknowledgement

### APPROVAL FOR PERMITTEE

In accepting this permit, the undersigned verifies that they are the permittee herein; that they have read and understand all of the following provisions; and that by virtue of their signature are bound by and agrees to comply with all provisions of this permit, with the current Douglas County Roadway Design and Construction Standards, State requirements regulating construction and with the Manual on Uniform Traffic Control Devices (MUTCD). This permit shall become invalid, if during the performance of the Work, a violation of the above occurs. Should a violation occur and corrective actions directed by the City of Lone Tree not be performed, I (we) understand this Permit shall be deemed "Cancelled" and the corrective actions performed and/or all improvements removed by a Third Party at the Permit holder's sole expense. By signing this agreement, I (we) agree that the application fee is an estimation. Any additional fees or inspections/re-inspections accumulated over this amount will be assessed on a per hour basis plus 15% for administrative costs. If such additional amounts are not paid when required by the City, the City may suspend or terminate the work described on Page 1 of this permit application.

\_\_\_\_\_  
Permittee's Name (Please print)

\_\_\_\_\_  
Permittee's Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**A COPY OF THE FINAL APPROVED PERMIT  
AND WORK PLAN MUST BE ON THE JOB  
SITE AT ALL TIMES.**

**Know what's below.  
Call before you dig.**



### Office Use Only

- |  |   |
|--|---|
| <input type="checkbox"/> No open holes left in ROW overnight                           | <input type="checkbox"/> Flash/flow fill required on all road surface cuts (refer to City detail)                             |
| <input type="checkbox"/> No frost/snow in backfill                                     | <input type="checkbox"/> Traffic control in place M-F; 8:30 am to 3:30 pm ONLY  |
| <input type="checkbox"/> No stockpiling in ROW   | <input type="checkbox"/> Pre-con meeting required before starting construction  |
| <input type="checkbox"/> No road surface cuts  | <input type="checkbox"/> ALL work must be scheduled with City of Lone Tree inspector at least 24 hours prior to starting work |
| <input type="checkbox"/> Replace with minimum 6" thick Class 6 road base               | <input type="checkbox"/> Construction Plans (Approved)  |
| <input type="checkbox"/> Reseed all disturbed areas                                    | <input type="checkbox"/> Site Map   |
| <input type="checkbox"/> Use proper erosion control methods and materials              | <input type="checkbox"/> GES Plan (Approved)  |
| <input type="checkbox"/> Compaction reports required every 12" in depth and every 250' | <input type="checkbox"/> Traffic Control Plan (Approved)  |

### Inspection Type

- Utility       Development       Grading       Other

### Financial Security (Check one)

- Letter of Credit       Cash       Other       Not Required

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

\_\_\_ Cash \_\_\_ Check \_\_\_ CC

Inspector \_\_\_\_\_

Cell Phone \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF LONE TREE  
APPROVAL**

\_\_\_\_\_  
Public Works

\_\_\_\_\_  
Date

## Fee Calculation *(Enter applicable quantities)*

Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
<b>Telecom/CATV</b>						
	Wireless/Antenna	\$100.00	EA		\$100.00	
	CATV	\$0.30	LF		\$75.00	
<b>Utilities</b>						
	Water, < = 16"	\$0.35	LF		\$75.00	
	Water, > 16"	\$0.45	LF		\$75.00	
	Sanitary Sewer	\$0.45	LF		\$75.00	
	Gas	\$0.30	LF		\$75.00	
	Electric	\$0.30	LF		\$75.00	
	Phone	\$0.30	LF		\$75.00	
	Fire Hydrant	\$50.00	EA		\$75.00	
	Vaults	\$100.00	EA		\$100.00	
	Handhole/Splice Box	\$50.00	EA		\$50.00	
	Pedestal/Cabinet	\$50.00	EA		\$50.00	
	Manhole	\$55.00	EA		\$50.00	
<b>Concrete Structures</b>						
	Sidewalk-Detached/Path	\$0.25	LF		\$75.00	
	Curb & Gutter	\$0.25	LF		\$75.00	
	Sidewalk, Curb & Gutter	\$0.30	LF		\$75.00	
	Sidewalk Chase	\$100.00	EA		\$100.00	
	Cross Pan	\$100.00	EA		\$100.00	
	Curb Cut/Driveway	\$100.00	EA		\$100.00	
	ADA Compliant Curb Ramp	\$75.00	EA		\$75.00	
	Box Culvert (per tube)	\$15.00	LF		\$400.00	
<b>Roads/Streets</b>						
	Pothole/Bore Pit/Jacking/Tunneling	\$75.00	EA		\$75.00	
	Street Cut	\$5.00	SF		\$75.00	
	Pavement Design Review	\$150.00	EA		\$150.00	
	Subgrade Preparation	\$0.20	SY		\$75.00	
	Paving	\$0.15	SY		\$75.00	
	Milling	\$0.07	SY		\$30.00	
	Traffic Signal (per pole)	\$500.00	EA		\$500.00	
<b>Storm Drainage</b>						
	Storm Sewer	\$0.30	LF		\$75.00	
	Inlet/Outlet	\$100.00	EA		\$100.00	
	Manhole/Vault	\$65.00	EA		\$65.00	
	Detention Pond	\$0.02	SF		\$200.00	
	Trickle Channel	\$0.20	LF		\$75.00	
	Culvert	\$0.30	LF		\$75.00	

## Fee Calculation (continued)

Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
<b>Erosion/Grading</b>						
	Grading	\$25.00	AC		\$250.00	
	Rip Rap	\$0.25	CY		\$75.00	
	Sediment Stop/Silt Fence	\$0.20	LF		\$75.00	
	Straw Bales	\$0.05	EA		\$75.00	
	Seeding	\$10.00	AC		\$75.00	
	Erosion Control/Other	\$ Varies			\$75.00	
	Erosion Control Blanket	\$0.02	SY		\$75.00	
	Inlet Protection	\$5.00	EA		\$100.00	
	Vehicle Tracking Pad	\$75.00	EA		\$75.00	
	Concrete Washout	\$75.00	EA		\$75.00	
<b>Landscape/Retaining Wall</b>						
	Retaining Wall > 4 ft.	\$0.20	FF		\$60.00	
	Landscaping	\$0.25	SF		\$60.00	
<b>Miscellaneous</b>						
		\$ Varies			TBD	
	License Agreement	\$250.00	EA		\$250.00	
	Traffic Control Only (No ROW Work)	\$65.00	DAY		\$65.00	
	Temporary Access Permit (Requires Separate Access Permit Application)	\$200.00	EA		\$200.00	
	Permanent Access Permit (Requires Separate Access Permit Application)	\$200.00	EA		\$200.00	
<b>Warranty Work/Repair</b>						
	1st 60 Day Permit	No Cost			TBD	
	Subsequent Permits	\$250+each item	EA		\$250.00	
<b>Subtotal</b>						
<b>Administration</b>						
	Permit Processing	15% of permit fee	EA		\$25.00	
	Reinspection (>4 visits/OT)	\$85.00	HR		\$35.00	
	Penalty Fee (2X original Fee)	\$ Varies			TBD	
<b>Total</b>						

# Submittal Requirements

1. The applicant shall provide one (1) copy each of the following documents. Electronic files are strongly encouraged.
  - a. Complete permit application
  - b. Plans of proposed work
  - c. Site map
  - d. Traffic control plan
  - e. Sediment and erosion control plan
2. Permit requirements, fees and policies can be found on-line at:
  - a. [http://cityoflonetree.com/government/departments and divisions/public works/permits and inspections/](http://cityoflonetree.com/government/departments_and_divisions/public_works/permits_and_inspections/)
3. Plans shall be legible and presented as Letter Size (8.5" x 11"), Ledger Size (11" x 17") or Full Size (24"x36") sheets. Plans shall indicate North with an arrow, limits of work (with dimensions), proximity to roads and traffic, buildings or other structures. Existing or proposed easements, public right of way and private properties shall be indicated. Plans shall also include areas of restoration to the affected roadway section.
4. A Site Map shall indicate location of work and identify the nearest cross streets and/or intersection.
5. A Traffic Control Plan shall accompany each permit application. It shall be prepared and signed by a certified Traffic Control Supervisor, and conform to current Manual of Uniform Traffic Control Devices criteria.
6. Methods of reducing sediment transport and erosion controls shall be shown on the plans and implemented in the field. This shall include materials handling, stockpiles, spill containment and final restoration.
7. Itemized quantities shall be shown on the permit with calculated fees. These quantities for both new items and associated repair items will be assessed by the City to determine the actual permit fee. All fees shall be paid in advance of the permit issuance by cash, check or credit card.
8. A minimum of 48 hours is required for permit review. Once fees have been calculated, paid and the permit approved, the applicant shall provide financial surety for each permit acquired. The surety shall be cash, cashier's check, corporate check or irrevocable letter of credit. The LOC shall include name and address of applicant, address of permitted work, cost of work, and list the City of Lone Tree as the sole obligee.
9. The permit fee shall be considered a deposit for reviews and inspections of the approved work. Any additional fees or inspections accumulated over this amount will be assessed on a per hour basis plus 15% for administrative costs. If such additional amounts are not paid when required by the City, the City may suspend or terminate the work described on Page 1 of this permit application.
10. See City of Lone Tree Pavement Cut and Specifications for all street cuts.  
[http://cityoflonetree.com/government/departments and divisions/public works/development review/engineering standard notes and details/](http://cityoflonetree.com/government/departments_and_divisions/public_works/development_review/engineering_standard_notes_and_details/)
11. Restoration activities including permanent street cut patches shall be completed within five (5) calendar days of underground work being completed.
12. Reinstatement Fee after a "Stop Work Order" shall be \$600.00.
13. Working without City issued permit will result in an assessment of two (2) times the Permit Fees.
14. Each approved project construction plan set requires a separate permit.
15. All utility markings shall be fully and completely removed from public rights-of-way no later than forty-five (45) days after completion of the work.