

Submit completed form **at least 5 working days prior to** construction to:
Any construction started prior to permit issuance will result in a penalty of \$500

Town of Winter Park Public Works
50 Vasquez Road / PO Box 3327
Winter Park, CO 80482

FOR OFFICE USE ONLY

Date Received: _____

Permit # _____

Faxed / E-mailed / Hand Delivered

Check # _____

Public Works Supervisor Initials: _____ Date: _____

APPROVED DENIED

Initials: _____

Road Name _____ Surface Type: Gravel Asphalt

\$50 Fee Paid: _____ Check #: _____

Bond Amount: \$ _____ Bond # or Check # _____

Comments / Requirements

Date of Inspection: _____ Inspector: _____

PASS FAIL

Compaction test are required and must be certified by a Geo-Tech engineer



Application for Town of Winter Park Public Right-Of-Way Use Permit

Permits are only issued from May 1st until October 15th each year, please plan accordingly.

Please print or type clearly. **Incomplete applications will be denied.**

All construction must be completed by October 31st.

Company Name (Applicant): _____

Contact Person: _____

Mailing Address: _____

E-Mail Address: _____

Phone: _____ **Alternate Phone:** _____ **Fax:** _____

Property Owner: _____ **Phone:** _____

UNCC Locate Ticket Number _____

Right-of-way Work/Use Type and Minimum Depth Requirements:

- Water (Min depth 9 feet) Phone (Min depth 36 inches) Sewer (Min depth 9 feet) Gas (Min depth 36 inches)
- Electricity (Min Depth 48 inches) Fiber Optics (Min depth 48 inches) TV Cable (Min depth 36 inches)
- Other: _____

Location:

Town Road: _____ Nearest Intersection: _____ Address: _____

Location Details/Description:

Method of Installation:

- Boring Jacking Trenching Other: _____

Length of Installation within right-of-way: _____ **Depth:** _____ (see min. depth requirements)

Installation will be:

- In the road In the ditch In the shoulder Other _____

Construction Dates:

Start: _____ End: _____

Construction must be completed by the end date or additional fees will be incurred. No construction will be allowed after October 31st.

Applicant's Statement of Responsibility:

I, the above-stated applicant, as the applicant for a Right-of-Way Use Permit, understand that I have the following responsibilities:

- I shall return the road/right-of-way to its original condition including placement of vegetation, or I may incur additional fees and construction requirements;
- I shall be responsible for any and all damage occurring to the roadway during the installation;
- I shall call the Town of Winter Park Planning Department (970-726-8081 ext. 2) upon completion of the construction project to schedule an inspection. If my work site fails inspection, I shall be responsible for repairing the work site to Town of Winter Park standards within ten (10) days of being notified that repairs are needed and I shall be responsible for payment of a \$100.00 re-inspection fee;
- I shall comply with all Town of Winter Park Standards and Specifications for Design and Construction, as revised in May, 2012;
- I shall take any and all measures to ensure the safety of all travelers over, around, and through the construction site, including, but not limited to, certified flagger, barricades, signage;
- I shall not close any road to traffic without the authority/permission from the Town of Winter Park and the Winter Park Police Department;
- I shall not store any excavated materials at the work site that will obstruct traffic in any manner;
- I shall remove contaminated materials and replace with new Class 6 gravel at a depth of six inches (6") on the road surface;
- I expressly warrant and guarantee the compaction and rebuild work on the road/right-of-way for a period of two (2) years, and if the compaction/rebuild work fails at any time during that two (2) year period, I am responsible for beginning repairs within forty-eight (48) hours of being notified that repairs are needed and if I do not so perform, I hereby authorize the Town to file a claim against the surety bond submitted with this application;
- Town of Winter Park is hereby released from liability for any damages to utilities not buried at the proper minimum depth or not installed in compliance with Town of Winter Park standards.
 - If during normal maintenance/grading, the Town damages a utility that is not at the proper minimum depth, I, as the applicant, shall be personally responsible for those damages during the bond period;
 - I agree to indemnify and hold harmless the Town, its employees and affiliates, from all liability for any and all damage to property or person resulting from the issuance, construction, or work associated with this permit;
 - Nothing contained in this permit shall be construed as a waiver or partial waiver of the Town's Governmental immunity.

By signing below, I hereby acknowledge that I have read and understand the terms of this permit application; that I have read and understand the Town of Winter Park Standards and Specifications for Design and Construction as revised in May, 2012; that I am willing and able to comply with all applicable Town, State, and Federal laws; that I am willing and able to comply with my responsibilities as set forth in this application; and that the information provided herein is true and correct to the best of my knowledge.

The applicant is responsible for keeping a copy of this application; the original must be submitted to Town of Winter Park.

If this permit application is being submitted under **emergency** circumstances, I understand that I have **5 working days** from today's date to comply with all provisions of this permit application including payment of the permit fee, submittal of surety bond, and any and all other requirements or I will be assessed a \$500.00 penalty for conducting right-of-way activities without a permit.

Authorized Signature

Date

Printed Name

Title

FAILURE TO RETURN WORK SITE TO ITS ORIGINAL CONDITION MAY RESULT IN A RE-INSPECTION FEE OF \$100.00 AND A CLAIM AGAINST YOUR SURETY BOND.

ANY CONSTRUCTION STARTED IN A TOWN RIGHT-OF-WAY PRIOR TO PERMIT ISSUANCE WILL RESULT IN A PENALTY OF \$500.00 TO THE APPLICANT.

Instructions for Right-of-Way Use Permit:

1. One (1) application must be completed for **each** installation.
2. Applications must be completed and signed by the applicant, incomplete applications will be denied.
3. This application must be submitted to Town of Winter Park at least 5 working days prior to the anticipated start of the installation.
4. Except in cases of emergency, as defined by the Town of Winter Park Standards and Specifications for Design and Construction, revised May, 2012, no work shall begin until a valid permit has been issued by Town of Winter Park: this application is **not** a valid permit until approved and signed by a Town Official. Any construction started prior to permit issuance, will result in a penalty of \$500.00 to the contractor and/or criminal charges.
5. A permit fee of \$50.00 is required with the submittal of this application
6. A cost estimate to repair the road to its original condition must accompany this application.
7. A surety bond in the amount of **150% of the cost estimate** (or annual general contractor liability bond of \$1M) in a form acceptable to Town of Winter Park is required with the submittal of this application (you must submit a new surety bond for each application). Surety bonds **shall be valid for two (2) years** from the date of work completion.
8. A detailed sketch of the work site must accompany this application and must show the placement of the utility or town road access.
9. A detailed traffic control plan, including signage and distances, may be required.
10. All work done must comply with Town of Winter Park Standards and Specifications for Design and Construction and all requirements listed in the "Requirements" section of this application.

Requirements:

1. A valid permit must be issued by Town of Winter Park prior to installation. Any construction started in a Town Right-of-Way prior to permit issuance will result in a penalty of \$500.00 to the contractor and/or criminal charges for obstructing a public highway.
2. Applicant must mark the work site prior to submitting application.
3. Utilities must be buried to the minimum depth as required by the appropriate utility company. (any utility not buried to min. depths will be the responsibility of the utility company after the bond period.)
4. Applicants are required to call for all utility locates from the appropriate agency.
5. Roadways must be capable of re-opening for emergency vehicles at all times.
6. Applicants shall contact Grand County's Sheriff Dispatch office (970-725-3343) and the Town of Winter Park (970-726-8081) prior to closing any road and in case of emergencies.
7. A copy of this permit application shall be available for inspection at the work site at all times.
8. If work site fails inspection upon completion of installation, Contractor has ten (10) calendar days after notification to repair the work site to Town of Winter Park standards and a re-inspection fee of \$100.00 shall be assessed.
9. Failure to perform under any one (1) permit issued to Contractor may result in the suspension or revocation of any and all other open permits and permit applications pending for Contractor.
10. Flowable fill will be required as backfill on any cuts made to paved surfaces.
11. **Compaction test are required and must be certified by a professional Geo-Tech engineer.**
12. The Town Public Works Department will randomly inspect depths of utilities placed in R.O.W.
13. Photo Documentation will be required.
14. All Flaggers must be CDOT Certified (including appropriate apparel).
15. The Town will require boring on all asphalt roads less than five (5) years old.
16. Any road cuts within paved Right-of-ways older than five years will require proof of a density test meeting minimum Town standards either by compaction or flowable fill.