



ARAPAHOE COUNTY
COLORADO'S FIRST

Public Works and Development

6924 South Lima Street
Centennial, Colorado 80112-3853
Phone: 720-874-6500
Fax: 720-874-6611
TDD: 720-874-6574
www.arapahoegov.com
publicworks@arapahoegov.com

DAVID M. SCHMIT, P.E.
Director

ALL STREET CUT/RIGHT OF WAY USE PERMITS ARE REQUIRED TO HAVE THE FOLLOWING:

1. ALL APPLICANT AND CONTRACTOR INFORMATION MUST BE COMPLETED IN FULL.
 - a. This includes: names, phone numbers, address and zip code.
2. COMPLETE ADDRESS OF PROJECT, NOT INTERSECTION.
3. A SKETCH OR DRAWING OF THE CONSTRUCTION SITE WITH STREET NAMES AND DIRECTIONS CLEARLY MARKED, AND MEASUREMENTS OF THE STREET CUTS CLEARLY SHOWN.

If applying by email please attach a digital copy of sketch prior to sending.
4. A DRAWING OR SKETCH OF THE TRAFFIC CONTROL PLAN WITH STREET NAME AND DIRECTIONS CLEARLY SHOWN.

If applying by email please attach a digital copy of sketch prior to sending.
5. THE [OPEN SPACE SALES & TAX USE FORM FILLED OUT](#) even if the form does not apply.
6. CONTRACTOR ON THE PERMIT MUST BE BONDED WITH THE COUNTY.

PLEASE NOTE: PERMITS WILL NOT BE PROCESSED WITHOUT ALL OF THE REQUIRED INFORMATION!

MISSION

Enhancing your quality of life through exceptional delivery of services and efficient use of public funds.

**ARAPAHOE COUNTY PUBLIC WORKS AND DEVELOPMENT
STREET CUT AND RIGHT OF WAY USE PERMIT
TERMS AND CONDITIONS**

1. **REQUIREMENTS:** Applicant must pay required fees and provide insurance and bonding prior to issuance of the permit. The County will not accept cash deposits, certified checks or similar security in lieu of a bond. No refunds shall be made on any permit fee.
2. **APPLICANT ACKNOWLEDGES:** A) Receipt of Applicable Administrative Procedures B) Availability of Subdivision Regulations and C) The Infrastructure Design and Construction Standards (latest version), which can be purchased from Public Works and Development (PWD) upon request. This is also available on line (www.arapahoegov.com).
3. **USE OF RIGHT OF WAY (R.O.W.) - LICENSE AGREEMENTS:** This permit is revocable and does not grant any person a permanent right to use of County R.O.W. or easements. The use of County R.O.W. and/or easement by non-County entities is conditioned upon execution of any license agreements and payment of any fees or annual charges that are required by the County.
4. **REQUIRED INSPECTION NOTIFICATION:** Applicant shall notify PWD, Engineering Services Division/Inspection Section at least **48 hours** before starting work. Failure to notify us before any work completed under this permit shall be grounds for rejection of work. **In emergency situation the notification must be done immediately, the permit application must be provided within 72 hours** Our working hours are from 8:00 AM to 4:30 PM, Monday through Friday (except holidays). Any inspection needed outside the hours listed above, requires arrangement 48 hours prior to beginning the work and the payment of an after hours inspection fee.
5. **APPLICABLE STANDARDS:** All work must conform to the approved construction plans and the requirements of the Arapahoe County Infrastructure Design and Construction Standards or the most current publication of Colorado Department of Transportation (CDOT) Standards. Street Cut and Right of Way Use Permits shall be accompanied by a sketch/plan showing type, size and location of the proposed installation or repair. A plan for construction traffic control, **compliant with the Manual on Uniform Traffic Control Devices**, must also be approved prior to issuance of any permit.
6. **INTER-JURISDICTION LIMITATIONS:** Permits are subject to the approval of city, state or other governmental agencies having either joint supervision over the section of the road, or authority to regulate land use by means of zoning and/or building regulations. It is the applicant's responsibility to determine the necessity of and to obtain any such easements, approvals and/or permits required.
7. **CONSTRUCTION PLANS:** When required, construction plans shall be submitted in accordance with the requirements of Chapter 3 of the Infrastructure Design and Construction Standards prior to issuance of any permit.
8. **LOCATES:** The applicant shall be responsible for obtaining locates of any utilities in the public R.O.W. or easement, including County-owned storm water facilities and traffic signal-related underground equipment, such as signal conduit/wiring, communication interconnect conduit fiber, power source conduit or loop detectors. For any traffic related locations, please contact our Traffic Operations Manager at 720-874-6500. Construction of any facility by the applicant or his contractor will be permitted only after the applicant has furnished to the PWD, Engineering Services Division, evidence that satisfactory arrangements for said location, relocation or adjustment have been made with the owner of the affected utility facility.
9. **TEMPORARY PATCHING:** The applicant shall place a temporary cold mix asphalt patch (minimum thickness 4") **immediately** (within 24 hours) after backfill and compaction are completed for each separate cut included on this permit. The cold mix asphalt patch shall be maintained until the concrete or permanent hot mix asphalt patch is applied. The permanent repair is required within 7 calendar days. The asphalt must be 1" plus the existing thickness of or minimum 5".
10. **REPAIRS:** The work site shall be **returned to a condition equal to or better than original**, within the limits of careful, diligent workmanship, good planning, and quality materials. The repairs shall be accomplished in the least possible time and with the least disturbance to the normal functioning of the street R.O.W. or other property. Repairs of damage caused to existing facilities as a result of work carried out under a valid permit shall be the responsibility of the applicant.
11. **NOTIFICATION OF COMPLETION:** Applicant shall notify the County by phone, e-mail or mail of the work completion. As soon as the Inspector receives the notification and the work is approved, the permit will be assigned a date which will begin a one year warranty period. If the work is not approved, a repair list will be issued. The warranty period begins after work completion.
12. **BONDS:** (See Standards Chapter 9). A non-cancelable permit bond in the amount of \$20,000 payable to the Board of County Commissioners, Arapahoe County, shall be required in the name of the applicant prior to issuance of any permit. Said bond shall assure that the applicant will comply with all County Standards and Specifications and shall assure recovery by the County of any expense incurred, within a period of 365 days following the expiration date of a permit, to the amount of said bond, due to failure of the applicant to comply with the provisions of these standards or to otherwise cause expense to the County as a result of the work performed.

NOTE: The bonding requirement may be waived if the proposed work is covered by an existing subdivision improvements agreement with appropriate collateral. Municipalities, quasi-governmental agencies, or other corporations, may provide a Letter of Responsibility in lieu of posting the required bond. Subject Letter of Responsibility shall be in the format as described in the Infrastructure Design and Construction Standards Chapter 9.
13. **INSURANCE:** The applicant shall obtain and carry a liability and property damage insurance policy. Coverage shall provide against any claim, demand, suit or action for property damage, personal injury, or death resulting from any activities in connection with this permit.
14. **EXTENSIONS:** Permits may be extended at no expense, by the Engineering Services Division / Inspection Section judgment, if requested prior to the expiration date indicated on the permit
15. **STOP WORK ORDERS:** A stop work order will be issued to any person or company working without a permit, **(except for emergency repair work)** or, if permitted, and the repairs made are not in conformance with County Standards. No further permit will be issued until repairs are satisfactorily completed. Arapahoe County may initiate the required repairs and bill the responsible contractor. Minimum charge shall be \$500.00 for administrative costs, plus other expenses like labor, materials and equipment, on a portal to portal basis.



**ARAPAHOE COUNTY
PUBLIC WORKS & DEVELOPMENT
OPEN SPACE SALES & TAX USE**

Date	AC Project #	AC Permit #	
Purchaser	Business Name	Tax Exempt Y <input type="checkbox"/> N <input type="checkbox"/>	Colorado Tax Exempt #
Street Address	City	State	Zip
Job Site Address & Location			
Project Description			

- ✓ **Tax is due if -**
 - Your items purchased were construction and building materials and/or supplies used or consumed in Arapahoe County.
- ✓ **Rounding –**
 - Entries on this form should be rounded to the nearest dollar.
- ✓ **PAYMENT –**
 - Is due at the time of permit issuance and is included in the total permit fees collected
 - Make Checks or Money Orders payable to **ARAPAHOE COUNTY**

Enter Value of Materials Used in Right of Way (ROW)	Open Space Tax Rate (0.25%)	Tax Due
	.0025	

SECTION #	STREET CUT AND RIGHT OF WAY USE PERMIT ARAPAHOE COUNTY COLORADO	PERMIT #
CASE #	6924 South Lima Street, Centennial, CO 80112 Phone: 720 874-6500 Fax:720-874-6611 www.arapahoegov.com	Ref:

1. APPLICANT INFORMATION

Owner or District:		Contractor:		Bond (Yes/No):	
Address:		Address:			
City:		City:			
State:	Zip Code:	Phone:	State:	Zip Code:	Phone:
Field Contact Name:		Field Contact Name:			
Field Contact Phone:		Field Contact Phone:			
E-Mail:		E-Mail:			

2. PROJECT INFORMATION

Address or Location:				
Detailed Description of work to be done:			Concrete/Cuts #	Landscape Cuts #
			Asphalt/Cuts #	Basecourse/Gravel
			Other	New MH, HH, Peds Placed #

3. REQUIRED ATTACHMENTS *If applying by email please attach digital copies of supporting documents prior to sending.*

- a) Attach Location or Construction Plans (If formal plans are required you will be notified by Arapahoe County)
- b) Attach Traffic Control Plan in conformance with the Manual of Uniform Traffic Control Devices.

4. APPLICANT'S ACCEPTANCE OF TERMS & CONDITIONS

I understand that this permit is granted under the terms and conditions listed herein and the special terms and conditions to be listed in Section 6 below. I understand that approved construction plans and the Arapahoe County Infrastructure Design and Construction Standards shall be the basis for acceptance of facilities built or repaired under this permit. I understand that upon completion of the work described herein, we shall notify the County by phone, e-mail, or mail. The work will be inspected and approved if acceptable. The permit will be assigned a date which will begin a one-year warranty period. If the work is not approved a repair list will be issued.

****PLEASE NOTIFY THE INSPECTOR PRIOR TO BEGINNING THE WORK****

Applicant Signature: _____ Date: _____ Company Name: _____
 PRINT NAME: _____

5. PERMIT COMPLETION: APPLICANT SHALL NOTIFY THE COUNTY WHEN WORK IS COMPLETED.

6. SPECIAL TERMS AND CONDITIONS - Implemented by Arapahoe County for this permit.

<input type="checkbox"/> Roadway work hours 8:30 - 3:30	
<input type="checkbox"/> Infrared required	
<input type="checkbox"/> Flow/Flash fill required	
<input type="checkbox"/> No asphalt / concrete removal allowed	

7. FEE CALCULATION

Base Permit fee(s) is \$			
SIZE/TYPE	QUANTITY	\$/ UNIT	FEE
0-8"		\$0.25	
8-16"		\$0.35	
Concrete		\$105.00	
GESC		\$50.00	
Traffic Control		\$25.00	
PCI Rating			
Impact Fee			
MH/HH/Ped		\$105.00	
Other			
Materials		0.0025	
TOTAL \$			

8. INSPECTION SECTION APPROVAL

X _____	Date ____ / ____ / ____
This permit will expire <input type="checkbox"/> 120 days from date of issue or on this date: ____ / ____ / ____	

9. PROCESS CHECKLIST

Initial / Date	Initial / Date
Bond Status:	PA Granted:
Issue Date:	FA Granted:

10. COMMENTS

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SUBCONTRACTORS INFORMATION

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:

Sub-Contractor Company:	Complete Address:	Bond:
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Field Contact Name:	Field Contact Phone:
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E-Mail:
