



Town of Eagle

Permit for Construction Within the Public Right of Way

Contractor/Applicant

Company Name: _____

Mailing Address: _____

Office Phone: _____

Superintendent Name: _____

Superintendent Phone Number: _____

Project Owner

Company Name: _____

Mailing Address: _____

Office Phone: _____

Representative Name: _____

Representative Phone Number: _____

Project Information

Location _____

Description of Work: _____

Begin/End Dates: _____

Project Subcontractors

Type of Work	Contractor Name	Foreman Name	Foreman Cell #

TOWN USE

Date Application Received _____

TYPE OF PERMIT: Annual (\$300.00): _____ Individual (\$150.00): _____

Site Plan: _____ Traffic Control Plan: _____ Insurance Certificate: _____

If Annual Permit, does the Town have indemnification letter on file: Yes: _____ No: _____

The amount of deposit or security required: \$500 max _____ Date received _____.

Special regulations attached by Public Works Director and a part of this permit is: **Traffic control will be per current MUTCD manual. All conditions of the Town of Eagle Construction with the public Right-of-Way ordinance will be followed.**

Note: All requirements for permits can be found in Chapter 13.18 of the Eagle Municipal Code – “Construction Within the Public Right-of-Way”.

Town Engineer or Public Works Director

Date

Applicant

Date



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Permit Fees:

1. Individual or Annual Permit	\$100.00-Individual
2. Labor Fees for Plan & Site Review (\$60.00 per hour x ___ hours)	\$ _____.00
TOTAL PERMIT FEE	\$ _____.00

Conditions of Approval:

1. All work must be in accordance with Town of Eagle Municipal Code & Public Works Manual and subject to all conditions, specifications, and penalties of these documents. This includes complying with the recently adopted Joint Trenching/Directional Drilling Ordinance #20-Series 2020.
2. Work authorized by this permit shall be performed between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday & Saturday between 9:00 a.m. and 6:00 p.m. unless the permittee obtains written consent from the Public Works Director to do the work outside the stated hours.
3. All permits expire 180 days after date of issuance unless renewed in writing by TOE Public Works.
4. Any items requiring the approval of any other organization (HOA, County, State, etc) must be submitted to TOE with this application.
5. All contractors and subcontractors must be registered to perform work in the Town of Eagle.
6. Permittee is responsible for obtaining a certificate of insurance prior to beginning any work and the Town of Eagle named as an additional insured.
7. Permittee(s) agree to the conditions of this permit and to indemnify and save the Town, its officers, employees and agents harmless from any costs, damages, and liabilities which may accrue or be claimed to accrue for any reason of any work performed under this permit.
8. These Conditions of Approval have precedence over all other drawings & specifications requirements unless other requirements are more restrictive.
9. Any work to be performed outside of Town Public Right of Way in any TOE easement, open space, etc. requires applicant to notify TOE Town Engineer & obtain an individual approval of this work.
10. All contractor employees and subcontractors on-site must be trained in all permit conditions & safety procedures before beginning any field work.
11. Before beginning any field work on first day of work, conduct a tailgate safety meeting with the TOE Representative present highlighting all potential hazards and actions to be taken to mitigate them.
12. Contractors are not allowed to leave the TOE Right-of-Way or TOE authorized easements without obtaining the affected private property owner's approval in advance of any incursion.
13. The Contractor shall perform all work in a manner that will cause the least interruption to property owners and traffic including regular cleaning of the ROW-easements to remove all debris, trash, etc.
14. Permittee is responsible for all traffic control and shall submit with this application typical drawings showing traffic control for the various types of streets to be affected.
15. Contractor's work including loading/unloading activities that will impact traffic on any road or alley for over 30 minutes at a time will require at least 48 hours advance notice to the Town Engineer and submit a TOE approved Traffic Control Plan specific to that location including the potential use of traffic control including cones, barricades, signs, detour routes, and flaggers while all work is ongoing or for any overnight storage in the ROW or easement as required.
16. Contractors shall notify all affected property owners and residents at least 72 hours in advance whose access will be limited for more than 30 minutes or whose property construction will be occurring on or adjacent to in the ROW before any work occurs by use of door tags, flyers, and/or in-person contact.
17. Permittee responsible for obtaining all utility locates. 1-800-922-1987, 811 or Colorado811.org .



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18. TOE at its sole discretion will provide natural gas & electric utility providers all permit documents for proposed routes that appear to be close to sensitive utilities for their review and comment. Utility comments must be received by TOE within 5 business days of utility receipt.
19. Natural gas, electric & communication utilities can request to be present during final field walks with TOE representative & contractor of any proposed alignments that concerns them and give their comments before final route approval.
20. Prior to starting work on any section, Permittee shall notify Dennis Wike, PE – Town of Eagle Engineer (dennis.wike@townofeagle.org / 970-445-0847), other affected utilities, and construction superintendent shall walk each route to be constructed once utility locate markings are in place, w/ TOE Engineer and any affected utilities that ask to participate to confirm route, existing conditions & if any changes are needed.
21. Contractor is required to call as needed all affected utilities at least 24 hours in advance to notify them of your scheduled crossing of their underground utility line. Contractor is also required to make a second follow-up call to the utility at least one-hour before your projected crossing of their underground utility line to invite them to witness the pothole & crossing unless already on-site.
22. Contractor must call the TOE representative within 30 minutes of finding any unknown underground line or damaging any existing underground utility including sprinkler systems.
23. All existing natural gas lines field located to be within 3 linear feet of the proposed underground route will require pothole confirmation of the natural gas line location and depth before work proceeds in that area. Pothole confirmation is required at least every 50 linear foot of located gas line that are located 3 feet or less from the proposed alignment.
24. All crossings of field located existing natural gas & medium voltage electric underground utilities must be preceded by a pothole to confirm location & depth and crossing must be thru the pothole.
25. Permittee shall notify Dennis Wike, PE – Town of Eagle Engineer (dennis.wike@townofeagle.org / 970-445-0847) within 24 hours of any received complaints and the completion of any section of work.
26. Permittee’s construction superintendent shall re-walk with TOE representative all work at least every 60 days and at the completion of any sections of work to verify safety and completion.
27. Daily notifications of all on-going work are required and due by 9am to TOE representative identifying location(s) including street name and type(s) of work each crew is performing.
28. Construction progress meetings will be held at least weekly with all managers and superintendents working on the project in attendance. Contractor is responsible for delivering weekly minutes of these meetings and an Open/Resolved Issue Tracker spreadsheet to the TOE representative.
29. All installed underground cables/wires must be constructed to allow location.
30. No excavations, equipment, materials storage, etc are to be left on-site overnight unless approved in advance by TOE. All open excavations, equipment or supplies left unattended must be secured, coned, barricaded, &/or signed to prevent vehicle/pedestrian/wildlife intrusions/injury.
31. Provide documentation of soil compaction equaling or exceeding Eagle Code of Ordinances Section 13.18.300 to 13.18.390 of Chapter 13.18 – Construction Within the Public Right-Of-Way.
32. If a contractor strikes an underground utility, STOP work immediately, immediately call 911 if needed, call 811 within 5 minutes of the incident, call TOE representative within 10 minutes of the incident. Secure area of the incident until the utility, first responders, and TOE representative arrive & support their efforts as directed. Submit a detailed written report of every utility hit within 24-hours of the occurrence to the TOE representative.



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33. Upon completion of installation of underground conduit, the aboveground conduit tail must be trimmed to the shortest length needed and protected by at least a traffic cone.
34. Burial of conduit tails & installations of vaults or pedestals must occur within 21 days of conduit installation.
35. Restoration of all disturbed pavement, pavers, sidewalks, sod, landscaping, etc must occur within 21 days of damage unless approved otherwise by the TOE representative. All restoration work must be completed to a quality that equals or exceeds existing conditions prior to the work.
36. All concrete sidewalks, curbs, pavement, etc must be replaced with dowels drilled into existing concrete at no more than 12 inches on-center and in accordance with above standards.
37. All replaced asphalt and concrete must meet or exceed all above standards.
38. Diggable Flowable Fill shall be used to fill all potholes and excavations for all concrete or asphalt pavement or sidewalks unless otherwise approved by the TOE representative.
39. All graveled surfaces disturbed will be replaced with at least 8” thickness of similar material.
40. All sodded areas disturbed must be repaired with similar live green sod and be watered in-place at least once after re-installation.
41. TOE requires use of sod cutting equipment to remove sod in advance of work if more than 6 square feet of sod at a location is to be removed.
42. Areas of Native Vegetation and any other type of surface that is disturbed shall be returned to existing or better conditions as determined by the TOE personnel at the earliest possible date.
43. Supply detailed As-Built documentation of location & description of all installed buried and aerial conduit, cables, vaults, pedestals, etc. within 45 days of completion of work under this permit.

Applicant/Contractor’s Signature (Permittee(s))

Date

Applicant/Contractor’s Printed Name (Permittee(s))
