



TOWN OF BERTHOUD RIGHT-OF-WAY — PERMIT APPLICATION

807 Mountain Avenue • P.O. Box 1229 • Berthoud, Colorado 80513 • 970 . 532 . 2643

APPLICANT INFORMATION

Company & Contact Name	
Contact Phone	
Email Address	
Mailing Address	
City, State, Zip	

date format: mm/dd/year

Work Start Date

Work End Date

office use only

PERMIT VOID AFTER THIS DATE

CONTRACTOR INFORMATION

☐ Same as Applicant

Contractor Name / Company	
Contact Phone	
Email Address	

**TRAFFIC CONTROL PLAN and CERTIFICATE
OF INSURANCE ARE REQUIRED, and if
necessary, CONSTRUCTION PLANS**

CONSTRUCTION HOURS

Monday—Friday..... 7:00 a.m. to 7:00 p.m.
Saturday..... 8:00 a.m. to 7:00 p.m.
Sunday..... 9:00 a.m. to 4:30 p.m.
(or Sundown, whichever occurs earlier)

FINAL INSPECTIONS

Monday!- Friday..... 7:00 a.m. to 3:30 p.m.

...for Street Cuts / Sidewalks / Alleyways / Etc.
Streets Department 970 . 532 . 2210

...for Water and Sewer-related work
Water Department 303 . 505 . 2138

Location of Work	
Nearest Road Intersection	
Description of Work	
Total sq. ft to be Cut: _____ sq. ft	

Electronic signatures are the legal equivalent of the applicants manual/handwritten signature and consent to be legally bound to this agreement. By signing, the Applicant swears and affirms under penalty of perjury that all information in the document is true and correct to the best of their knowledge. The Applicant agrees to perform the work as described according to plans and specifications submitted and approved. The Applicant agrees to comply with all Town ordinances and state laws regarding construction.

Applicant Signature		Date	
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(OFFICE USE ONLY)

Traffic Control Plans Submitted: ☐ Yes ☐ No

Plans Attached: ☐ Yes ☐ No

Road Closure: ☐ Yes ☐ No

Final Inspection(s) Required: ☐ Yes ☐ No

Applicant shall pay for inspection fees: ☐ Yes ☐ No

Standard Special Provisions:

- ☐ Yes ☐ No Open Cut in Roadway approved.
- ☐ Yes ☐ No Road crossings shall be bored. **NO OPEN CUTS OR POTHOLE WILL BE ALLOWED IN PAVED SECTIONS OF ROAD.**
- ☐ Yes ☐ No Flow fill required in excavation.
- ☐ Yes ☐ No The backfill material shall be approved, tested, and compacted to AASHTO T99 or T180 soil standards. (As applicable.)
- ☐ Yes ☐ No All potholes will be core-drilled, flow filled, and vibrated. Pothole shall be tacked and have _____ inches of HBP in hole.
- ☐ Yes ☐ No If the final asphalt repair is delayed, three inches of cold mix is required in excavation prior to opening to traffic.
- ☐ Yes ☐ No Asphalt and/or concrete repair depth shall be _____ inches thick.
- ☐ Yes ☐ No Strip and separate the topsoil from the backfill material, then replace topsoil after the excavation is complete.
- ☐ Yes ☐ No Reseed all disturbed areas with approved seed mix.
- ☐ Yes ☐ No Call Streets or Water Department(s) (depending on work) 48 hours prior to commencing work to schedule inspection(s).

Fees: ☐ Street Cut, Major (>50 sq. ft) - \$150.00 ☐ Street Cut, Minor (<50 sq. ft) - \$100.00
☐ Drive/Curb Gutter/Sidewalk/Encroachment/Alley Work - \$45.00

Additional Fees per sq. ft: Total sq. ft to be Cut: _____ sq. ft
☐ \$2.50 x _____ sq. ft ☐ \$7.50 x _____ sq. ft (Street was paved in the last 5 years)

Inspection Fees (\$70 per x _____):

PERMIT FEES TOTAL:

TOWN ENGINEER

• TOWN OF BERTHOUD APPROVAL •

• SIGNATURE AND DATE OF APPROVAL •

TOWN OFFICIAL
FOR PUBLIC WORKS

Permit No.: _____

Right of way General Provisions.

In accordance with Town of Berthoud (Town) permitting requirements and general provisions, all work done on public right-of-way areas (including Town utility easements) require a Right-of-way Permit (ROW) application with a Traffic Control Plan and Certificate of Insurance. The Town requires 10-workdays to review and approve the permit.

1. Submit an approved Certificate of Insurance (COI) with the ROW Permit, and if required a bond equal to the value of the work being performed. The COI Holder and "Additional Insured" are the Town of Berthoud.
2. Applicant will be responsible for scheduling utility locates before digging / excavation.
3. Any work impeding a state highway, county road, or street within the limits of the Town, requires a Colorado Department of Highways (CDOT) permit and/or a Town of Berthoud right-of-way permit. The CDOT permit must be obtained first and presented when applying for the Town's right-of-way permit. The Town will not issue a right-of-way permit without documentation from the state.
4. Applicant shall inform the Town of construction methods, equipment and operational procedures in the ROW Permit application that requires Traffic Control Plan(s) and a Description of Work, and if required, construction plans and or scope of work memo.
5. Facilities shall be placed in a location mutually agreed upon by Applicant and the Town of Berthoud and in accordance with details and specifications shown on the construction plans.
6. All affected property owners and residents along with all emergency services and school districts will be notified at least 7 days prior to any road closure under this permit, or 48 hours for a lane closure.
7. A copy of the right-of-way permit must be always kept on the construction site.
8. Work must be performed in compliance with the Town of Berthoud Engineering Standards and Specifications as well as all applicable federal, state, and local regulations.
9. Applicant shall be responsible for establishing safety measures sufficient to protect workers and the traveling public from all harm during utility construction, improvement, location, or relocation.
10. Clearing trees, bushes and vegetation shall be held to the minimum required for construction and safety.
11. Applicant will call for an inspection 24 hours in advance. Leave a detailed message at 303-505-2138.
12. Applicant shall be responsible for any repairs necessary as a result of such installation and shall return right-of-way to its original condition, or better including all permanent erosion control measures, and shall remove all rubbish and debris following completion of construction and before final inspection by the Town. If final inspection determines additional corrective measures necessary, such corrective measures shall be initiated within 30 days and completed by Applicant within a reasonable interval of time considering the circumstances. The maintenance responsibility of work repairs shall be an obligation of the Applicant for two years after final acceptance of the work by the Town.
13. In the event any changes are made to this roadway in the future that would necessitate removal or relocation of this installation, Applicant will do so promptly at its own expense upon written request from the Town of Berthoud, Colorado. The Town of Berthoud, Colorado will not be responsible for any damage that may result to said installation in the normal maintenance of the highway or to the installation placed inside the Town's right-of-way limits.
14. Applicant shall hold the Town of Berthoud officers and agents harmless from any and all claims which may arise from the construction and maintenance of Applicant's facilities covered by the permit.
15. All foregoing provisions have been read, understood, and Applicant agrees to comply with all Town Ordinances, state laws, and provisions regarding such construction and activities pursuant to this permit.