



**CITY OF GLENDALE, COLORADO  
CHECKLIST FOR Right of Way Permit (ROW) Application**

- Completed Glendale ROW Application
  - Please be sure to fill in all required information.
  - Please do not write "see attached" in any field required.
  - Please have the applicant sign for the permit. If the applicant will be hiring a subcontractor, that subcontractor's name and signature must be included on the application.
  - Please indicate the actual time the right of way will be occupied. Cones in the ROW count as occupation.
- Copy of Contractor's License
  - Include a copy of the appropriate applicant and/or subcontractor's licenses if not already on file in our office.
- Plans
  - Please submit a location key map with plans.
  - Plans must show:
    - Exact Location(s) of the work to be performed and/or proposed and existing facilities.
    - Right of way width, Pavement width, Distance from the edge of pavement to the proposed utility and Sidewalks.
    - Locations of all other utilities within the work area.
    - Cross section or profile, as required, to adequately reflect the location of the utility, and the vertical distance above or below pavement, sidewalk or other surface.
  - Submit a signed and sealed copy of the approved plans.
  - All above ground installations must be approved through the Building Department and must comply with Zoning.
- Itemized Cost Breakdown
  - Submit a detailed cost breakdown for work to be permitted (combined materials and labor) which exceeds \$5,000.00. Be sure to include design and administration costs with labor. If working on an adjoining property please separate the cost for work in the right of way from work on site.
- Fee
  - Fees must be paid in full to include a deposit (if required) before the work will be permitted.
- Approved Maintenance of Traffic (MOT) Plan
  - If the proposed work is within (15) of the edge of pavement, and MOT plan must be submitted to the City of Glendale for approval. The Right of Way Permit will not be issued until the MOT is approved.

**\*Open cuts will only be allowed under special circumstances on a case-by-case basis.**



**Permit # 26 -**

**CITY OF GLENDALE, COLORADO**

RIGHT OF WAY PERMIT APPLICATION

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**APPLICATION:**

APPLICANT NAME:

\_\_\_\_\_

BUSINESS NAME:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ 24-HOUR PHONE: \_\_\_\_\_

ON-SITE CONTACT PERSON AND PHONE NO:

\_\_\_\_\_

IF WORK IS BEING PERFORMED BY APPLICANT ON BEHALF OF A DEVELOPER OR CONTRACTOR, NAME AND ADDRESS OF DEVELOPER OR CONTRACTOR:

DEVELOPER/CONTRACTOR NAME:

\_\_\_\_\_

DEVELOPER/CONTRACTOR ADDRESS:

\_\_\_\_\_

PLEASE DESCRIBE THE EXACT LOCATION OF THE PROPOSED CONSTRUCTION, EXCAVATION OR WORK ACTIVITY; THE TYPE OF EXISTING PUBLIC INFRASTRUCTURE (STREET PAVEMENT, CURB AND GUTTER, SIDEWALKS AND UTILITIES) IMPACTED BY THE CONSTRUCTION, EXCAVATION OR WORK. TYPE AND PURPOSE OF WORK; AND EXISTING INFRASTRUCTURE (SUCH AS STREET PAVEMENT, CURB AND GUTTER, SIDEWALKS, UTILITIES) THAT MAY BE AFFECTED BY THE WORK (ATTACH DRAWINGS AND ADDITIONAL PAGES AS APPROPRIATE):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EST. START DATE: \_\_\_\_\_ EST. COMPLETION DATE: \_\_\_\_\_

Hours of work: \_\_\_\_\_

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RIGHT OF WAY PERMIT  
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**Permit # 26 -**

RESTORATION TO BE PERFORMED BY:

\_\_\_\_\_

PLEASE PROVIDE ITEMIZATION OF RESTORATION AND COSTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ 24-HOUR PHONE: \_\_\_\_\_

THE FOLLOWING, IF CHECKED, MUST BE ATTACHED TO AND SUBMITTED WITH THE APPLICATION FOR REVIEW AND APPROVAL BY THE CITY:

COPY OF ENGINEERING CONSTRUCTION DRAWINGS OR SITE PLANS SHOWING LOCATION AND EXTENT OF AND SPECIFICATIONS FOR PROPOSED WORK.

ITEMIZATION OF TOTAL COST OF RESTORATION.

PROPOSED SHOWING EXACT LOCATION OF PROPOSED PLAN OF WORK, INCLUDING PLAN FOR PROTECTION OF THE SUBJECT PROPERTY AND ADJACENT PROPERTIES.

PROPOSED PLAN FOR PROTECTION OF EXISTING LANDSCAPING AND IRRIGATION.

PROPOSED TRAFFIC CONTROL PLAN.

PROPOSED PLAN FOR EROSION PROTECTION AND/OR STATE OF COLORADO STORM WATER PERMIT.

DEPOSIT AND FEE IN THE AMOUNT SHOWN ON PAGE 3 (*calculated after plan review*).

IF APPLICABLE, JOINT EXCAVATION MAY BE REQUIRED, THE PROPOSED PLAN MUST THEN MUST FOLLOW ALL GUIDELINES OF SECTION XVII OF CITY OF GLENDALE ROW ORDINANCE

CERTIFICATE OF INSURANCE

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**Permit # 26-**

**ACCEPTANCE**  
**(MUST BE SIGNED BY APPLICANT)**

AFFIRMATION STATEMENT:

THE UNDERSIGNED REPRESENTS AND VERIFIES, ON BEHALF OF THE APPLICANT AND ANY OTHER PERSON OR ENTITY ON WHOSE BEHALF APPLICATION IS BEING MADE, THAT THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH OF THE CURRENT CITY OF GLENDALE ORDINANCE UNDER WHICH THIS PERMIT IS ISSUED. ADDITIONALLY, THAT THE APPLICANT AND OR CONTRACTOR IS NOT DELIQUENT IN PAYMENTS DUE ON PRIOR WORK IN THE CITY OF GLENDALE:

SIGNATURE OF APPLICANT:

\_\_\_\_\_

TITLE: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

APPLICANT'S CITY OF GLENDALE CONTRACTOR LICENSE NO. \_\_\_\_\_

**REQUIRED CASH DEPOSIT, BOND OR LETTER OF CREDIT AND PERMIT FEE:**

REQUIRED CASH DEPOSIT OR BOND IN THE AMOUNT OF: \$ \_\_\_\_\_

REQUIRED LETTER OF CREDIT IN THE AMOUNT OF: \$ \_\_\_\_\_

REQUIRED PERMIT FEE: \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**SPECIAL CONDITIONS:**

CITY OF GLENDALE, COLORADO  
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THE CITY OF GLENDALE HEREBY GRANTS PERMISSION TO THE APPLICANT TO PERFORM THE WORK HEREIN DESCRIBED, SUBJECT TO THE GENERAL AND SPECIAL CONDITIONS OF THIS PERMIT AND SUBJECT TO ALL APPLICABLE LAWS, ORDINANCES, RULES AND REGULATIONS.

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INFORMATION SYSTEMS COORDINATOR  
CITY OF GLENDALE  
601 S. ELM STREET  
GLENDALE CO 80246

DATE OF ISSUANCE: \_\_\_

PERMIT NO: \_\_\_

WORK MUST BE COMPLETED WITHIN 30 DAYS

THIS PERMIT IS VOID IF WORK HAS NOT COMMENCED WITHIN SIXTY (60) DAYS AFTER THE DATE OF ISSUANCE.