CHAPTER 16

FORMS
CHAPTER 16
FORMS

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<td>16.5</td>
<td>Engineering Cost Estimate</td>
<td>16.2</td>
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Forms: Permit(s) for Right-of-Way Use and/or Construction 16.4
Access Permit 16.5
Oversize/Overweight Moving Permit 16.7
Engineering Cost Estimate (Exhibit "A") 16.8
CHAPTER 16
FORMS

16.1 General

This chapter outlines the various forms and permits along with the fees required. All forms shown herein are subject to alteration and update upon approval of the County Engineer. Fees shown herein are subject to revision by resolution of the Town Board of Trustees.

16.2 Access Permit

No special instructions apply to the use of this form. Use the Submittal Form available from the Town Hall Administration Department.

16.3 R.O.W. Use Permit

The following procedure applies to the preparation of this form:

16.3.1 Fill out application and job data section and questionnaire section.

16.3.2 Sign and submit to the Town along with appropriate enclosures and attachments.

16.3.3 The Town will review application, calculate fees, and approve if conditions are met.

16.3.4 Fee must be paid to obtain a permit.

16.3.5 Permitee shall notify the Inspection Section 48 hours prior to commencement of daily work in accordance with permit terms and conditions.

16.3.6 Permitee shall notify the Inspection Section 48 hours prior to the commencement of work in accordance with permit terms and conditions.

16.3.7 The two-year warranty period for the permitted work shall not commence at date of issuance.
16.3.8 Upon completion, Permittee shall contact the Town of Bennett Department of Public Works in writing to request initial acceptance to commence two-year warranty period.

16.3.9 Upon completion of the two-year warranty period, the permit holder must contact the Town of Bennett Department of Public Works in writing for final acceptance of work.

16.4 Oversize/Overweight Permit

The following procedure applies to the preparation of this form:

16.4.1 Fill out entire application

16.4.2 Sign and submit to the Town with appropriate enclosures and attachments.

16.4.3 The Town will review application, calculate fee, and approve if all conditions are met.

16.4.4 Fee must be paid to obtain permit.

16.4.5 Permittee shall notify the Inspection Section 48 hours prior to commencement of work in accordance with permit terms and conditions.

16.5 Engineering Cost Estimate

The following procedure applies to the preparation of this form:

16.5.1 Fill out entire application

16.5.2 Sign and submit to the Town with appropriate enclosures and attachments.

16.5.3 The Town will review the application, calculate fees, and approve if all conditions are met.

16.5.4 Fee must be paid to obtain permit.

16.2
16.5.5 Permittee shall notify the Inspection Section 48 hours prior to commencement of work in accordance with permit terms and conditions.

FORMS REQUIRED AND AREAS OF APPLICATION

<table>
<thead>
<tr>
<th>TITLE</th>
<th>USED BY</th>
<th>WHEN USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permit/Application</td>
<td>Permittee</td>
<td>When applying for approval of a new access to a Town roadway. Available from the Town Hall Administrative Department.</td>
</tr>
<tr>
<td>Permit for Right-of-Way Use and/or Construction</td>
<td>Permittee</td>
<td>When applying to construct, install, remove, or repair any street, storm drainage improvements, utility lines, signs, and any other facility within a Town R.O.W. or easement.</td>
</tr>
<tr>
<td>Oversize/Overweight Permit</td>
<td>Permittee</td>
<td>When applying to move any oversize/overweight load on Town roads.</td>
</tr>
<tr>
<td>Engineering Cost Estimate</td>
<td>Developer</td>
<td>When applying for a Subdivision Agreement, this form will be used to estimate cost of construction and permit fees.</td>
</tr>
</tbody>
</table>
**PERMIT FOR RIGHT-OF-WAY USE AND/OR CONSTRUCTION**

**DATE**

**DEVELOPER**

**ADDRESS**

**CITY / STATE / ZIP CODE**

**CONSTRUCTION ADDRESS OR LOCATION:**

**PERMITTEE**

**RESPONSIBLE CONSTRUCTION SUPERVISOR / TELEPHONE**

**EMERGENCY TELEPHONE**

**OWNER FOR WHOM WORK DONE**

---

**TOWN OF BENNETT ROAD**

**PRE-CONSTRUCTION WALK THRU SCHEDULE FOR:**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FEE</th>
<th>QUANTITY</th>
<th>SUB-TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Section and Utility</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variable for miscellaneous site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30' - 6'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18' - 18'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12' - 12'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24' - 24'</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pavement</td>
<td>$4.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Repair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subdivision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Square Yard Charge</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lane Count</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>$32.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trees</td>
<td>$14.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valley, Pan</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalk</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curvature</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalk - Handicap</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Univalue engineering and utility at BASE charges**

**Total**

---

**SEE OTHER SIDE FOR NOTES AND GENERAL PROVISIONS**

**APPROVAL FOR PERMITTEE**

(A copy of this permit must be on job site at all times)

---

**FOREMAN:**

Signature

Date

**INSPECTOR:**

Signature

Date

Permit IA

16.4
Town of Bennett

355 South Street
Bennett, Colorado
80421-7006

PERMIT NO __________________

PERMIT FOR RIGHT-OF-WAY USE AND/OR CONSTRUCTION

DATE __________________ PERMITTEE __________________

DEVELOPER __________________ RESPONSIBLE CONSTRUCTION SUPERVISOR / TELEPHONE __________________

ADDRESS __________________ EMERGENCY TELEPHONE __________________

CITY / STATE / ZIP CODE __________________ OWNER FOR WHOM WORK DONE __________________

CONSTRUCTION ADDRESS OR LOCATION __________________

TOWN OF BENNETT ROAD __________________ SUBDIVISION __________________

PRE-CONSTRUCTION WALK THRU SCHEDULE FOR:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FEE</th>
<th>QUANTITY</th>
<th>SUB-TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipe Curvature/Bend</td>
<td>$32.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31&quot;</td>
<td>.50/ft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catch Basin Storm Sewer</td>
<td>$410.00/ft2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>manhole</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete Plate Channel</td>
<td>$22.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addl.</td>
<td>.20/lin.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridge/Corsette</td>
<td>$310.00/ft2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Box Culvert</td>
<td>$240.00/ft2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Sign - pre-made</td>
<td>$22.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Die Cut, per sign</td>
<td>$7.50/ea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Lintton Protection</td>
<td>$12.00</td>
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<tr>
<td>Addl.</td>
<td>.15/lin.</td>
<td></td>
<td></td>
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<tr>
<td>Quantum Road</td>
<td>$72.00/ft2</td>
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</tr>
<tr>
<td>3&quot;</td>
<td>$75.00/ft2</td>
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<tr>
<td>2&quot;</td>
<td>$38.00/ft2</td>
<td></td>
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<tr>
<td>Laying- Up, Excavating</td>
<td>$310.00/ft2</td>
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<tr>
<td>8&quot;</td>
<td>$160.00/ft2</td>
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</tr>
</tbody>
</table>

Unless otherwise noted all charges are BASE charges

Sub-Total 1 __________________

Foreman 1 __________________

TOTAL 1 __________________

Note: Each approved project construction plan is required in these permits

SEE OTHER SIDE FOR NOTES AND GENERAL PROVISIONS

APPROVAL FOR PERMITTEE

(A copy of this permit must be on job site at all times)

In accepting this permit, the undersigned warrant that he is the person having that he has read and understands all of the

following provisions; and that he, or those of his signature is bound by and agrees to comply with all provisions of this permit, with,

The Town of Bennett Road Design and Construction Standards and state requirements regulating construction, and with M.U.C.B.

__________________________
Signature

FOREMAN: ____________________ Signature ____________________ Date ____________________

INSPECTOR: ____________________ Signature ____________________ Date ____________________

16.5
INFORMATION

Town of Bennett
355 South 6th Street
Bennett, Colorado 80102
(303) 644-3249

OFFICE USE

DATE

PERMIT 

REQUIREMENTS FOR OBTAINING A DRIVEWAY PERMIT

1. Applicant Name ___________________________ (H) Phone __________ (W) Phone __________
   Address __________________________________ City __________ Zip __________

2. Property Owner (Permittee)
   Name ____________________________________ (H) Phone __________ (W) Phone __________
   Address __________________________________ City __________ Zip __________

3. Address of Property to be served:

4. Legal description of property: Section __________ Township __________ Range __________
   Subdivision __________ Filing __________ Lot __________ Block __________

5. The approved access approach would be located a distance of approximately __________ feet
   from the __________ front corner pin

6. Highway plan, driveway plan and profile will be required by the issuing authority.

NOTE: FLOWLINE OF DITCHES MUST REMAIN CLEAR AT ALL TIMES TO MAINTAIN PROPER DRAINAGE.
EARTHWORK: ANY MUD OR OTHER MATERIALS TRACED OR OTHERWISE DEPOSITED ON THE
ROADWAY SHALL BE REMOVED DAILY OR AS ORDERED BY THE INSPECTOR AND/OR FOREMAN.

OFFICE USE ONLY

☐ Residential: Minimum width 16 feet - maximum width 24 feet plus flare or radius.

☐ Commercial: Minimum width 25 feet - maximum width 35 feet plus flare or radius.

☐ Culvert approved size by the Town of Bennett. Size __________________________

☐ Pans with 6-6-10 wire, 6 inch thick, 4 inch dtp, Class A concrete ______ size
   (80x-90x approach angle plus 45 degree flares). (Inspections-forms and final)

☐ Concrete Trench and Grate per Town Specs attached (Inspections-forms and final)

☐ Six inch Class 6 road base (80x-90x approach angle and 20 foot radius or as much as possible). Final inspection only.

☐ Temporary construction access approved. Contact this office after 10 working days for final disposition.

☐ Other

INSPECTOR __________________________ PERMITTEE/REPRESENTATIVE __________________________

DATE __________ DATE __________

16.6
OVERSIZE / OVERWEIGHT MOVING PERMIT

COMPANY AND/OR PERMITTEE NAME: ____________________________
ADDRESS ____________________________
CITY, ZIP. ____________________________
PHONE ____________________________
MOVING DATE ________________ (Permit valid ONLY on date shown. Any change must be APPROVED BY THIS DEPT. DATE
TIME AND APPROVED BY, must be shown)
ESTIMATED WEIGHT OF OVERALL LOAD ___________ Lbs.

PROOF OF CURRENT INSURANCE
Yes No
STATE PERMIT REQUIRED
Yes No
_____ Brick Building _____ Brick Home _____ Frame Home
_____ Frames, Tanks, Brains, etc.
_____ OTHER

POLICE ESCORT REQUIRED: ________________ MEN ON TOP REQUIRED: ________________
ADDITIONAL COMMENTS: ___________________________________________________________________

ORIGIN: ____________________________ DESTINATION: ____________________________
COMPLETE ITINERARY OF MOVE:
FROM: ____________________________ TO: ____________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

TOP VIEW
FRONT VIEW
SIDE VIEW

THIS PERMIT NOT VALID ON SATURDAY P.M., SUNDAY, OR HOLIDAYS, AND BECOMES VOID DURING HEAVY SNOW OR ICY ROAD
CONDITIONS.

APPLICANT SHALL TAKE EVERY PRECAUTION TO PROTECT ROADS AND
TRAFFIC FROM DAMAGE OR INJURY AND WILL BE FINANCIALLY
RESPONSIBLE FOR ANY DAMAGE.

IT IS FURTHER UNDERSTOOD THIS PERMIT IS VALID ONLY FOR THE LOCAL
ROADS AND/OR STREETS UNDER THE JURISDICTION OF THE TOWN OF
BENNETT AND THAT IT IS NECESSARY TO OBTAIN A SEPERATE PERMIT FOR
HIGHWAYS AND/OR ROADS UNDER THE JURISDICTION OF THE STATE AND/OR
COUNTY.

PERMITTEE’S SIGNATURE: ____________________________ DATE: ____________________________
APPROVED BY: ____________________________ TITLE: ____________________________ DATE: ____________________________

THIS PERMIT OR A COPY MUST ACCOMPANY THE MOVE

16.7
ENGINEERING COST ESTIMATE FORMAT

Exhibit "A"
for

(Project Name)

(Date)

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
</table>

I. Streets
A. 7" Full Depth Asphalt
   4" Curb, Gutter, Walk
   Handicap Ramps
   Range Point Boxes/
   Monuments

   SY
   LF
   EA
   EA

   Sub Total A

B. 3" Asphalt/8" Base
   6" Curb and Gutter
   Handicap Ramps
   Range Point Boxes/
   Monuments

   SY
   LF
   EA
   EA

   Sub Total B
   Sub Total I

II. Storm Drainage Facilities
30" RCP
30" FES
5' Manholes
Rip-rap Type M
Detention Pond Grading
Dual Stage Outlet

   LF
   EA
   EA
   CY
   LY
   EA

   Sub Total II

16.8
III. Water Main
   - 8" Dip
   - 12" DIP
   - 8"x 8"x 8" Tee
   - 8" Gate Valve
   - Fire Hydrant Assembly

IV. Traffic Signal
    Total Cost = $

Sub Total III.
Sub Total IV

Summary
On-Site Public Improvements (Letter of Credit #1)

- Sub Total I $
- Sub Total II.
- Sub Total III.
- Sub Total IV.
- Contingency = 15%

Grand Total $

APPROVED: ____________________________

APPROVED: ____________________________
   Town of Bennett Engineering Department
   and/or Department of Public Works

*Note: The pavement costs are merely for estimating and for the Subdivision Agreement purposes. A pavement design must be submitted for approval by the Engineering and/or Public Works Department prior to the start of paving.

15.9