13133 East Arapahoe Road
Centennial, CO 80112
Phone: 303.325.8000
Fax: 303.648.6996

RIGHT-OF-WAY PERMIT

(See Attached Terms and Conditions)

Permit Holder Information

Name:_____

Address:_____

_____

Phone #:_____ Email:_____

Contractor Name:_____ License #:_____

Subcontractor Name:_____ License #:_____

Subcontractor Name:_____ License #:_____

24-HR Contact Name:_____ Phone #:_____

Project Address/Location:_____

_____

Complete as Applicable:

Maintenance Activity (no surface or ground disturbance): annual fee or # of locations _____

Construction Activity general work description: City Contract or Project? Y☐ N☐ If Yes, date and sign below._____

_____

Pavement Cut: Length (FT)_____ Width (FT)_____

Excavation Area: Length (FT)_____ Width (FT)_____

# of Potholes:_____Concrete Removal: Length_____ # of Work Days:_____

Construction plan or sketch submitted? Y☐ N☐ **Mill and overlay street for pavement restoration? Y☐ N☐**

Traffic control submittal: MUTCD TA Plan #_____ Traffic Control Plan: Y☐ N☐ Detour Plan: Y☐ N☐

Erosion & sediment control: GESC Permit Submitted: Y☐ N☐ Plan is Provided: Y☐ N☐ City Directed: Y☐ N☐

***By signing below, applicant agrees to abide by the Terms and Conditions of this Permit**

Permit Holder Representative: Print Name:_____ Date:_____

Signature:_____

CITY USE

Permit #:_____ Issue Date:_____Expiration Date:_____

No-Fee Permit Approval Signature:_____ Permit Fees: $_____

Material Value: $_____ City Use Tax: $_____

Arapahoe County Use Tax: $_____

TOTAL FEES DUE: $_____

Street Age: _____ Preconstruction Meeting Required: Y / N

Traffic Control Approvals: Traffic Control Plan: Y / N Detour Plan: Y / N Street Closure: Y / N

GESC Permit No.:_____ E&SC Plan is Approved: Y / N Inspector will direct E&SC: Y / N

Permit Approval – PW Signature: _____ Date:_____

Permit Work Acceptance - PW Signature: _____ Date:_____

Permit Closed - PW Signature: _____ Date:_____

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GUIDELINES FOR MILL AND OVERLAY INSTEAD OF PAVEMENT RESTORATION

In Accordance with:
CITY OF CENTENNIAL PUBLIC WORKS DEPARTMENT
ADMINISTRATIVE REGULATIONS FOR WORK WITHIN THE RIGHT-OF-WAY

The Permit Holder or contractor may elect to mill and overlay for the length of the cut and the full width of the lane to a depth of 2 inches instead of paying the restoration fee. The following guidelines shall be used to determine the milling area for the overlay:

Streets with no lane striping or centerline striping only

1. A strip of pavement over the street cut shall be milled to a 2-inch depth and a width of 12' plus any additional width for the requirement to mill 1' beyond the edges of the pavement cut.

2. If the location of the milled strip will result in an edge less than 4' from the street centerline or gutter lip line, the width shall be extended to the street centerline or gutter lip line.

3. If the location of the milled strip will result in an edge less than 1' from an existing pavement joint, the width shall be extended to the joint.

4. If the location of the milled strip is over the street centerline, the minimum milled width along a centerline shall be four (4) feet.

Streets with lane striping

1. A strip of pavement over the street cut shall be milled to a 2-inch depth and a width of one lane plus any additional width for the requirement to mill one (1) foot beyond the edges of the pavement cut.

2. The edges of the milled strip shall be at the lane stripes or centered in a lane.

3. If the location of the milled strip will result in an edge less than 1' from an existing pavement joint, the width shall be extended to the joint.

4. Increased milling greater than one lane width shall be made in ½ lane width increments.

APPENDIX A

CENTENNIAL RIGHT-OF-WAY PERMIT FEES

Permit #:	# of Work Days:	App. Date:
Contractor:		
Project Location or Address:		
Work Description:		

RIGHT-OF-WAY USE FEES						
	Unit	Unit Cost	Minimum Fee	Quantity	Unit Cost Calculation	Fee
BASE FEE (required for each permit)	EA	$ 65.00		-	$ -	$ -
MAINTENANCE ACTIVITY FEE (collector & arterial Streets)						
Maintenance activity - 1 to 3 locations	EA	$ 20.00		-	$ -	$ -
Maintenance activity - annual fee	EA	$ 335.00		-	$ -	$ -
CONSTRUCTION ACTIVITY FEES						
Excavation - backfill/compaction	SF	$ 0.05	$ 75.00	-	$ -	$ -
Pavement - cut/subgrade/pave/patch	SF	$ 0.05	$ 150.00	-	$ -	$ -
Pothole - cut/backfill/patch	EA	$ 25.00	$ 75.00	-	$ -	$ -
Concrete curb/gutter/sidewalk/crosspan	LF	$ 1.00	$ 75.00		$ -	$ -
Grading, erosion and sediment control	WK	$ 100.00		-	$ -	$ -
Traffic control - lane closures/detour	WK	$ 100.00		-	$ -	$ -
Traffic control - sidewalk or trail closure	EA	$ 25.00		-	$ -	$ -
PLAN REVIEW FEES						
Street closure/detour plan review	EA	$ 175.00		-	$ -	$ -
Project and/or plan review - $550 Max	LF	$ 0.40	$ 40.00	-	$ -	$ -
					TOTAL RIGHT-OF-WAY USE FEE	$ -

OTHER FEES						
Re-inspection	EA	$ 115.00		-	$ -	$ -
Technician Controlled Signal	HR	$ 75.00	$ 150.00	-	$ -	$ -
After-hours inspection or signal control	HR	$ 90.00	$ 180.00	-	$ -	$ -
Notice of Violation-Use Fee or $600 Max	EA			-	$ -	$ -
					TOTAL OTHER FEES	$ -

ASPHALT PAVEMENT RESTORATION FEES						
2-inch mill and overlay for the full lane width instead of fee payment.				Check >		No Fee
0-2 year age - Infrared the patched area or mill and overlay 2 inches for the full lane width.						No Fee
Streets that are on the CIP Overlay/Reconstruction Project 2-year schedule.						No Fee
2-5 year age - longest cut dimension	LF	$ 14.40		-	$ -	$ -
5+ year age - longest cut dimension	LF	$ 10.08		-	$ -	$ -
					TOTAL PAVEMENT RESTORATION FEES	$ -

OVERSIZE/OVERWEIGHT TRANSPORT PERMIT FEES	
Fee calculated from application form	$ -

RESIDENTIAL DUMPSTER PERMIT FEES						
Fee from application form	EA	$ 25.00		-	$ -	$ -

Credit or previous fees paid	$ -
TOTAL RIGHT-OF-WAY PERMIT FEES DUE	**$ -**

Effective date: 3/21/11

CITY OF CENTENNIAL
RIGHT-OF-WAY PERMIT TERMS AND CONDITIONS

1. **Regulations:** All work under the Permit shall be performed in accordance with the current City of Centennial Public Works Department Administrative Regulations (Regulations). The Permit Holder shall be responsible to ensure that all contractors and subcontractors comply with the terms, and conditions of the Permit and the Regulations. Failure to comply with these Regulations may result in a Notice of Violation (Notice) being issued to the Permit Holder by the Inspector in accordance with Section 3.10. Upon issuance of a Notice, the Permit Holder shall secure the site(s), provide the necessary traffic control, and discontinue all non-corrective work within the public right-of-way. No further work will be allowed until the corrections are completed, additional fees are paid and the Notice is rescinded by the Inspector. The Director retains the authority to revoke any Permit for failure to comply with these Regulations or other applicable laws or regulations of the City.

2. **Conformance with Standards:** All work must conform to the construction plans, sketches, and traffic control plans submitted to the City as part of the Permit application. Unless a conflict between the approved Permit and the Regulations and the Construction Standards is noted on the Permit, the Regulations and Construction Standards will govern.

3. **Subcontractors:** Subcontractors are authorized to perform work under the Permit provided that they hold a valid contractor's license with the City of Centennial.

4. **Notifications:** Notify the Inspector a minimum of two (2) Working Days prior to initiating work under this Permit and a minimum of 24 hours in advance of each required inspection. A re-inspection fee may be charged to the Permit Holder if the contractor cancels a scheduled inspection without providing a minimum of four hours advance notice to the Inspector. **Contact the City's 24-hour Call Center at 303-325-8000.**

5. **Preconstruction Meeting:** Permits may require a preconstruction meeting to be scheduled with the Inspector. The Inspector may require attendance by any or all of the following parties: owner, contractor, Subcontractors, project design engineer, and project design traffic engineer.

6. **Work Hours:** Work hours are limited to 8:00 a.m. to 5:00 p.m. on residential streets. On arterial and collector streets, work shall be performed between the hours of 8:30 a.m. to 3:30 p.m. Permitted night hours work activity on arterial and collector streets shall begin no earlier than 7:00 p.m. and end by 6:00 a.m. on the following day. No work is permitted on Saturday, Sunday or Holiday without prior arrangement with the Inspector and approval of the Director.

7. **Traffic Control:** The approved traffic control plan shall be modified in the field, when required by the Inspector, in order to improve traffic flow or safety. Barricades, cones, signs, or other vehicular or pedestrian traffic controls shall be taken out of service after designated working hours unless their use and application are required to ensure the safety of the traveling public. In that case, those controls shall be noted on the approved traffic control plan.

8. **Daily cleanup:** Upon completion of each day's work, the permit holder is responsible for insuring that all litter, construction debris or other materials resulting from the work is removed from the site and that the site is left in a neat and orderly appearance. The street pavement and sidewalk shall be swept daily, if required by the inspector, to control dust and/or remove all loose material resulting from the work.

9. **Pumped Water:** Sediment and/or debris from water that is pumped out of structures during Maintenance Activities, or maintenance work on residential streets, shall be contained within the work area and removed from the street. Sediment shall not flow to the gutter or ditch without providing inlet protection and/or sediment control devices for containment. The contractor shall clean the street and gutters whenever sediment is pumped out of a work area. Failure to provide sediment control when sediment is discharged outside of the work area is justification for a re-inspection fee or a Notice of Violation.

10. **Temporary Patching:** All pavement cuts open to traffic shall be temporarily patched until permanent patching is completed. Cold mix asphalt or flow fill material with minimum two (2) inch depth shall be used for temporary patching. The temporary patch shall be maintained to provide a level road surface until permanent hot mix asphalt is placed.

11. **Permanent patching:** Weather permitting, placement of the permanent patch or surface course shall be completed within seven (7) calendar days following the installation of the temporary patching, unless an extended date is submitted and approved by the Inspector.

12. **Site restoration:** All repairs shall cause the street and other property to be returned to a condition equal to or better than the condition prior to the work. Site restoration, to include final street and sidewalk sweeping, vegetation and landscape restoration, pavement striping, utility locating paint and flag removal and removal of erosion and siltation controls, shall be completed within seven (7) calendar days after the work is substantially complete, unless the Permit Holder receives written approval for an extended date from the Inspector. The work is substantially complete when the major items of work on a Permit such as the repair or installation of a structure or utility are complete as evidenced by opening the street to traffic and removing materials, equipment and/or traffic controls.

13. **Re-inspection:** Instances where a re-inspection fee may be charged include:
    a. a Notice of Violation is issued.
    b. the contractor cancels a scheduled inspection or changes the work schedule without providing a minimum of four (4) hours advance notice to the Inspector.
    c. the contractor completes the work and fails to schedule a completion inspection with the Inspector.
    d. the Inspector requires a site meeting to discuss non-compliance issues.
    e. starting work prior to a required pre-construction meeting.
    f. failure to complete site restoration work within the required time period or corrective work within the required written time period.
    g. failure to provide erosion and sedimentation controls and/or traffic controls.

14. **Permit Amendment:** An amendment is required when a permit quantity increases by more than five percent (5%) or additional Construction Activities are scheduled to occur which were not contemplated at the time the Permit was originally issued by the City.

15. **Refunds:** No refunds shall be issued on any Permit fees paid without approval of the Director. The permit base fee will be charged for refunds. Permit Holders may receive a credit for future Permits when there is a reduction in the work by more than 5% or cancellation of the Permit.

16. **Permit Extension:** The duration of any Permit may be extended when approved by the Inspector. Requests for extension must be made in writing to the Inspector a minimum of two (2) weeks prior to expiration of the Permit. The permit base fee will be charged for extending a Permit.

17. **Completion Inspection:** The Permit Holder or contractor shall schedule a completion inspection with the Inspector a minimum of 24 hours in advance of leaving the site after completion of the work. The Inspector shall provide an inspection report with a written punchlist of all deficiencies, if any, that must be corrected prior to acceptance of the work for completion of the Permit. The Permit Holder shall complete the punchlist and schedule a final inspection within seven (7) calendar days, unless a written extension is approved by the Inspector. If there are no punchlist items, the completion inspection will be the final inspection.

18. **Final Inspection:** If the completion inspection is not the final inspection, the Permit Holder or contractor shall complete the punchlist and schedule a final inspection within seven (7) calendar days, unless a written extension is approved by the Inspector. If the Inspector does not accept the corrected work at the final inspection, or the work is not completed, the Inspector will assess a re-inspection fee for all future final inspections.

19. **Acceptance:** Upon acceptance of the work after the final inspection, the Inspector will sign and date the Permit to indicate the start date for the warranty period.

20. **Warranty:** All work performed under the Permit shall be warranted for one (1) year from the date of acceptance. During the warranty period, the Permit Holder may be notified in writing of any defective work and shall correct the defective work within 14 calendar days or the time allowed in writing by the Inspector. The corrective work shall be warranted for one (1) year after completion.

21. **Warranty Inspection:** The Inspector will send a notice of warranty inspection to the Permit Holder prior to the warranty expiration date. The notice will indicate that the work is accepted and the Permit is closed or it will include a written punchlist of deficiencies that must be corrected within 14 calendar days or the time allowed in writing by the Inspector. The Permit Holder shall notify the Inspector after the punchlist is completed.

22. **Appeals Procedure:** Any decision rendered by the Inspector pursuant to this Regulation may be appealed in writing within fifteen (15) calendar days by the Permit Holder to the Director.

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RIGHT-OF-WAY PERMIT
SITE SKETCH PLAN

NOTE:
Applicant may use this form or draft another Site Sketch Plan upon any other form. However, the plans must include the following information.

Construction plans 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.

13133 East Arapahoe Road
Centennial, CO 80112
Phone: 303.754.3306
Fax: 303.648.6996

CONSUMER USE TAX RETURN

USE TAX IS DUE IF:

- Your items purchased were construction and building materials and supplies used or consumed in the City of Centennial.
- You purchased items from inside or outside the City limits and the items were delivered into the City limits without paying City sales tax. (If applicable)

ROUNDING:

- All entries on this Use Tax return must be rounded to the nearest dollar. Round amounts under 50 cents down to 0 cents, increase amounts from 50 to 99 cents to the next dollar. Books and records must reflect actual tax amounts and only the totals appearing on the tax return are rounded.

PAYMENT:

- Due at time of permit issuance. Otherwise (in the case of no permit required) due twenty (20) days from the end of the month in which materials and supplies were consumed or used in the City of Centennial

PENALTY AND INTEREST:

- Interest & Penalty/Interest are due on your payment of tax if you file late.
- Penalty for late payment is ten dollars or ten percent (10%) of tax due, which ever is greater.
- Interest & Penalty/Interest interest for late payment is due on amount of line 3 at 12% (1.25% per month) for 2009.

PAYMENTS:

Make Checks or Money Orders payable to:
City of Centennial

▼ DETACH FORM ON THIS LINE ▼

CITY OF CENTENNIAL CONSUMER'S USE TAX RETURN

Purchaser	Business Name		Centennial Taxpayer ID No. Colorado Sales Tax Account No.
Street Address	City	State	Zip

Centennial job site address and location	Signed under penalty of perjury in the second degree
Project Description	Signature Date Telephone No

1a. Purchase invoices covering the construction and building materials included in this return. Attach a separate sheet if necessary.

Invoice Date	Name of Vendor	Address	Amount	
1b. Total from attachments----------				

1c. Total Purchases (1a plus 1b)		00
2a. Tax Rate	.025	
3. Amount of Tax Due (Line 1c times 2a)		00
4. Penalty: 10% (.10) of tax		00
5. Interest & Penalty/interest (See Instructions)		00
6. TOTAL tax due (Add Lines 3, 4 and 5)	▲	

Arapahoe County

Colorado's First

Arapahoe County
Open Space Use Tax

Purchaser:	Business Name:	Phone Number:	Tax Period:
Street Address:	City:	State:	Zip:
Project Description:			

Job Site Address(s) and/or Location(s)	Materials Purchased	Supplier	Amt of Purchase
SUBTOTAL.....			
Use Tax Rate = .25%			X 0.0025
TOTAL USE TAX DUE			

USE TAX IS DUE IF:
Items purchased were construction or building materials, used or consumed in Arapahoe County, and you did not already pay sales tax on those items.

For questions about this form call the Arapahoe County Sales Tax Analyst at 303-795-4620

PAYMENT:
Is due by the 20th of the month following the purchase.

Make checks or money orders payable to **ARAPAHOE COUNTY** and mail to Arapahoe County Sales Tax Analyst, 5334 S. Prince Street, Littleton, CO 80166-0001

updated 07/15/2005