


## To apply for the Right-of-Way Use and Construction Permit:

1. **Read the Right-of-Way Use and Construction Policy**
2. **Complete the attached [application form](#)**
3. **Save the form and email it to [transeng@jeffco.us](mailto:transeng@jeffco.us) with the following supporting documents:**
  - Plans of proposed work
  - Site map
  - Traffic control plan
    - Traffic control plans must be consistent with the most recent edition of the Manual of Uniform Traffic Control Devices (MUTCD) The MUTCD and other traffic guidelines can be obtained online from the [Colorado Department of Transportation](#) .
  - Sediment and erosion control plan

Applicants are strongly encouraged to complete, sign (names may be typed) and submit permit applications electronically. This allows us to process your request faster and accurately.

Use the [Jeffco Interactive Mapping Application \(jMap\)](#) to determine if a location is within county right-of-way and measure roadway lengths. See [instructions](#) and a link to jMap at <https://www.jeffco.us/3655/Permit-Work-Containers-in-County-Right-o>.

4. **After plan approval, submit a non-cancelable Permit Bond:**
  - in the name of the permit applicant
  - with the specific job location of where the work is to be completed
  - identifying Jefferson County as the sole obligee
  - for the value of the work to be performed in the right-of-way, or value of \$10,000, whichever is greater assuring that, should the permit holder fail to complete all work or make repairs, all county expenses incurred can be recovered. This assurance must continue for two years after the permit expiration date.

Organizations such as other municipalities, metropolitan districts, utility and telecommunications companies are excepted, but they must provide a Letter of Responsibility in lieu of permit bonds.

5. **Participate in a preconstruction meeting with the engineering inspector.**

## Utility Locates

**All** underground work requires clearance by the [Utility Notification Center of Colorado](#) . Call before you dig at 811 or 1-800-922-1987!

If the job location is near county-owned underground electrical devices such as traffic/pedestrian signals and flashing beacons, also call Jefferson County Transportation & Engineering at 303-271-8495 to schedule locates.



# RIGHT-OF-WAY USE & CONSTRUCTION PERMIT APPLICATION

## Applicant Information

|                      |                      |                       |                      |
|----------------------|----------------------|-----------------------|----------------------|
| <b>Company Name</b>  |                      | <b>Contact Person</b> |                      |
| <input type="text"/> |                      | <input type="text"/>  |                      |
| <b>Address</b>       |                      |                       |                      |
| <i>Street</i>        | <i>City</i>          | <i>State</i>          | <i>ZIP</i>           |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
| <i>Phone #</i>       | <i>Cell #</i>        | <i>Email</i>          |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  |                      |

## Contractor Information

|                      |                      |                       |                      |
|----------------------|----------------------|-----------------------|----------------------|
| <b>Company Name</b>  |                      | <b>Contact Person</b> |                      |
| <input type="text"/> |                      | <input type="text"/>  |                      |
| <b>Address</b>       |                      |                       |                      |
| <i>Street</i>        | <i>City</i>          | <i>State</i>          | <i>ZIP</i>           |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
| <i>Phone #</i>       | <i>Cell #</i>        | <i>Email</i>          |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  |                      |

## Work Information

**Location Address/Intersection**

**Work Description**

Backfill Material: Native  Flowfill  Flashfill  Street Cut Dimensions  ft. x  ft.

Work to include Street Lights?  Yes  No *(If "Yes" requires Traffic Engineer approval)*

Work within 50' of a Signalized Intersection?  Yes  No *(If "Yes" requires Traffic Engineer approval)*

Estimated Start Date  Estimated End Date  Internal Project #



## Fee Calculation (Enter applicable quantities)

|              |                  |          |
|--------------|------------------|----------|
| Work Address | Applicant's Name | Permit # |
|              |                  |          |

| Code # | Category                   | Permit Item                                 | Fee \$    | Unit | Quantity | Minimum \$   | Total \$ |
|--------|----------------------------|---|-----------|------|----------|--------------|----------|
| 100    | <b>Telecom / CATV</b>      |   |           |      |          |              |          |
| 101    |                            | Wireless / Antenna                          | \$100.00  | EA   |          | \$100.00     |          |
| 102    |                            | CATV  | \$0.30    | LF   |          | \$75.00      |          |
| 200    | <b>Utilities</b>           |   |           |      |          |              |          |
| 201    |                            | Water, < = 16"                              | \$0.35    | LF   |          | \$75.00      |          |
| 202    |                            | Water, >16"                                 | \$0.45    | LF   |          | \$75.00      |          |
| 203    |                            | Sanitary Sewer                              | \$0.45    | LF   |          | \$75.00      |          |
| 204    |                            | Gas   | \$0.30    | LF   |          | \$75.00      |          |
| 205    |                            | Electric                                    | \$0.30    | LF   |          | \$75.00      |          |
| 206    |                            | Phone                                       | \$0.30    | LF   |          | \$75.00      |          |
| 207    |                            | Fire Hydrant                                | \$50.00   | EA   |          | \$50.00      |          |
| 208    |                            | Vaults                                      | \$100.00  | EA   |          | \$100.00     |          |
| 209    |                            | Handhole / Splice Box                       | \$50.00   | EA   |          | \$50.00      |          |
| 210    |                            | Pedestal / Cabinet                          | \$50.00   | EA   |          | \$50.00      |          |
| 211    |                            | Manhole                                     | \$50.00   | EA   |          | \$50.00      |          |
| 300    | <b>Concrete Structures</b> |   |           |      |          |              |          |
| 301    |                            | Sidewalk-Detached / Path                    | \$0.25    | LF   |          | \$75.00      |          |
| 302    |                            | Curb & Gutter                               | \$0.25    | LF   |          | \$75.00      |          |
| 303    |                            | Sidewalk, Curb & Gutter                     | \$0.30    | LF   |          | \$75.00      |          |
| 304    |                            | Sidewalk Chase                              | \$100.00  | EA   |          | \$100.00     |          |
| 305    |                            | Cross Pan                                   | \$60.00   | EA   |          | \$60.00      |          |
| 306    |                            | Curb Cut / Driveway                         | \$100.00  | EA   |          | \$100.00     |          |
| 307    |                            | ADA Compliant Curb Ramp                     | \$60.00   | EA   |          | \$60.00      |          |
| 308    |                            | Box Culvert (per tube) / Bridge             | \$15.00   | LF   |          | \$400.00     |          |
| 400    | <b>Roads / Streets</b>     |   |           |      |          |              |          |
| 401    |                            | Pothole / Bore Pit                          | \$50.00   | EA   |          | \$50.00      |          |
| 402    |                            | Street Cut                                  | \$0.15    | LF   |          | \$75.00      |          |
| 403    |                            | Pavement Design Review                      | \$150.00  | EA   |          | \$150.00     |          |
| 404    |                            | Subgrade Preparation (incl. Lime or Cement) | \$0.20    | SY   |          | \$75.00      |          |
| 405    |                            | Paving                                      | \$0.15    | SY   |          | \$75.00      |          |
| 406    |                            | Milling                                     | \$0.07    | SY   |          | \$30.00      |          |
| 500    | <b>Storm Drainage</b>      |   |           |      |          |              |          |
| 501    |                            | Storm Sewer                                 | \$0.30    | LF   |          | \$75.00      |          |
| 502    |                            | Inlet / Outlet                              | \$60.00   | EA   |          | \$60.00      |          |
| 503    |                            | Manhole / Vault                             | \$100.00  | EA   |          | \$100.00     |          |
| 504    |                            | Detention Pond                              | \$0.02    | SF   |          | \$200.00     |          |
| 505    |                            | Trickle Channel                             | \$0.20    | LF   |          | \$75.00      |          |
| 506    |                            | Culvert                                     | \$0.30    | LF   |          | \$75.00      |          |
| 600    | <b>Erosion / Grading</b>   |   |           |      |          |              |          |
| 601    |                            | Grading                                     | \$25.00   | AC   |          | \$250.00     |          |
| 602    |                            | Rip Rap                                     | \$0.10    | CY   |          | \$75.00      |          |
| 603    |                            | Silt Fence / Wattles                        | \$0.20    | LF   |          | \$75.00      |          |
| 604    |                            | Straw Bales                                 | \$0.05    | EA   |          | \$75.00      |          |
| 605    |                            | Seeding                                     | \$10.00   | AC   |          | \$75.00      |          |
| 606    |                            | Erosion Control / Other                     | \$ Varies |      |          | \$75.00      |          |
| 607    |                            | Erosion Control Blanket                     | \$0.02    | SY   |          | \$75.00      |          |
| 608    |                            | Inlet Protection                            | \$5.00    | EA   |          | \$100.00     |          |
| 609    |                            | Vehicle Tracking Pad                        | \$75.00   | EA   |          | \$75.00      |          |
| 610    |                            | Concrete Washout                            | \$75.00   | EA   |          | \$75.00      |          |
| 611    |                            | Notice of Intent (NOI)                      | \$225.00  | EA   |          | \$225.00     |          |
| 700    | <b>Administration</b>      |   |           |      |          |              |          |
| 701    |                            | Permit Processing                           | \$25.00   | EA   |          | \$25.00      |          |
| 702    |                            | Reinspection (>5 visits / OT)               | \$35.00   | HR   |          | \$35.00      |          |
| 703    |                            | Penalty Fee (2X original Fee)               | \$ Varies |      |          | TBD          |          |
| 704    |                            | Temporary Container Placement               | \$25.00   | EA   |          | \$25.00      |          |
| 705    |                            | Traffic Control Plan                        | \$50.00   | EA   |          | \$50.00      |          |
| 800    | <b>Miscellaneous</b>       |   |           |      |          |              |          |
| 801    |                            |   | \$ Varies |      |          | TBD          |          |
| 802    |                            | License Agreement                           | \$250.00  | EA   |          | \$250.00     |          |
|        |                            |   |           |      |          | <b>Total</b> |          |

"No Fee" Permit
 Division Director Approval
Date

## Submittal Requirements

1. The applicant shall provide one (1) copy each of the following documents and supporting material. Electronic files are strongly encouraged.
  - Complete permit application
  - Plans of proposed work
  - Site map
  - Traffic control plan
  - Sediment and erosion control plan
2. Permit requirements, fees and policy can be found on-line at:  
  
<https://www.jeffco.us/2841/Inspections-Permits>  
  
Refer to Jefferson County Administrative Policy 8.3.1. Additional information regarding construction standards, land development regulations and zoning resolution are available at <https://www.jeffco.us/2452/Regulations-Plans>.
3. Plans shall be legible and presented as Letter Size (8-1/2" x 11"), Ledger Size (11" x 17") or Full Size (24"x36") sheets. Plans shall indicate North with an arrow, limits of proposed work (with dimensions), proximity to roads and traffic, buildings or other structures. Existing or proposed easements, public right-of-way and private properties shall be indicated. Plans shall also include areas of restoration to the affected roadway section.
4. A Site Map shall indicate the location of work and identify the nearest cross streets and/or intersection.
5. A Traffic Control Plan shall accompany each permit application. It shall be prepared and signed by a certified Traffic Control Supervisor, and conform to current Manual of Uniform Traffic Control Devices criteria.
6. Methods of reducing sediment transport and erosion controls shall be shown on the plans and implemented in the field. This shall include materials handling, stockpiles, spill containment and final restoration.
7. Itemized quantities shall be shown on the permit application with calculated fees. These quantities for both new items and associated repair items will be assessed by the County to determine the actual permit fee. All fees shall be paid in advance of the permit issuance by cash, check or credit card.
8. A minimum of 48 hours is required for permit review. Once fees have been calculated, paid and the permit approved, the applicant shall provide a non-cancelable Permit Bond, or other form of financial security, for each permit acquired. The bond shall include name and address of applicant, address of permitted work, cost of work, and list Jefferson County as the sole obligee. Refer to Policy 8.3.1 for additional information.