Park County, Colorado Public Works Department Right-of-Way Division

Utility Work Permit Application

Instructions: Complete this form, attach all required documents and email it to publicworks.permits@parkcountyco.gov
To determine which documents are required, refer to page 2 of this form or contact the ROW Division at 719-836-4277
You must submit all required documents or the application will be deemed to be incomplete, will not be accepted and permit will not be issued

Applicant:

Utility: _____ Permittee Job Number (If applicable): _____

Applicant Name: _____

Applicant Address: _____

Applicant Email Address: _____ Telephone: _____

Activity Description:

Purpose of Utility Permit:

☐ Installation ☐ Adjust/Relocation ☐ Removal ☐ Maintenance of Existing Facility

Nature of Installation:

☐ Buried * ☐ Trench * ☐ Plow * ☐ Bore * ☐ Aerial

Describe Work: _____

_____

If excavation is to be a part of permitted work the Park County Class E Excavation License number: _____

Locate Ticket Number, if known: _____

Address of Work: _____

_____

Subdivision: _____ GPS Coordinates in Decimal Degrees: _____

Intended Start Date: _____ Planned Duration: _____

We must also be notified the day work is finished at publicworks.permits@parkcountyco.gov.

Advance Notice of the commencement of work shall be given at least **two (2) full business days** in advance not including the day of notice.

Monday notice = Thursday work; Tuesday notice = Friday work; Wednesday notice = Monday work; Thursday notice = Tuesday work; Friday notice = Wednesday work

Notice shall be emailed to publicworks.permits@parkcountyco.gov

Name of Person in Charge at Work Site: _____ Cell Phone: _____

Additional Remarks: _____

* Notice to excavators: Pursuant to 9-1.5-103 C.R.S., excavators shall not make or begin any excavation without first notifying the UNCC at 811, and follow all of their instructions. Excavation work in Park County requires a County license.

Permit Number: _____ Permit Fee: $_____ (internal use only)

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The following documents are required to accompany all applications for Park County, Colorado Utility Work Permits

1. **Plan, Map and Profile** clearly showing the following:
   a. Address, street names, intersections and/or other location information.
   b. Provide profile cross section showing existing utilities.
   c. Distance facility will be within ROW, or crosses ROW.
   d. Facility type: Water, Gas, Phone, Power, Fiber optic cable, etc.

2. **A Traffic Control Plan (TCP):** It can be hand drawn or professionally designed but it must conform to the current "Manual of Uniform Traffic Control Devices for Streets and Highways". The plan must be implemented and have all traffic control devices and/or flaggers in place prior to the start of any work each day and must be followed whenever a work zone is moved or changed. An Internal Traffic Control Plan (ITCP) may also be required. Park County will inform applicant if this is necessary after receiving application.

3**. Night Work:** Arrangements for the possibility of utility work extending past sunset should be a part of all Traffic Control Plans. Park County requires temporary work zones to be either completely returned to normal road conditions prior to sunset or have the correct MUTCD requirements, i.e. lighted flagging station(s), retroreflective PPE, lighted flashlights, etc. available to be used while finishing work on any permit. The use of vehicle headlights to provide required illumination is prohibited.

4. **Insurance Requirements**: The Permit holder shall obtain and maintain insurance at all times during the performance of work authorized by this Permit, in the kinds and amounts specified in the latest edition of the Park County Utility Accommodation Code. The Permit holder shall require any Contractor or subcontractor doing work for this permit within the Park County Right of Way to obtain like coverage. Certificates of insurance shall be provided to the Park County ROW Division and shall name Park County as additional insured party and a certificate holder. A current copy must be on file with the ROW Division office prior to any permit being issued. Contractors and/or sub-contractors must provide their own insurance certificate in addition to the permit holder's certificate.

5. **Locate Ticket Number(s):** Locate ticket number(s) are to either be included with the application if known or to be emailed to publicworks.permits@parkcountyco.gov as soon as they are received. That email must include the permit number for that ticket(s). All locate tickets are to be available on site at all work zones.

6. **Environmental Clearances:** It is the applicant's responsibility to contact appropriate agencies and obtain all environmental clearances that apply to their activities. Please include copies of any forms, permits or other paperwork concerning clearances filed or required by any agency**.** Such clearances may include Corps of Engineers 404 Permits or Colorado Discharge Permit System permits, or ecological, archeological, historical or cultural resource clearances. Information can be found in the Park County Utility Accommodation Code or at the CDOT Environmental Clearances Information Summary which presents contact information for agencies administering certain clearances, information about prohibited discharges, and may be obtained from Regional CDOT Utility/Special Use Permit offices or accessed via the CDOT Planning/Construction-Environmental-Guidance webpage at: http:/www.dot.state.co.us/environmental/Forms.asp. Written proof of compliance with this requirement may be required prior to issuing any permit.

By signing applicant agrees that all rules, requirements and regulations in the latest edition of the Park County Right-of-Way Utility Accommodation Code, Park County Standard Specifications for Road and Bridge Construction, Park County Land Use Regulations and the issued permit will be followed. Signature also signifies that compliance with all applicable regulations and clearances, including environmental regulations will be obtained prior to commencing work.

Signature of Applicant: _____ Date: _____

Please Print Name: _____ Title: _____

Applications are to be emailed to publicworks.permits@parkcountyco.gov

Please allow a *minimum* of five (5) business days for a permit to be issued

This document may be accessed through the Park County webpage at http://www.parkcountyco.gov
Comments or questions may be emailed to publicworks.permits@parkcountyco.gov

 Permit Number: _____ Permit Fee: $_____ (internal use only) UWPA24