



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. The permit application will not be deemed complete until the completed checklist is submitted.

Work Within the Public Right-of-Way: A permit is needed for any construction, work, or other traffic impeding activity conducted within the rights-of-way ("ROW") of Eagle County. A ROW 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 ROW. ROWs 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 to determine the location of the ROW. Regulations that govern this work are found in Chapter 3 of the [Eagle County Engineering Criteria Manual](#) ("ECM").

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

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

Permit Fee: Permit review fees must be paid at the time of application submission. An application review will not begin until the permit review fee is paid.

Permit Classification	Permit Review Fee
Annual	\$100.00
Minor	\$150.00
Major	\$300.00
Eagle Valley Trail	\$150.00

Permit Collateral Fee: Collateral is held for a 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. Warranty periods can be found in [Section 3.5.3 of the ECM](#) and collateral fees can be found in [Section 3.4.6 of the ECM](#).

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 the project scope.

Please call (970) 328-3560 with questions.

Administrative Items

Item Included		
Yes	No	N/A
		Permit fees.
		Collateral fees. Assessed by staff during review and payable prior to permit issuance.
		Complete Application Form. The application form can be found on the Eagle County Engineering website or in the office.
		Complete Application Checklist. This application checklist completed by the Applicant.
		Certificate of Insurance.
		<ul style="list-style-type: none"> • Certificate must insure contractor performing work.
		<ul style="list-style-type: none"> • Eagle County must be listed as Additional Insured AND Certificate Holder.
		<ul style="list-style-type: none"> • Certificate must be sent directly from underwriter to Eagle County Engineering.
		<ul style="list-style-type: none"> • Certificate must be valid for entire proposed work schedule.
		Vicinity Map. An eight and one-half inch by eleven inch (8 ½" x 11") vicinity map, locating the Work Zone within Eagle County. The map shall, at a minimum, have a scale bar and clearly identify the subject parcel(s) and public Rights-of-Ways. Vicinity map aerials may be procured from http://gismap.eaglecounty.us/GIS_Viewer/ .
		Site Plan. The site plan must include a north arrow, scale, street labels, address, dimensions, driveways and sidewalks, road platform, shoulders, location of the excavation, location of all utilities, and the utility type, size, and material that is being connected (if applicable).
		Temporary Traffic Control Plan. A temporary traffic control plan shall describe temporary traffic control measures to be used for facilitating road users through a Work Zone or an incident area. Plans shall demonstrate advance warning area, transition area, activity area, traffic control devices, signs, channelizing devices, warning lights, flagger stations, tapers, and conform to the MUTCD. Plans shall conform to additional provisions found in Section 3.4.8 of the ECM .
		Restoration Plan.
		Revegetation Plan. Any disturbed area shall be revegetated with a perennial, native grass mix. Within one growing season of project completion, vegetative site coverage shall be equal to or greater than seventy (70) percent of the disturbed areas.
		Permission from Utility Owner. Written evidence that the utility company has approved the connection to an existing utility.
		Permission from Property Owner. Written evidence to trench across a private driveway.
		Additional Application Materials. Additional application materials may be required by the Engineer to demonstrate compliance with all applicable laws and regulations of the county, state and federal governments. The Engineer

Item Included		
Yes	No	N/A
		has the right to require additional materials or waive certain application materials as deemed appropriate for the proposed Work in the Engineer's sole discretion.
		Asphalt Trench. Three boring attempts are required prior to trenching across asphalt unless you can provide proof of one of the following conditions:
		<ul style="list-style-type: none"> • Repair of a utility main which lies directly under the pavement.
		<ul style="list-style-type: none"> • Service connections to the utility main which lies directly under the pavement and cannot make use of an access hole and jacking or boring.
		<ul style="list-style-type: none"> • Installations where line and grade is absolutely essential to the function of the proposed facility.
		<ul style="list-style-type: none"> • Instances when the depth of the facility being installed would be in excess of 4 feet.
		<ul style="list-style-type: none"> • Installations in areas of known geologic difficulty, confirmed by the County Engineer.
		<ul style="list-style-type: none"> • Road is scheduled to be reconstructed or resurfaced 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.		

Restoration Plan

Item Included		
Yes	No	N/A
		Cross-section of surface restoration including:
		<ul style="list-style-type: none"> • Materials
		<ul style="list-style-type: none"> • Layer depths
		<ul style="list-style-type: none"> • Compaction
		<ul style="list-style-type: none"> • Asphalt thickness
		<ul style="list-style-type: none"> • Construction method
		Revegetation plan and seed mix
NOTE: All asphalt cuts must be restored via infrared patch.		

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

Item Included		
Yes	No	N/A
		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

Subsurface Utility Engineering

Item Included		
Yes	No	N/A
		Colorado Subsurface Utility Engineering Site Plan
		<ul style="list-style-type: none"> Does the project involve primarily horizontal construction and does the project <u>not</u> involve primarily the construction of buildings?
		<ul style="list-style-type: none"> 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?
		<ul style="list-style-type: none"> 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.