



Engineering
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**RIGHT-OF-WAY PERMIT
GENERAL INFORMATION AND APPLICATION CHECKLIST**

This checklist must be filled out and submitted with the permit application. Permit application will not be deemed complete until the completed checklist is submitted.

Construction Within the Public Way: A permit is needed for any construction, work, or other traffic impeding activity conducted within the public ways of Eagle County. A public way typically includes 50' – 70' road rights-of-way, drainage/utility easements, road maintenance easements, and access easements. Prior to starting any project you must determine whether your planned work will occur in a public way. Public ways are usually indicated on the final plat of the area in which you intend to work. A survey may be required at the owner's expense. Regulations that govern this work are found in Chapter IV of the Eagle County Land Use Regulations (http://www.eaglecounty.us/Planning/Land_Use/Land_Use_Regulations/).

Excavation of any type requires utility locations marked prior to digging. Locates can be scheduled through Utility Notification Center of Colorado (UNCC) by calling 811.

Permits will only be issued from April 15th through November 15th.

Permit Fee: Most permits require a fee of \$150.00; however the fee may be increased or reduced based on the work. A full explanation of permit fees can be found in Section 5.08 of the Regulations for Construction within the Public Way. The reviewing engineer will advise you of the exact amount of fee.

Permit Collateral Fee: Collateral is held for a 2 year warranty period and is released if restoration work passes inspection. Acceptable forms of collateral are cash, Irrevocable Letter of Credit from a Colorado Bank, and Certificate of Deposit with an Assignment to Eagle County. Sample formats are available from the Eagle County Engineering Department.

Application Checklist: The Right-of-Way Permit Checklist provided below is to be used as a reference for information required for permit review. Not all items listed are required for every permit and additional items may be required through the review process depending on scope. **Permit review does not begin until all required application materials are provided and the application is deemed complete.**

Please call (970) 328-3560 with questions.

Administrative Items

Item Included		
Yes	No	N/A
		1. Fees are due at permit pick-up
		a. Permit review fees may be paid via check, cash, credit/debit card, or money order
		b. Collateral fees may be paid via check, cash, or money order
		2. A complete Right-of-Way Permit application
		3. Certificate of Insurance
		a. Certificate must insure contractor performing work
		b. Eagle County must be listed as Additional Insured AND Certificate Holder
		c. Certificate must be sent directly from underwriter to Eagle County Engineering
		d. Certificate must be valid for entire proposed work schedule
		4. Do you intend to trench asphalt? Three boring attempts are required prior to trenching across asphalt unless you can provide proof of one of the following conditions:
		a. Repair of a utility main which lies directly under the pavement
		b. Service connections to the utility main which lies directly under the pavement and cannot make use of an access hole and jacking or boring
		c. Installations where line and grade is absolutely essential to the function of the proposed facility
		d. Instances when the depth of the facility being installed would be in excess of 4 feet
		e. Installations in areas of known geologic difficulty, confirmed by the County Engineer
		f. Road is scheduled to be reconstructed or resurfaces within 2 years of the time of application, confirmed by the Road and Bridge Department
		NOTE: All asphalt cuts must be restored via infrared patch.
		5. Two copies of all plans, maps, and other submittal items
		6. Written permission from the utility to connect for service
		7. Written permission from property owner to trench a private driveway
		8. Vicinity Map: Attach a general vicinity map of the proposed site where work is to be performed. The vicinity map shall at a minimum show all adjacent parcels and existing roads, including road names. Vicinity map aerials may be procured from http://gismap.eaglecounty.us/GIS_View/

Subsurface Utility Engineering

Item Included			
Yes	No	N/A	
			1. Colorado Subsurface Utility Engineering Site Plan
			a. Does the project involve primarily horizontal construction and does the project <u>not</u> involve primarily the construction of buildings?
			b. Does the project have an anticipated excavation footprint that exceeds 2 feet in depth and that is a contiguous 1000 linear feet (excluding fencing and signing projects) OR involve utility boring?
			c. Does the project require the design services of a licensed PE?

If the answer to all three of the above questions is **yes**, then a Subsurface Utility Engineering (SUE) investigation of Quality Level B is required.

Quality Level B SUE Investigation includes a Site Plan drawing depicting the following information:

- Information derived from existing utility records or oral recollections. This data could be digital records, paper records, internet search, site inspection or just talking to people who are familiar with the site.
- Information obtained by surveying and plotting visible above-ground utility features such as manholes, valve boxes, posts, etc.
- Information obtained by designating the underground utilities, for example, by markings provided through an 811 call or by contacting an individual utility company.
- All information should be correlated with existing utility records or if they have already been surveyed, checking the surveyed locations for their accuracy.
- The designated utilities are then added to the drawing which can then be identified as representing the results of a Quality Level B investigation.

Restoration Plan

Item Included			
Yes	No	N/A	
			1. Cross-section of pavement including:
			a. Materials
			b. Layer depths
			c. Compaction
			d. Asphalt thickness
			e. Construction method
			2. Infrared patch (required if asphalt cut is proposed)
			3. Revegetation plan and seed mix

Traffic Control Plan

Item Included		
Yes	No	N/A
Reference Manual: (https://mutcd.fhwa.dot.gov/htm/2009/part6/part6_toc.htm)		
		1. Components of a Temporary Traffic Control Plan
		a. Advance Warning Area
		b. Shoulder Taper
		c. Transition Area
		d. Buffer Space
		e. Work Space
		f. Traffic Space
		g. Buffer Space
		h. Downstream taper
		i. Flagger stations
		2. Number of channelizing devices used for each component
		3. Spacing of warning signs (MUTCD Table 6C-1)
		4. Text/image of warning sign
		5. Indicate directions of travel