


## 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.

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.



Jefferson County, Colorado  
Transportation & Engineering

# RIGHT-OF-WAY USE & CONSTRUCTION PERMIT APPLICATION

## Applicant Information

Company Name

Contact Person

Address

Street

City

State

ZIP

Phone #

Cell #

Email

## Contractor Information

Company Name

Contact Person

Address

Street

City

State

ZIP

Phone #

Cell #

Email

## Work Information

Location Address/Intersection

Work Description

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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)	\$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	\$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	\$50.00	EA		\$50.00	
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		Sediment Stop / Silt Fence	\$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	
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	
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:  
  
<http://jeffco.us/transportation-and-engineering/inspections-and-permits>  
  
Refer to Jefferson County Administrative Policy 8.3.1. Additional information regarding construction standards, land development regulations and zoning resolution are available at <http://jeffco.us/planning-and-zoning/regulations>.
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.