



PUBLIC WORKS & NATURAL RESOURCES

ENGINEERING SERVICES

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WORK IN CITY PROPERTY/ INFRASTRUCTURE PERMIT GUIDE

When is an Infrastructure Permit Required?	<p>An infrastructure Permit is required for:</p> <ul style="list-style-type: none">▪ Any kind of construction work within City Right of Way▪ Public or Private Utility Installation, underground or above ground, within City Property <p><i>This permit is issued to the owner of the infrastructure for a permit life-span of 20 years.</i></p>
Permit Guide Overview	<ol style="list-style-type: none">1. Locate existing utilities in City ROW that are within the project limits2. Complete and submit to the City an Infrastructure Permit application3. Include a plan and profile in the Infrastructure Permit application based on the utility locates from step 14. The application will be scheduled for plan review5. Approval issued to infrastructure owner after comment resolution (if any)6. After approval:7. Contractor needs to obtain a work in ROW Permit8. Contractor must provide a Traffic Control plan (See Traffic Control below)9. Insurance (See Insurance below)10. Call for Utility Locates11. Pay Fees (Infrastructure – ROW permits) as per fee schedule.12. Complete Permits and Applicant’s Obligations (see Guide below) as applicable
Authority:	City of Longmont Municipal Code: Title 13 – Streets, Sidewalks and Public Places, Chapter 13 Sections 13.04.010 and 13.04.300
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<p>Fee Schedule and Permit Hours:</p>	<p>Permits will be issued and payments shall be made Monday to Friday, from 8:30 am to 9:30 am and from 1:30 pm to 2:30 pm; 385 Kimbark Street, Longmont, Co. Staff assistance will also be available during these hours.</p> <ul style="list-style-type: none"> ▪ Initial Plan Review: <ul style="list-style-type: none"> ○ Sixty Minute Max:..... \$25.00 ○ Additional Plan Rev.:.....\$25.00/hr. ▪ Construction inspections: Three (3) per Permit.....\$30.00 ▪ Additional Inspections:.....\$25.00/hr. <p>Payment Options: Payments may be made, in person, by cash, check or credit card.</p>
<p>Infrastructure Application Instructions:</p>	<ol style="list-style-type: none"> 1. File an Infrastructure Permit/ application with City of Longmont’s Public Works Department. A hard-copy of the application has been included in this package. An electronic copy of the form can be found in the City’s website or can be requested, via phone or e-mail, to PWEng@longmontcolorado.gov 2. The following information must be included in the application form: <ol style="list-style-type: none"> a. Date of application b. Name and address of the applicant c. Name and address of the owner of the infrastructure d. The location and type of existing public infrastructure (street pavement, curb and gutter sidewalks or utilities) impacted by the construction, excavation or work e. Location, purpose, size and type of the proposed infrastructure; f. Evidence that all other permits or licenses (including required insurance, deposits, bonding and warranties) required for the proposed work, under the laws of the United States, the State of Colorado, or this code, have been or will be issued before work begins; g. Evidence of membership with the Utility Notification Center of Colorado, (303) 205-6367 h. A satisfactory plan of work showing protection of the subject property and adjacent properties unless the Public Works/ Water Utilities Director determines such protection is unnecessary. i. The applicant must include one (1) electronic or hard copy of engineering construction drawings or site plans for the proposed infrastructure: <ul style="list-style-type: none"> ▪ For new service lines, include one (1) set of construction drawings or site plans. The plan needs to show all existing utilities and dimensioned clearances from the proposed new private infrastructure. ▪ For new main line installations, include one (1) set of drawings showing a detailed plan and profile for the proposed new installation. ▪ An example for the required plan and profile is attached to this guide for your reference. This sample is provided merely for illustrative purposes. The information contained in the submitted set of plans will vary according to the specific conditions of the site and the proposed project. 3. Plan and Profiles: In order to produce a plan and profile, the applicant is responsible to locate all water, sewer, raw water and storm drainage utilities within the limits of the project prior to submitting a Work in City Property/ Infrastructure Permit application. The applicant must

<p>Infrastructure Application Instructions (Continued):</p>	<p>follow the ensuing steps, in order of sequence :</p> <ol style="list-style-type: none"> a) Obtain a Utility Map of the project area. Requests may be made in person, at 385 Kimbark Street, Longmont Co. or by e-mail to PWEng@longmontcolorado.gov b) Apply and obtain a Work in the Right of Way Permit (for Potholing). c) Pothole and locate the affected utilities. This process must be made at the applicant’s expense through a private locator. In the event utilities can’t be located by the private locator, the applicant may contact City of Longmont’s Public Works and Utility Operations, (303) 651-8416, for assistance. <p>4. Minimum Utility Clearances: All minimum clearances are from the closest edge of the City’s utilities to the closest edge of the applicant’s infrastructure. Minimum Required horizontal and vertical clearances, per Section 107.10 in the Design Standards and Construction Specifications, latest edition, are as follows:</p> <ul style="list-style-type: none"> ▪ Maintain 18 inches min. vertical clearance between existing utilities and the private infrastructure. Be aware of sanitary sewer and water services located Perpendicular to or near proposed bores. ▪ A minimum of 10 feet separation from the edge of existing or proposed storm sewer lines. This may be increased due to the depth of a storm sewer line. ▪ A minimum of 5 feet separation from the edge of all existing or proposed water lines. This may be increased due to the depth of a water line. ▪ A minimum of 10 feet of separation from the edge of all existing or proposed sanitary sewer lines. This may be increased due to the depth of a sanitary sewer line. ▪ Maintain a minimum of 5 feet of horizontal separation between the private infrastructure and above-ground utilities, including fire hydrants, inlets, and valves. <p>In cases where the minimum horizontal and vertical clearances stated above cannot be met, make a note in the plan and profile sheets indicating the location and conditions whereby the standards cannot be met. Any deviations from the standards must be approved by the City.</p>
<p>Resolution of Comments/ Permit Approval:</p>	<p>Any comments resulting from the review process (if any) will be forwarded to the applicant for resolution. It is the applicant’s responsibility to address all comments in writing and through a revised set of plans and/or as required. An infrastructure Permit will be issued once all comments (if any) have been satisfactorily addressed. Typical estimated review time for new applications is ten (10) days. Larger projects may require additional review time.</p>
<p>What happens after Infrastructure Permit Approval?</p>	<ol style="list-style-type: none"> 1. Obtain Work in the ROW permit: After the Infrastructure Permit Application has been obtained and signed by the owner of the private infrastructure, the contractor must apply (and obtain approval of) a second Right of Way Permit (for work in the right of way) for installation of the new private utility and provide a Traffic Control Plan for review, if required. Once these two items have been approved, work will be authorized to start. 2. Locate Utilities: Call the City for Utility Locates at least 48 hours before you intend to dig. Locates over 1000 ft. need to be scheduled 10 business days in advance to allow for locate completion prior to project commencement. 3. Pay Permit Fees as per Fee Schedule.

<p>Permits and Applicant's Obligations:</p>	<p>The Infrastructure Permit Review does not substitute or replace any additional permits that may be required as part of this process. It is the responsibility of the Applicant to ensure that all required permits are obtained before work begins.</p> <p>As part of the Infrastructure Permit application, the applicant is subject to the following obligations:</p> <ol style="list-style-type: none"> 1. If Right of Way (ROW) work is to be done on a State Highway, a State Highway Access/Utility Permit must be obtained from the State Department of Transportation prior to applying for a City of Longmont ROW permit. 2. Infrastructure Permit/ approval does not constitute approval for any work on, in, under or over private property. The applicant must obtain direct approval from the owner for his/her work within private property. 3. Private irrigation ditches: If the applicant's project involves work on private irrigation ditches, please note that ditches and their associated infrastructure are privately owned by the Ditch Company. Requests to cross or modify the Ditch Company's easement and/or its associated infrastructure must be submitted to the appropriate Ditch Company for their review and approval. Following is a list of contacts for the major ditches in the City of Longmont: <p>Oligarchy Irrigation Ditch, Longmont Supply Ditch Co, Zweck and Turner Ditch, Denio & Talyor Ditch, Rough and Ready Ditch----- (303) 776-7207</p> <p>Niwot Ditch----- (303) 532-2261</p>
<p>Insurance and Indemnification:</p>	<ol style="list-style-type: none"> 1. Before a Right-of-way permit is issued, the applicant shall provide current information including a Certificate of Insurance in the amount of: Commercial General Liability Limits: \$350,000 / person \$990,000/occurrence 2. The Certificate of Insurance shall explicitly name the City of Longmont Public Works & Natural Resources as additional insured with the following address referenced: City of Longmont Public Works & Natural Resources 385 Kimbark Street Longmont, CO 80501 Insurance certificates in electronic format may be e-mailed to PWEng@longmontcolorado.gov <p>Please refer to City of Longmont Municipal Code: Title 13 – Streets, Sidewalks and Public Places, Chapter 13.04.010 for additional information.</p>

<p>Traffic Control Requirements:</p>	<p>As part of obtaining a Work in the Right of way permit for work in the right of way, a traffic control plan is required if work impedes vehicular and bicycle traffic or disrupts pedestrian walkways. A 24 hr. minimum processing time is needed for Public Works and Natural Resources staff to review and approve traffic control plans. All traffic control plans shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition. Assistance with traffic control plans will be available during permit hours only. Please provide contact names, contractor name, phone numbers, location, type of work, limits of work and estimated dates for beginning and ending construction activity. Additional information needed are the width of streets involved, traffic lanes, the size and location of the work areas including distance from the curb, distance to the intersection and proposed traffic control devices.</p>
<p>General Notes:</p>	<p>All work within the public right-of-way or easement shall conform to the City of Longmont Construction Specifications and Design Standards, latest edition.</p> <p>The permittee shall be fully responsible for the cost and actual performance of all work in the streets. The permittee shall do all work in conformance with all applicable laws, regulation, codes, rules, engineering regulations, construction specifications and design standards adopted by the city. These standards shall apply to all work in the street unless otherwise indicated in the permit. All restoration by the permittee shall result in a work site condition equal to or better than that which existed prior to construction.</p> <p>By accepting the permit, the permittee warrants and guarantees, upon relocating, removing or abandoning the infrastructure, to restore the surface area in a manner that is acceptable to the City. In the event that the permittee fails to do so, the City may restore the surface area at the permittee's expense.</p> <p>During construction, the permittee shall maintain the infrastructure in a condition that does not represent a hazard or a nuisance to the public. In addition, the proposed work should not interfere with other infrastructure or use of the property by the city.</p> <p>The permittee shall provide and maintain at all times a code-compliant, adequate, safe and unobstructed walkway around the construction site or blocked sidewalk.</p> <p>The permittee shall provide employee and construction vehicle parking so that neighborhood parking adjacent to a work site is not impacted.</p> <p>The permittee may be required, at the permittee's expense and upon thirty day's written notice, to remove or relocate his/her infrastructure for the following reasons:</p> <ul style="list-style-type: none"> a) Change in street grade; b) Relocation or vacation of the street; c) To improve, repair construct, reconstruct or maintain the street or utilities; d) Installation, removal, or relocation of utilities or other public apparatus; e) Burial of aboveground utilities or public apparatus; or f) Public health or safety concerns. g) The permittee shall remove or relocate the infrastructure no later than three working days

<p>General Notes: (Continued)</p>	<p>before the City intends to commence its work.</p> <p>h) In case of an emergency, the City may ask the permittee to remove or relocate the infrastructure immediately and/ or without prior written notice. The City may remove or relocate the permittee’s infrastructure in the event that the permittee fails to do so. The permittee shall be required to reimburse the city of all expenses within thirty days after receipt of a written invoice.</p> <p>The city may revoke or suspend any permit according to the provisions of City of Longmont Municipal Code: Title 13 – Streets, Sidewalks and Public Places, Chapter 13.04.010. The City reserves the right to terminate a permit if:</p> <ul style="list-style-type: none"> a) The permittee does not commence work within six months after the permit is issued and/ or does not diligently pursue the work to completion. b) The permittee fails to install the infrastructure per the approved engineering plans. <p>Any appeal to the City’s decision to revoke or suspend the permit shall be according to City of Longmont Municipal Code: Title 13 – Streets, Sidewalks and Public Places, Chapter 13.04.010</p> <p>The City shall be exempt from section 13.04.300; except the city’s telecommunication utility (ord. No. O-2007-44, section 9).</p>
<p>Water, Sewer, and Sanitary Utility Notes:</p>	<p>A Temporary Water Use Permit is required when construction water is needed to complete the work. Please contact City of Longmont’s Public Works and Utility Operations to schedule a meter pick-up by calling (303) 651-8416, Hrs. 8:00 am to 12:30 Pm, Monday to Friday.</p> <p>The permittees’s infrastructure shall be installed following a reasonable installation sequence and without affecting the City’s ability to place city utilities in their normal location, including depth.</p> <p>Permittee assumes full responsibility for all damages incurred to City of Longmont Water facilities due to activities authorized by the approved plans.</p>
<p>Important Phone Numbers:</p>	<p>Utility Notification Center (CALL BEFORE YOU DIG)------(800) 922-1987</p> <p>Water/Wastewater----- (303) 651-8416</p> <p>Storm Drainage------(303) 651-8416</p> <p>Left Hand Water District -----(303) 530-4200</p> <p>Longs Peak Water District------(303) 776-3847</p> <p>Platte River Power Authority ----- (970) 226-4000</p> <p>Northern Colorado Water District------(800) 369-7246</p>

