



# City of Gunnison

Public Works Department  
1100 W. Virginia Avenue  
Gunnison, CO 81230  
970-641-8020

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

## Right-Of-Way Work Permit

Allow seven days for review of permit application.

### Property Owner Information

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Contractor Information

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Note:** Property Owner is the Applicant and is responsible for satisfactory completion of work. If a Contractor performs the work, the City views that Contractor as a sub-contractor for Property Owner.

**Detailed Work Location & Estimated Area of Excavation Extents (include sketch):** (e.g. NE corner of 11<sup>th</sup> & Spencer, 3' behind curb)

---

---

**Type of Work / Reason for Excavation and/or Boring.**

---

---

---

**Project Timeline:** Outline the sequence of actions with estimated beginning and completion dates for all proposed work.

Action - proposed work	Starting Date	Completion Date

**Will directional boring methods be employed under this permit?**

Yes       No

Please include Subsurface Utility Engineering (SUE) Plan as outlined in Condition 16 of this permit.

**Are road closures expected under this permit?**

Yes       No

Please include traffic plan as outlined in Condition 7 of this permit. Contractors are responsible for notifying news media and Gunnison County Dispatch (970-641-8200) of road closures.

I acknowledge that I have read this application and all information is correct under penalty of perjury. I understand and agree to comply with all Conditions & Requirements and any Special Conditions contained in the permit. I will comply with any and all codes, regulations, ordinances, laws, and/or restrictions that apply to this project. I understand that failure to comply shall result in legal action.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit with application: Proof of Insurance (see #3), Active Insurance Bond (see #4), Traffic Control Plan (see # 8), and Sketch of Proposed Work (see #9 ). Submit to City of Gunnison Public Works Department 1100 W. Virginia Ave, Gunnison, CO 81230 or email to Lisa Starkebaum at lstarkebaum@gunnisonco.gov with ROW Permit in subject line.

THIS SHEET IS FOR INTERNAL USE

**Permit Fee Calculation:** (minimum \$50 per permit)

**Hard surface removal**

\_\_\_\_\_ sq. ft. x \$5 per square foot = \_\_\_\_\_

**Granular surface removal**

\_\_\_\_\_ sq. ft. x \$1 per square foot \_\_\_\_\_

Permit Fee Paid \$ \_\_\_\_\_

Traffic Plan Accepted

SUE Accepted

Insurance Received

Insurance Waived – Authorized by \_\_\_\_\_

Bond Received

Bond Waived – Authorized by \_\_\_\_\_

**Comments (For internal use):**

Electric: \_\_\_\_\_

Water/Sewer: \_\_\_\_\_

Streets & Alleys: \_\_\_\_\_

Engineering: \_\_\_\_\_

Parks: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Rejected, List Reason: \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Public Works Director or Designee**

**Required Inspections:**

**Type of Inspection (check if applicable) Inspector Signature/Date**

Utility Inspection(Before Backfill) \_\_\_\_\_

Concrete \_\_\_\_\_

Backfill/Subgrade \_\_\_\_\_

Final Inspection \_\_\_\_\_

Road Base \_\_\_\_\_

CCTV Video Required \_\_\_\_\_

Asphalt \_\_\_\_\_

SUE \_\_\_\_\_

Materials Testing \_\_\_\_\_

*The Applicant shall schedule an inspection within **1 business day** by calling Public Works at (970) 641-8020. Failure to obtain final inspection sign offs will result in notification to the Contractor's bonding company and may result in legal action or removal of placed material.*

**Permit Completion and Acceptance Date:** \_\_\_\_\_

# Location of Proposed Work



# Sketch of Proposed Work

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

### Conditions of Permit:

1. All work; including backfilling, surface restoration, and materials testing, shall be completed in accordance with current City of Gunnison Construction Standards and shall be inspected/reviewed by Public Works to ensure compliance. Failure to notify Public Works for inspection or to provide appropriate test 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 in the amount of \$150,000/\$600,000 public liability shall be submitted and the City of Gunnison shall be named as the additionally insured party. The undersigned permittee hereby agrees to indemnify and hold the City of Gunnison, 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 insurance bond in the amount of \$15,000 or equal to the City Engineer's estimated cost of the excavation or repair, including disturbance of all adjacent property, shall be deposited with the Public Works Department prior to the issuance of a permit. This bond may be waived at Public Works Director's discretion.
4. Contractor agrees to guarantee all work under this Permit for a period of one year from the date of final acceptance by the City of Gunnison.
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 Gunnison County Dispatch (970-641-8200).
6. **CALL BEFORE YOU DIG.** All utilities must be located prior to cutting the street with at least 48 hours' notice in advance of excavation. Call the Utility Notification Center at 811 or 800-922-1987 for locates.
7. **Traffic Control Plans.** If street closures are required, a traffic control plan shall be submitted to the City of Gunnison Public Works Department and Gunnison County Dispatch (970-641-8200) must be notified 1 business day in advance of any road closures. The Traffic Control Plans should include a drawing of the street where the work zone will be located along with the nearest cross street noted as well. Street names, north arrows, type of traffic control devices, distances between, and location of excavation on the street should be noted. A minimum of one lane must remain open at all times, unless an alternate reasonable route approved in advance by the Public Works Director or designee is available for traffic. A certified Flagger may be required to facilitate traffic flow safely through a construction zone. The Contractor shall adhere to the Manual on Uniform Traffic Control Devices (MUTCD) for all traffic control plans. Any equipment or other obstructions left on the road surface after sunset must be barricaded with lighted barricades. Unsafe conditions caused by this permitted work may be corrected by the City and all costs of correction shall be billed to the Applicant.
8. The Applicant shall be fully responsible for notification of all adjacent property owners, affected parties (including emergency services, school district, public transportation), and property owners who may potentially experience restricted access.
9. After completion of the work necessitating and excavation, the excavated area shall be refilled and returned as near as possible to its condition prior to the excavation, including all pavement, cement and other surface material, within fifteen (15) days.
10. Asphalt shall be saw-cut for a clean straight edge prior to new asphalt placement. Asphalt thickness shall be matched to existing conditions plus (1) one inch. Placement shall be done in lifts not to exceed 3 inches. A minimum thickness of 3 inches of asphalt is required. Contractors are required to obtain a second permit at no charge prior to asphalt

patch back. Contact Public Works for an inspection review of the sub-grade prior to paving. The minimum patch dimensions shall be 2 ft by 2 ft. When concrete is removed to facilitate excavation, the full depth of concrete shall be saw cut in a neat line so that no damage occurs to the remaining concrete stone during removal. The minimum distance from existing concrete joint to the saw cut shall be five (5) feet. If this minimum distance is not achieved the full concrete stone to the existing joint shall be removed and replaced. 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, one dowel per 12 inches or minimum two dowels.

11. 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 City of Gunnison Construction Standards.
12. All roadways shall be patched within 72 hours of backfill acceptance. If weather does not allow asphalt placement within 72 hours, cold mix shall be placed in the street cut for the interim until hot mix can be placed. Contractor is liable for condition of cut surface and temporary patch repairs until final patch is completed and approved.
13. Open trenches are not allowed overnight without prior approval of the Public Works Director or City Engineer.
14. If the 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 City is hereby authorized to make repairs or adjustments or order the work to be done by a third party. The cost of the work plus 15% shall be paid by the Contractor.
15. Contractor must give Public Works 24 hours notice before proceeding with work (970-641-8020).
16. All directional boring requires a SUE as required per CRS 2018, Title 9, Article 1.5.
17. Any contractor installing utility conduits via a directional boring method, either crossing or longitudinal to City sewer system infrastructure, shall provide CCTV video documentation of the sewer main line and service line condition along the utility conduit installation. The CCTV 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 prior to final acceptance of the work.
18. 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.
19. Applicant or their agent shall keep a copy of this permit on site and available for inspection by authorized Public Works employees.
20. Contractor agrees that the City shall be indemnified and held harmless from any and all damages caused by work associated with this permit.
21. Permittee shall be responsible for all penalties and repair costs as a result of damage to existing utilities, either owned by the City or otherwise, in accordance with City Code, City Resolution, or as identified in this permit.