

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 Transportation and Engineering](#) 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 Library](#).
 - Sediment and erosion control plan, if required by a Transportation and Engineering Inspector.

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 \(iMap\)](#) to determine if a location is within county right-of-way and measure roadway lengths. See [instructions](#) and a link to jMap at [Right-of-Way Use and Construction Permit webpage](#).

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!

Right-Of-Way Use & Construction Permit Application



100 Jefferson County Parkway
Suite 3500
Golden CO, 80419
303-271-8495

Applicant Information

Company Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone 1 _____ Phone 2 _____ Email _____

Contractor Information

Company Name _____ Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone 1 _____ Phone 2 _____ Email _____

Work Information

Location (Address or Intersection): _____

Work Description: _____

Backfill Material: Native Flow Flashfill Street Cut Dimensions: _____ ft. x _____ ft.

Estimated Start Date _____ Estimated End Date _____ Internal Project Number _____

Acknowledgment

I (we) hereby agree to be bound by the provisions of this Permit under Jefferson County Regulatory Policy 8.3.1, the Jefferson County Transportation Design & Construction Manual, Land Development Regulation and Zoning Resolution, including grading, erosion and sediment controls, and that this Permit shall become invalid, if during the performance of the Work, a violation of the above occurs. Should a violation occur and corrective actions directed by Jefferson County not be performed, I (we) understand this Permit shall be deemed "Cancelled" and the corrective actions performed and/or all improvements removed by a Third Party at the Permit holder's sole expense.

Jefferson County, Colorado and the applicant agree to and approve the use of electronic signatures for purposes of this application and any permit(s) issued pursuant to this application. All use of electronic signatures shall be governed by the Uniform Electronic Transactions Act, C.R.S. §§24-71.3-101 to -121.

Applicant's Signature _____ Date _____

Right-Of-Way Use & Construction Permit Application

Staff Use Only

Inspection Area:	Inspection Type:	Financial Security (Check one):	Permit Submittals Received (Check all that apply):
North	Utility	Permit Bond	Plans
South	Development	Letter of Credit	Site Map
Mountains	Grading/NOI	Letter of Responsibility	Sediment & Erosion Control Plan
	Other	Not Required	Traffic Control Plan
		Other (Specify):	Other (Specify):

Comments/Special Conditions:

Permit Number _____ Engineering Inspector Approval _____ Date _____

Fee Calculation (enter applicable quantities)

Code #	Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
100	Telecom / CATV						
101		Wireless / Antenna	\$100.00	EA		\$100.00	
102		CATV	\$0.30	LF		\$75.00	
200	Utilities						
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 / Fiber	\$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	

Fee Calculation table continued on next page

Right-Of-Way Use & Construction Permit Application

Code #	Category	Permit Item	Fee \$	Unit	Quantity	Minimum \$	Total \$
300	Concrete Structures						
301		Sidewalk-Detached / Path	\$0.25	LF		\$75.00	
302		Curb & Gutter	\$0.25	LF		\$75.00	
303		Combination 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	Roads / Streets						
401		Pothole / Bore Pit	\$50.00	EA		\$50.00	
402		Street Cut	\$0.15	LF		\$75.00	
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	Storm Drainage						
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	Erosion / Grading						
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	Administrative						
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	
802		License Agreement Initial	\$1000.00	EA		\$1000.00	
803		Micro Cell Tower Annual	\$200.00	EA		\$200.00	
804		Licence Agreement Amendment	\$500.00	EA		\$500.00	
805		Pavement Design Review	\$150.00	EA		\$150.00	
800	Miscellaneous						
801			\$ Varies			TBD	

Total

"No Fee" Permit

Division Director Approval

Date

Right-Of-Way Use & Construction Permit Application

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, if required by Transportation & Engineering Inspector
2. Permit requirements, fees and policy can be found on the [Inspections and Permits web page](#).¹ Refer to Jefferson County Administrative Policy 8.3.1. Additional information regarding construction standards, land development regulations and zoning resolution are available on the [Regulations and Plans web page](#).²
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 conform to current Manual on Uniform Traffic Control Devices³ (MUTCD) criteria. If required by the Transportation & Engineering Inspector it shall be prepared and signed by a certified Traffic Control Supervisor.
6. Methods of reducing sediment transport and erosion controls shall be shown on the plans, if required by the Transportation & Engineering Inspector, 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.

¹ [Inspections and Permits web page](#)

² [Regulations and Plans web page](#)

³ [Manual on Uniform Traffic Control Devices \(MUTCD\) - CDOT Library web page](#)