



Date Received: _____
Initials: _____

## NORTHGLENN PUBLIC WORKS DEPARTMENT RIGHT-OF-WAY PERMIT

### Contractor Checklist

**Any contractor doing work in the Right-of-Way must obtain a ROW permit.  
Subcontractors are responsible for obtaining their own ROW permit.  
(General contractor's permit will not cover any subcontractor's work in the Right-of-Way)**

Please use this checklist to expedite the issuance of your permit.

Questions may be directed to 303-450-8984.

#### \_\_\_\_\_ **Construction Plans**

#### \_\_\_\_\_ **Construction Schedule**

Please include a detailed construction schedule which includes time frame for traffic control, construction, inspections, testing, and restoration work.

#### \_\_\_\_\_ **Performance, Payment, Maintenance and Warranty Bond**

100% of the total cost of the project, or minimum \$5,000.00. Bond shall be on the City issued bond form and valid for a period of 2 (two) years from the date of probationary acceptance by the City. **Bond shall be the original document; photocopies or faxes shall not be acceptable.**

#### \_\_\_\_\_ **Certificate of Insurance**

An original Certificate of Insurance listing the City of Northglenn as additional insured\* shall be provided to the City of Northglenn, and shall be completed by the applicant's insurance agent as evidence that policies providing the minimum required coverage, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City of Northglenn prior to issuance of a permit. **Photocopies or faxes shall not be acceptable.**

\*Per the Northglenn Municipal Code relating to Public Rights-of-Way, Chapter 16, Article 2, the policy shall be endorsed to include: **"The City of Northglenn and The City of Northglenn's officers, volunteers and employees as additional insured."**

General Liability Insurance with a minimum of combined single limits of ONE MILLION DOLLARS (\$1,000,000) EACH OCCURRENCE AND one million dollars (\$1,000,000.00) aggregate shall be required for issuance of a permit.

#### \_\_\_\_\_ **Traffic and Pedestrian Control Plan**

A detailed traffic and pedestrian control plan that complies with the requirements of the Manual of Uniform Traffic Control Devices (MUTCD), Latest Revised Edition) shall be submitted to the Traffic Engineer for review and approval. Traffic control plans shall be site specific and show signs, barricades, cones, tapers, spacing, driveways, paths and walks along with any other pertinent information. Include the number of work days as well as the specific hours of the proposed work. Pedestrian control shall comply with the requirements of the Americans with Disabilities Act. **Generic traffic control plans cannot be accepted.**

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### **Standards and Specification Books**

A Current Standards and Specifications book (\$50.00) which includes Streets and Drainage Standards and Specifications, Utility Standards and Specifications, and Construction and Excavation Standards Supplement is required to obtain a ROW permit. Specification Books must be maintained on site.

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### **Permit Fee**

Permit Fee shall be based on the City of Northglenn Fee Schedule. Permit fee shall include plan review fees, grading permit fees, inspection fees, restoration fees, and other fees as required by Chapter 16, Article 2 of the Northglenn Municipal Code.

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### **Outstanding Fees**

Starting work without a permit = \$500.00 plus 2 times the permit fee.  
Stop work fees = \$250.00 per day per violation.

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### **Mix Designs**

Submit mix designs for any concrete, asphalt, flow fill, Class 6 Recycled Concrete Roadbase that will be used on the project.

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### **Submittals**

Any products or materials used on the project will require submittals. Provide two (2) copies of each for review and approval. (Example: pipe, fittings, tapping saddle, valve, hydrant, polywrap, etc.)

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### **Contractor Registration**

Contractors working in the City of Northglenn will be required to complete an application form annually (calendar year), complete with references, and submit to the City for review. A fee based on the City of Northglenn Fee Schedule will be assessed if the application is approved.

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### **Construction Water Permit**

Contractors needing to utilize City water for construction purposes may apply for a construction water permit. A refundable deposit of \$1,000.00 will be required. In addition, the first month's use fee of \$150.00 will need to be paid at the time of application for a construction water permit.

Rates for construction water run \$150.00 per month for the first 47,000 gallons, and \$5.00 per 1,000 gallons for any usage over 47,000 gallons per month.

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### **Land Disturbance Permit**

If your project involves working on slopes in excess of 6%, encompasses more than 1 acre of land, or exceeds 200 cubic yards of earthwork, then you will need to obtain this permit. If applicable, it may require additional bond and fees. Detailed information may be obtained by speaking with a City of Northglenn engineer.

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### **Stormwater Discharge Permit**

Contact Pam Acre, Stormwater Coordinator at 303-450-8792 for information regarding new City, State, and Federal regulations which may be required for the project.