***Town of Pagosa Springs***

**PERMIT NO.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Permit Valid For 12 Months From Issue Date

550 Pirate Dr, PO Box 1859 Pagosa Springs, CO 81147 Phone: (970) 264-4151 x. 400 Fax: (970) 264-4634 **PERMIT REQUIRES 48-HOUR NOTICE FOR PROCESSING**

**RIGHT-OF-WAY PERMIT APPLICATION**

|  |  |
| --- | --- |
| **Applicant/Permittee** | **Contractor/Developer** |
| Name:  | Name:  |
| Company Name:  | Company Name:  |
| Address:  | Address:  |
| City State Zip  | City State Zip  |
| Phone: Email:  | Phone: Email:  |

|  |
| --- |
| **Location/Description of Construction** |
| Address/Location: Planned Start Date: Planned End Date:  |

|  |  |  |
| --- | --- | --- |
| **Construction Type** | **Type of Work** | **Existing Infrastructure Impacted** |
|[ ]  New |[ ]  Bore **\_\_\_\_** Feet |[ ]  Pavement |[ ]  Curb/Gutter |[ ]  Treated Gravel |
|[ ]  Repair |[ ]  Pothole |[ ]  Alleyway |[ ]  Sidewalk |[ ]  Other |
|[ ]  Excavation |[ ]  Pavement/Gravel Cut |  **Surface Repairs** |
|[ ]  Surface | **Open Cut Width** |[ ]  Pavement |[ ]  Curb/Gutter |[ ]  Treated Gravel |
| **Construction Reason** |[ ]  None |[ ]  Alleyway |[ ]  Sidewalk |[ ]  Other |
|[ ]   Gas/Electric |[ ]  Up To 36” | **Square Footage of Surface Repairs:**   |
|[ ]   Driveway Install |[ ]  37” and Larger | **Attach Applicable Copies of the Following:** |
|[ ]   Fiber  |[ ]  Length: Feet |[ ]  Construction Drawing/Site Plan |[ ]  Certificate of Insurance |
|[ ]   Drainage |[ ]  Depth: Feet |[ ]  Traffic Modification Permit |[ ]  Performance Bond **or** |
|[ ]   Potable Water |[ ]  Other |[ ]  Property Protection Plan |[ ]   Letter of Credit |
|[ ]   Sanitary Sewer |  |  |[ ]  Erosion Control Plan |[ ]  Waiver From Town Clerk |
|[ ]   Other |  |  |[ ]  Other |[ ]  Waiver From Town Council |

**Description of work (use additional sheets if necessary)**

By signing this permit, the applicant agrees to the terms and conditions of the Pagosa Springs Municipal Code, Chapter 17, Article 2, and as described herein. The applicant verifies that applicant and/or its contractors holds all permits or licenses (including required insurance, deposits, bonding, and warranties) required to do the proposed work, if such licenses or permits are required under the laws of the United States, the State of Colorado, or the Ordinances of the Town, and that all orders issued by the Town to the applicant and/or its contractor requiring correction of deficiencies under previous permits have been satisfied.

**Applicant Signature Date \_\_\_\_\_\_\_\_\_\_\_**

**Additional Comments/Conditions:**

|  |  |  |  |
| --- | --- | --- | --- |
| Permit Fee: | $ 150.00 | **Payment Type** | Inspector: |
|  |  |[ ]  Cash | Inspection Date: |
| Bond Amount: |  |[ ]  Check | Horizontal/Vertical As-Builts: |
| **TOTAL:** |  |[ ]  Surety Bond | 1 Year Warranty Inspection Date: |

**Issued By (Town Staff) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions For Completing the Right-Of-Way Permit Application**

**WORK IN THE RIGHTS-OF-WAY WILL ONLY BE ALLOWED BETWEEN APRIL 15TH & NOVEMBER 1ST**

**(WEATHER PERMITTING)**

1. Fill out **each section completely**.
2. Indicate the **anticipated** size of the road cut under "Type of Work".
3. Please include the following documents with your completed application:
	* $150 Application Fee
	* A Certificate of Insurance from you or your contractor.
	* Bond or Letter of Credit (Pavement Cut- $5,000 Bond Required, Gravel Cut- $2,500 Bond Required)
	* Site Plan Sketch
	* Traffic Control Plan
4. Read each item in the attached Conditions of Permit and initial each item to verify that you have read and agree to each item.
5. Be sure to **sign** the application under the **Applicant Signature** line.
6. Return **all** the pages that are part of the application including the **Conditions of Permit** pages.

 **Failure to follow all the instructions above will result in the permit being returned to you unapproved.**

When the required documents and fees have been received a permit number will be assigned and the completed permit will be emailed to you.

# You must contact or leave a message for Brad Lattin at 970-585-4012 to set up a time for an inspection. Failure to do so will result in the repaired surface to be dug up, inspected, and surface repaired again at the permittee’s expense.

# Should you have any questions please contact Debbie Allen at 970-264-4151 x400.

**Sketch of Proposed Work**

*Please provide a sketch of the work to be completed. Include street names, landmarks, hardscape, approximate locations of all utilities, a North arrow, and other pertinent information.*

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**TRAFFIC CONTROL PLAN**

*Please provide a sketch of the traffic modifications to be completed. Include street names, landmarks,*

*hardscape, a North arrow, and other pertinent information.*

# Conditions of Permit:

# Please read and initial each numbered item acknowledging that you have read and understand the conditions of this permit.

 1. All work; including backfilling, surface restoration, and materials testing, shall be completed in accordance with current Town of Pagosa Springs Standards and shall be inspected/reviewed by Public Works to ensure compliance. Failure to notify Public Works for inspection or to provide appropriate documentation shall require proof of compliance by a certified testing lab. All costs associated with proof of compliance shall be at the permittee's expense.

 2. Proof of insurance shall be submitted to the Town of Pagosa Springs. The undersigned permittee hereby agrees to indemnify and hold the Town of Pagosa Springs, its agents and employees, harmless from any and all liability arising from the activities of the permittee only, covered by this permit, including court costs and reasonable attorney fees.

 3. A cash amount or an active warranty bond shall be deposited with the Public Works Department prior to the issuance of a permit.

 4. The contractor agrees to guarantee all work under this Permit for a period of one year from the date of final acceptance by the Town of Pagosa Springs unless other terms have been agreed upon.

 5. All work must be completed by the date(s) on this permit. If an extension is required, the Public Works Department must be notified prior to the expiration of the permit and notification of any prolonged street closures must be made to Archuleta County Dispatch.

**** 6. **CALL BEFORE YOU DIG**. All utilities must be located prior to excavation. Call the Utility Notification Center at 811 or 800-922-1987 for locates. **Please be aware that the Town of Pagosa Springs will only locate main lines, not service lines or sewer taps.**

 7. Any work in the right of way shall submit a traffic plan to the Town of Pagosa Springs Public Works Department. The Contractor shall adhere to the Manual on Uniform Traffic Control Devices (MUTCD) for all traffic control plans and signage. Unsafe conditions caused by this permitted work may be corrected by the Town and all costs of correction shall be billed to the Applicant.

The Applicant shall be fully responsible for notification of all adjacent property owners, affected parties, and property owners who may potentially experience restricted access at least 48 hours in advance of work. The applicant is responsible for notifying the following agencies:

* + Archuleta County Joint Dispatch Center - 970-264-8430
	+ Town of Pagosa Springs Police Department – 970-264-4151 x228
	+ Pagosa Springs Medical Center Emergency Medical Services - 970-731-3700
	+ Mountain Express Transit – 970-264-2250
	+ Archuleta County Joint 50 School District Transportation Department - 970-264-0392
	+ Colorado Department of Transportation (if applicable) - 970-385-3626

**Failure to notify property owners or agencies will result in a fine of $500 per violation.**

 8. No cleated or steel tracked equipment shall work on any pavement without mats or other appliances adequate to prevent damage to the surface.

 9. All excavations in streets and alleys must be promptly backfilled with flow fill.

 10. After completion of the work, the area shall be returned as near as possible to its condition prior to the excavation within fifteen (15) days. Extenuating circumstances may be cause for an extension of this timeframe at the Public Works Director’s discretion.

 11. Paved surfaces shall be saw-cut for a clean straight edge prior to new pavement placement. Asphalt thickness shall be matched to existing conditions plus one inch. A minimum thickness of 5 inches of asphalt is required placed in 2 1/2-inch lifts. The patch shall be a T-Patch similar to the attached diagram. The new pavement must extend at least 1 foot past the edge of the excavation width on all sides with infrared patching to existing pavement.

Contact Public Works for a review of the sub-grade prior to paving. The minimum patch dimensions shall be 2 ft by 2 ft. Excavations affecting less than 4 square feet of surface area shall be considered “potholes” and shall be backfilled with flowable fill concrete meeting the requirements of the Town of Pagosa Springs.

 12. Concrete patches must be properly installed with an even transition to adjoining surfaces. All new concrete shall be doweled to existing concrete with No. 4 rebar dowels, eight (8) inches in length with four (4) inches embedment depth and epoxied, one (1) dowel per 12 inches or minimum two dowels. Large patches may require an engineered rebar plan. The thickness of the concrete should match or exceed the thickness of the removed section. The concrete finish must match the surrounding finish.. Any cuts into concrete will require a full panel replacement.

 13. All roadways shall be patched within 96 hours of backfill acceptance. If weather does not allow hot mix asphalt or concrete placement, cold mix asphalt shall be placed in the street cut for the interim until the appropriate material can be placed. The contractor is liable for the condition of cut surface and temporary patch repairs until the final patch is completed and approved.

 14. Open trenches are not allowed overnight without prior approval of the Public Works Director or designee.

 15. Driveway culverts will be a minimum of 10” Corrugated Metal Pipe or equivalent and have measurable fall.

 16. If Public Works gives the Contractor notice of a defect, failure, or abnormality of the work, the Contractor shall submit a plan and timeline of compliance within 72 hours of notice. If the plan and timeline is not adhered to, the Town is hereby authorized to make repairs or adjustments or order the work to be done by a third party. The Contractor shall pay the cost of the work.

 17. The Contractor must call Public Works **(970-585-4012)** 24 hours in advance to schedule an inspection of the work. **In case of an emergency repair, you are still required to contact or leave a message for the Streets Supervisor at 970-585-4012 to make him aware of the work being done. Failure to do so will result in the repaired surface to be dug up, inspected, and surface repaired again at the permittee’s expense.**

 18. All directional boring shall meet or exceed ASCE C-I 38-02, Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data, adopted by CRS .

 19. Any contractor installing utility conduits via a directional boring method, either crossing or longitudinal to sewer system infrastructure, shall provide video documentation of the sewer main line and service line condition along the utility conduit installation. The video documentation shall be conducted immediately after completing the new utility conduit installation. A video copy of the documentation with a plan view schematic showing orientation of the sewer system and utility conduit alignment shall be provided to Public Works for review.

**** 20. **Project Sketch Page** - The Contractor shall provide a sketch of the work to be done, including street names, street edges, sidewalks (if appropriate), approximate locations of all utilities in relation to the work being done, the type and location of work being done, a North arrow, and other pertinent information. If the Contractor is unable to install the proposed utility where it is shown in the sketch, the Contractor shall submit an additional "as-built" sketch to show the actual work location.

 21. The applicant or their agent shall keep a copy of this permit on site and available for inspection by authorized Public Works employees.

 22. The contractor agrees that the Town shall be indemnified and held harmless from any and all damages caused by work associated with this permit.

 23. The permittee shall be responsible for all penalties and repair costs as a result of damage to existing utilities, either owned by the Town or otherwise, in accordance with the Town Code, Town Resolution, or as identified in this permit.

**** 24. **Utility Locate Markers** – All flagging feathers or flags used for utility locates shall be removed by the applicant before release of financial security.

 25. The Director of Public Works, or assigned staff, may withhold the granting of a new permit if there are related and outstanding permits that are not in good standing.

**T-Patch Diagram**