



13133 East Arapahoe Road
 Centennial, CO 80112
 Phone: 303.325.8000
 Fax: 303.648.6996
 ROWPermits@centennialco.gov

RIGHT-OF-WAY PERMIT
 (See Attached Terms and Conditions)

All fields below MUST BE filled out, you must also include the traffic control plans and insurance bond. If these items are not included, the permit application will be REJECTED.
Download form to fill out.

Applicant Name: _____

Company Name: _____

Address: _____

Phone #: _____ Email: _____

Contractor Name: _____ License #: _____

Subcontractor Name: _____ License #: _____

Subcontractor Name: _____ License #: _____

24-HR Contact Name: _____ Phone #: _____

Party Responsible for Payment: _____ Phone #: _____

Project Address/Number: _____ Street: _____

Intersecting Street: _____

Annual Permit: Y N Occupancy Only: Y N

City Contract or Project? Y N Emergency Permit: Y N For Emergencies call 303.325.8032.

Type of Backfill Material: Flowfill Flashfill Class 6 Roadbase Native

Complete as Applicable:

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

Construction Activity general work description:

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

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

of Potholes: _____ Concrete Removal: Length (FT) _____ Width (FT) _____ # of Work Days: _____

Construction plan or sketch submitted? Y N

Infrared patching? Y N Mill and overlay street for pavement restoration? Y N

Traffic Control Plan? Y Detour Plan? Y N

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

Permit Holder Representative: Print Name: _____ Date: _____

All fields above MUST BE filled out, you must also include the traffic control plans and insurance bond. If these items are not included, the permit application will be REJECTED.

Signature: _____

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 longitudinal pavement joint or transverse edge, the width shall be extended to the joint.
4. If the location of the milled strip spans across the street centerline, the minimum milled width on either side of the 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 required in ½ lane width increments. The milled length shall extend one (1) foot beyond the ends 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 longitudinal pavement joint or transverse edge, the width shall be extended to the joint.



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CENTENNIAL RIGHT-OF-WAY PERMIT FEES

Permit #: _____ # of Work Days: _____ App. Date: _____

Contractor: _____

Project Location or Address: _____

Work Description: _____

	Unit	Unit Cost	Min. Cost	Quantity	Fee
Administrative Fees (Non-Refundable)					
Storage Activity: BASE FEE (required for each permit, good for 7 days / e.g. pods, landscape material, etc.)	EA	\$25.00	XXXX		\$
Construction/Maintenance Activities BASE FEE (required for each permit)	EA	\$ 25.00	XXXX		\$
ROW Occupancy (dumpsters)	MNTH	\$ 50.00	XXXX		
Street closure/detour plan review	EA	\$ 175.00	XXXX		\$
Project and/or plan review					
Arterial/Major Col.	EA	\$ 100.00	XXXX		\$
Residential/Minor Col.	EA	\$ 40.00	XXXX		\$
Total Administrative Fees					\$

ROW Activity Fees					
Maintenance activity-1 to 3 locations	EA	\$ 20.00	XXXX		\$
Maintenance activity-annual fee	EA	\$ 335.00	XXXX		\$
Excavation-backfill/compaction	SF	\$ 0.05	\$ 75.00		\$
Pavement-cut/subgrade/pave/patch	SF	\$ 0.05	\$ 150.00		\$
Pothole-cut/subgrade/pave/patch	EA	\$ 25.00	\$ 75.00		\$
Concrete-curb/gutter/sidewalk/crosspan	LF	\$ 1.00	\$ 75.00		\$
Traffic control-lane closure/detour	WK	\$ 100.00	XXXX		\$
Traffic control-sidewalk or trail closure	WK	\$ 100.00	XXXX		\$
Total ROW Activity Fees					\$

Pavement Restoration Fee					
2-inch mill and overlay for the full lane width in-lieu of restoration fee				Check <input type="checkbox"/>	No Fee
Streets that are on the CIP schedule for rehabilitation-no restoration fee				Check <input type="checkbox"/>	No Fee
Restoration fee-schedule of fees (LF-longest cut dimension in feet)					
	OCI	Unit	Unit Cost	Quantity	Fee
	100-90	LF	\$ 16.00		\$
	90-80	LF	\$ 13.60		\$
	80-70	LF	\$ 11.20		\$
	70-60	LF	\$ 8.80		\$
	60-50	LF	\$ 6.40		\$
	50-40	LF	\$ 4.80		\$
	40-30	LF	\$ 3.20		\$
	30-0	LF	\$ 1.60		\$
Total Pvmt Restoration Fee					\$

Other Fees					
Technician controlled signal	HR	\$ 75.00	\$ 150.00		\$
After-hours inspection or signal control	HR	\$ 90.00	\$ 180.00		\$
Total Other Fees					\$

Notice of Violation					
Arterial/Major Col.	<input type="checkbox"/> 1-\$500 <input type="checkbox"/> 2-\$1,000 <input type="checkbox"/> 3-\$2,000 <input type="checkbox"/> 4-\$4,000 <input type="checkbox"/> 5 & subsequent-\$8,000				
Residential/Minor Col.	<input type="checkbox"/> 1-\$200 <input type="checkbox"/> 2-\$400 <input type="checkbox"/> 3-\$800 <input type="checkbox"/> 4-\$1,600 <input type="checkbox"/> 5-\$3,200 <input type="checkbox"/> 6 & subsequent-\$6,400				

Total Permit Fee \$

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 Right-of-Way 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 (NOV) being issued to the Permit Holder by the Designated Representative in accordance with Section 3.11. Upon issuance of a NOV, 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 NOV is rescinded by the Designated Representative. The City Director of Public Works 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. In the event of a conflict between the Permit and the City's Regulations or Construction Standards, the City's Regulations or Construction Standards shall govern. Any deviation for the City's Regulations or Construction Standards, if granted, shall be fully described in the permit along with the justification for same.
3. **Subcontractors:** Subcontractors are authorized to perform work under the Permit, provided that they are listed on the Permit or are added to the Permit prior to starting work. Subcontractors must hold a valid contractor's license with the City of Centennial (see Section 3.8).
4. **Notifications:** Notify the Designated Representative a minimum of two (2) Working Days prior to initiating planned (non-emergency) Construction Activities and a minimum of twenty-four (24) hours in advance of each required inspection. Contact the City's 24-hour Citizen Response Center at (303) 325-8000 for notifications. A NOV may be charged to the Permit Holder if the contractor cancels a scheduled inspection or changes the work schedule without providing a minimum of four (4) hours advance notice to the Designated Representative. (Section 4.2.2)
5. **Preconstruction Meeting:** Permits may require a preconstruction meeting to be scheduled with the Designated Representative. The Designated Representative may require attendance by any or all of the following parties: Owner, Contractor, Subcontractors, project design engineer, and project design traffic engineer. Starting work prior to a required preconstruction meeting is justification for a NOV.
6. **Work Hours:** Work hours are limited to 8:00 a.m. to 5:00 p.m., Monday through Friday, 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., Monday through Friday. Permitted night hours work activity on arterial and collector streets shall begin no earlier than 7:00 p.m. and end by 5:00 a.m. on the following day. No work is permitted on Saturday, Sunday or designated Holiday without prior approval of the Designated Representative.
7. **Traffic Control:** The approved traffic control plan shall be modified in the field, when required by the Designated Representative, 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 ensuring that all litter, construction debris and other waste 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 Designated Representative, for dust control and to 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 NOV.
10. **Temporary Patching:** All pavement cuts open to traffic shall be temporarily patched until permanent patching is completed. Cold mix asphalt, hot mix asphalt, or flowable 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 for residential streets and two (2) calendar days for collector and arterial streets, following the installation of the temporary patching, unless an extended date is submitted and approved by the Designated Representative.
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 within seven (7) calendar days of the work being substantially complete, unless the Permit Holder receives written approval for an extended date from the Designated Representative. Site restoration may 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. 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. **Notice of Violation:** Examples where a NOV may be issued:
 - a) The contractor cancels a scheduled inspection or changes the work schedule without providing a minimum of four (4) hours advance notice to the Designated Representative.
 - b) The contractor completes the work and fails to schedule a completion inspection with the Designated Representative.
 - c) The Designated Representative requires a site meeting to discuss non-compliance issues.
 - d) Starting work prior to a required pre-construction meeting.
 - e) Failure to complete site restoration work within the required time period or corrective work within the required written time period.
 - f) 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 ten percent (10%) or additional Construction Activities are scheduled to occur which were not contemplated at the time the Permit was originally issued by the City. The final quantity of work will be reviewed during the Final Completion inspection.
15. **Refunds:** With the exception of cancelled permits, no refunds shall be issued on any Permit fees paid without approval of the City's Director of Public Works. An administrative fee shall be charged to refunds issued for cancelled permits.
16. **Permit Extension:** The duration of any Permit may be extended when approved by the Designated Representative. Requests for extension must be made in writing to the Designated Representative a minimum of ten (10) working days prior to expiration of the Permit. The minimum fee to be charged for extending a Permit is the base fee. Additional fees may be assessed at the discretion of the Designated Representative.
17. **Completion Inspection:** The Permit Holder or contractor shall schedule a completion inspection with the Designated Representative a minimum of twenty-four (24) hours in advance of leaving the site after completion of the work. The Designated Representative 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 Designated Representative. If there are no punchlist items, the completion inspection will be the final inspection. Failure to schedule a completion inspection prior to leaving the site after completing the work is a justification for a NOV.
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 Designated Representative. Failure to complete the punchlist items within the period approved by the Designated Representative and schedule the final inspection is justification for a NOV. If the Designated Representative does not accept the correct work at the final inspection, or the work is not completed, the Designated Representative may assess a NOV.
19. **Acceptance:** Upon acceptance of the work after the final inspection, the Designated Representative 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 two (2) years 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 fourteen (14) calendar days or the time allowed in writing by the Designated Representative.

The corrective work shall be warranted for two (2) years after completion. Failure to correct the deficiencies within the required time period, or obtain a written extension, is justification for a NOV. As set forth in Section 3.4.1(d), a warranty period exceeding two (2) years may be required for Construction Activities permitted to occur within streets that have recently been resurfaced.

21. **Warranty Inspection:** The Designated Representative 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 fourteen (14) calendar days or the time allowed in writing by the Designated Representative. The Permit Holder shall notify the Designated Representative after the punchlist is completed. Failure to complete the punchlist within the require time period, or obtain a written extension, is justification for a NOV.
22. **Appeals Procedure:** Any applicant for a Permit and any Permit Holder may appeal to the City Director of Public Works or his Designee in writing any decision by the City made pursuant to these Regulations. The City Manager or his Designee shall render a decision on such appeal based upon substantial evidence and in a competitive neutral manner. The City Manager or his Designee's decision shall be made in writing within thirty (30) calendar days following the City's receipt of the applicant's or Permit Holder's written appeal. Such decision shall be final. Unless otherwise approved by the City Manager or his Designee in writing, no work under the Permit shall be allowed during the pendency of the appeal.



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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.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a site sketch plan. The box is currently blank.