

**Engineering Department**  
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Eagle County  
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 Eagle, CO 81631

**PUBLIC WAY PERMIT  
 GENERAL INFORMATION AND APPLICATION CHECKLIST**

**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) at 1-800-922-1987.

Permits will only be issued from April 15<sup>th</sup> through November 15<sup>th</sup>.

**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:** This Public Way Permit Checklist is to be used as a reference for information that will be reviewed by the Engineering Department. Not all items are required for every permit and additional items may be required through the review process depending upon scope.

**Administrative Items**

Item Included		
Yes	No	N/A
		<b>1. Fees are due at permit pick-up.</b>
		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.
		<b>2. A complete Public Way Permit application</b>
		<b>3. Completed W-9 as required by IRS to return collateral in the future (please call the Department should you have any questions regarding this requirement)</b>
		<b>4. Certificate of Insurance</b>
		a. Certificate must insure contractor performing work

Item Included		
Yes	No	N/A
		b. Eagle County must be listed as a certificate holder
		c. Certificate must be sent directly from underwriter to Eagle County Engineering
		d. Certificate must be valid for entire proposed work schedule
		5. 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
		6. Two copies of all plans, maps, and other submittal items
		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 <a href="http://gismap.eaglecounty.us/GIS_Viewier/">http://gismap.eaglecounty.us/GIS_Viewier/</a> .

### Traffic Control Plan

Item Included		
Yes	No	N/A
		Reference Manual: ( <a href="https://mutcd.fhwa.dot.gov/htm/2009/part6/part6_toc.htm">https://mutcd.fhwa.dot.gov/htm/2009/part6/part6_toc.htm</a> )
		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)

Item Included			
Yes	No	N/A	
			4. Text/image of warning sign
			5. Indicate directions of travel

**Restoration Plan**

Item Included			
Yes	No	N/A	
			1. Cross-section of pavement
			a. Materials
			b. Layer depths
			c. Compaction
			d. Asphalt thickness
			e. Construction method
			2. Revegetation plan and seed mix

Please call (970) 328-3560 with questions.