

Public Works Department

9220 Kimmer Drive, Suite 100, Lone Tree, CO 80124

Phone: (303) 662-8112

Email: rowpermits@cityoflonetree.com

Website: www.cityoflonetree.com



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) _____	Office Use Only _____
Work Description _____	
PLEASE NOTE PER OUR SUBMITTAL REQUIREMENTS: ALL LOCATE MARKS NEED TO BE REMOVED NO LATER THAN 45 DAYS AFTER PROJECT COMPLETION.	
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 submittal requirements; and that by virtue of their signature are bound by and agrees to comply with all provisions of this permit, AND ARTICLE VII, DIVISION OF THE LONE TREE MUNICIPAL CODE, with the current Douglas County Roadway Design and Construction Standards (AS ADOPTED BY THE CITY), 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, MHT AND WORK PLAN MUST BE ON THE JOB SITE AT ALL TIMES.



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"/> Restore 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) |
| <input type="checkbox"/> Coordination required with outside agency | |

Inspection Type

- Utility
 Development
 Grading
 Other

Financial Security - \$5,000 or Per Construction Cost Estimate (Check one)

- Letter of Credit
 Cash/Corp Check
 Blanket Surety
 Not Required

Amount Paid: _____

Date Paid: _____

Cash
 Check
 CC

Check No: _____

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 \$
Utilities						
	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/CATV/Fiber Optics	\$0.30	LF		\$75.00	
	Fire Hydrant	\$50.00	EA		\$50.00	
	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		\$55.00	
	Wireless/Antenna/WCFs*	\$100.00	EA		\$100.00	
Concrete Structures						
	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	
Roads/Streets						
	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 (or mod. to existing*)	\$500.00	EA		\$500.00	
Storm Drainage						
	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	

*Including Wireless Communications Facilities (WCFs) attachments

Fee Calculation (continued)

Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
Erosion/Grading						
	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	
Landscape/Retaining Wall						
	Retaining Wall > 4 ft.	\$0.20	FF		\$60.00	
	Landscaping	\$0.25	SF		\$60.00	
Miscellaneous						
Other:		\$ Varies			TBD	
	License Agreement	\$250.00	EA		\$250.00	
Roadway Lane Rental Fee						
	Residential	\$50.00	LN/DAY		\$50.00	
	Collector	\$75.00	LN/DAY		\$75.00	
	Arterial	First 1000 LF Incl. Taper	LN/DAY		\$150.00	
		For every additional 500 LF	LN/DAY		Additional \$75.00	
	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	
Warranty Work/Repair						
	1st 60 Day Permit	No Cost			TBD	
	Subsequent Permits	\$250.00 + each item	EA		\$250.00	
Subtotal						
Administration						
	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	
	City Incurred Consultant Fee/TBD based on contract rates	\$ Varies			\$95.00 - \$180.00	
Total						

Submittal Requirements

1. A minimum of 48 hours is required for permit review.
2. 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
 - f. Construction materials submittals as determined by the City
 - g. Testing reports for compaction, concrete and asphalt
 - h. Pre disturbance pictures
3. Permit requirements, fees and policies can be found on-line at:
 - a. http://cityoflonetree.com/government/departments_and_divisions/public_works/permits_and_inspections/
4. Plans shall be legible and presented as Letter Size (8.5" x 11") or Ledger Size (11" x 17"). 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.
5. A Site Map shall indicate location of work and identify the nearest cross streets and/or intersection.
6. 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.
7. 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.
8. 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.
9. For any work in the public right-of-way which includes excavation, the applicant shall provide an itemized cost estimate of total construction costs prepared by an engineer. This amount will be used for the required surety or \$5,000, whichever is greater. The surety, if required, 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.
10. City may accept a blanket surety for multiple projects within a determined time period in the form of cash or check only, and subject to the following requirements: applicant and contractor must be current in all payment obligations to the City, must be and remain in compliance with all applicable City requirements, amount of surety must be based on estimate of 100% of total cost of work for all projects covered by blanket surety, and City otherwise determines blanket surety is in the public interest. City reserves right to request additional surety if it determines that scope or cost of work will exceed posted surety amount.
11. Contractor shall provide the City a Certificate of Liability Insurance listing the City of Lone Tree as Additional Insured and carry limits as listed in our Municipal Code Sec. 11-7-90.
12. 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.\
13. See City of Lone Tree Pavement Cut and Specifications for all street cuts. <https://cityoflonetree.com/departments/public-works/engineering/>
14. Restoration activities including permanent street cut patches shall be completed within five (5) calendar days of underground work being completed.
15. Reinstatement Fee after a "Stop Work Order" shall be \$600.00.
16. Working without City issued permit will result in an assessment of two (2) times the Permit Fees.
17. Each approved project construction plan set requires a separate permit.
18. 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.
19. Applicant shall coordinate work and restoration with affected property owner or district responsible for maintenance. When project is complete, applicant shall provide a letter or an existing agreement from each owner adjacent to the work stating that all landscaping has been restored.