



Street Cut and Right of Way Permit Guidelines

Street cut Permits for asphalt and concrete will not be issued during cold months or while local hot mix asphalt plants are not in production. This is typically late October through April depending on the weather. Any Cuts in between the edge to center line of roadway must be made to the center of the roadway and any cuts beyond center line must be patched completely across the street with a minimum width of 12'. All cuts shall either be parallel or perpendicular to the roadway. Each permit may have special conditions associated with the project depending on the situation. All fire hydrants must be accessible and not blocked in any way at all times.

The new adoption of Town code section 11-58 contained in chapter 11, Article III states that the Town Manager or Public Works Director may require the installation of empty shadow conduit for any street cut permit to be installed by the permit holder or contractor. If required, Cedar Networks will provide the specs, materials, and engineering support. They can be reached at 970-385-2500 or email construction@cedarnetworks.com for further information if required by the Town. Failure to comply will result in the permit not being released and/or the bond(s) or other securities will not be returned.

No road closures are allowed at any time, all projects must keep one lane open for emergency vehicles and local traffic with a minimum land width of 12'. If that lane width is not possible the Fire Department will need to access the situation and sign off. Fire Hydrants in the vicinity must be accessible at all times and shown on the plans. Work hours are 7am -7pm Monday through Saturday with no back-up alarms allowed before 8am. Holidays and Sunday work will need Town Manager approval and is only allowed under emergency situations. All Trenches/Cuts need to be backfilled or covered with steel plates that are flush to the existing roadway surface at the end of each work day with both lanes safely opened back up to traffic. Any barricades or fencing that is going to remain up overnight must be adequately lit.

A traffic Control and staging plan must be submitted on a separate piece of paper or on an approved site plan. The Traffic Control plan will need to show locations of all traffic control devices, works zone, area of staging, location of material to be staged, show streets with names, adjacent intersections, advanced warning signage, taper lengths, lane widths and access, and shall follow MUTCD standards. When closing a sidewalk a submitted drawing showing an ADA compliant detour route along with the appropriate signs and barriers for this detour which the contractor or traffic control company must provide. These plans will need approval from both the Police and Fire Department prior to Public Works being able to sign off, please allow extra time for this. All parties will need a minimum of three days to review the street cut application, traffic control plan, and other attachments. Police, Fire, and surrounding Private Property Owners who will be effected by the project need to be notified of the work taking place, hours of operation, and given the contractors phone number at least 48 hours in Advance of any work starting. Please plan accordingly and allow 7 business days for review the permit. Any special conditions, notification, and payment processing may need more time than the 7 business days. The Town reserves the right to have their appointed engineer review any plans, specifications, or do on-site inspections at any time and pass those costs (not included in the permit fees) on to the permit holder or owner.

The security Deposit will not be returned without a final inspection and Geo Tech compaction test results. To schedule call the Public Works Department at 970-927-4723 ext. 501 or 970-456-9401 at least 24 hrs.in advance.

Permit# _____
EXPIRES 30 DAYS FROM ISSUE

Owner Name (Property)	Contractor Name and Company Name
Address	Address
City/State/zip	City/state/zip
Phone/ Fax	Phone #
Email	Email:
Mailing Address (If Different)	Contractor License #

Project Information

Address of Work Location	Type of work: trenching____ boring ____ open cut____ Purpose: WATER SEWER GAS ELECTRIC PHONE OTHER ATTACH SKETCH OF PROJECT WITH DIMENSIONS ON SEPERATE SHEET
START AND END DATE	WORK HOURS

Deposit Calculation for Areas Being Disturbed

Area of asphalt @ \$20.00 S.F. _____ Length _____ Width = \$ _____ Area of concrete @ \$25.00 S.F. _____ Length _____ Width = \$ _____ Area of Road base @ \$ 6.00 S.F. _____ Length _____ Width = \$ _____ Area of grass @ \$ 6.00 S.F. _____ Length _____ Width = \$ _____ _____ Linear feet of curb and gutter @ \$ 25.00 L.F. = \$ _____ Total Deposit Amount = \$ _____
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Checklist Needed Prior to Review

Traffic Control Plan _____

Proof of Insurance _____

Staging of Materials/Equipment and Parking Plan _____

Proof of Employee and Public Liability Insurance Attached _____

Sketch Plan of Work to be Performed and Disturbed Areas _____

Utility Line Locates _____

Landscape Plan (if needed) _____

Tree Removal Permit (if tree removal required) _____

Cedar Network Contacted and Plans submitted for Conduit Installation per Town Code _____

Traffic Control Company: _____ Phone # _____

Geo Tech Engineering Company for Compaction Testing: _____

Paving and or Concrete Company Doing Repairs: _____

Track-Out, Dust Control, Storm Water Control, and Final Clean up Description and Methods:

Plan for Notifying Neighboring Properties and or Community:
