



CITY OF LOVELAND
Public Works Engineering
410 East Fifth Street • Loveland CO 80537
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www.ci.loveland.co.us

Right-of-Way Permit Application Requirements for Construction Drawings

March 28, 2011

The City of Loveland, Public Works Engineering Division, authorizes and issues permits for the installation and maintenance of utilities within the right-of-way. Because of the continued demand for additional utility use within the right-of-way; and to ensure the most efficient use of the right-of-way; it has become necessary to require construction quality drawings for new utility installations in city right-of-ways and easements. This requirement is identified in Loveland Municipal Code Section 12.16.180.

Right –of-Way Permit Applications will need to include detailed construction drawings for the installation of new facilities. These submittals are required to be in an electronic format depicting the locations of the existing and proposed utilities. Listed below are the minimum requirements for construction drawings being submitted with a Right of Way Permit Application.

Electronic Submittal Guidelines

ROW Permit Applications are available at:

<http://www.ci.loveland.co.us/PublicWorks/Streets/PermitsForms.htm>

ROW Permit Applications are to submitted to: engineering@ci.loveland.co.us

File Type:

Files shall be Adobe Acrobat (PDF) version 9.0 or earlier files. Other files types will not be accepted.

File Naming:

File naming shall comply with the file naming convention listed below:

ROWPERMIT_STREETNAME_ADDRESSNUMBER_DATE_COMPANYorAPPLICANTNAME

or

ROWPERMIT_INTERSECTION _DATE_COMPANYorAPPLICANTNAME

Examples:

ROWPERMIT_WHITEELMDR_3028_02212011_PUBLICWORKSENG

or

ROWPERMIT_TAFT37TH_03032011_PUBLICWORKSENG

Please note that the City will replace “ROWPERMIT” term with a Permit Number.

File Transmission:

Files can be sent in one of two manners; email or on a DVD or CD. Files that are transmitted by email can be sent to engineering@ci.loveland.co.us. Emails shall be limited to emails that do not exceed 25 Megabytes total for all attached files. If files sizes exceed 25 Megabytes, please

send in multiple emails listed as 1 of 3 - 2 of 3 - etc. Files may be delivered via DVD or CD to: ROW PERMIT, 410 East 5th Street, Loveland CO 80537.

Paper Copies:

Paper copies of drawings are acceptable. If paper copies are received the drawings will be scanned and placed in the electronic folders for check-in/review. *Scanning paper copies may take up to an additional 5-business days.* Until the scanning is complete no reviews will be conducted.

Review Process:

Once a complete application is received the Review Process will take a minimum of two working days not counting the day of submittal, additional review time may be required based on the size of the project or if additional information is required. If additional information is required for an application it will need to be submitted in the same manner as the original, simply change the **date**.

Waiver of the Construction Drawings Requirement:

For some utility installations construction quality drawings may not be necessary. To apply for a waiver of this requirement: simply include a letter stating the reasons why along with a sketch of the work area with the ROW Permit Application. The City of Loveland Water and Power Division will contact you regarding the approval or disapproval of this request.

Approved Permit:

Once a ROW Application is approved the applicant will be notified by Public Works Engineering. If prior arrangements for payment have not been made; the Applicant will be required to pay all fees at pickup of the permit or prior to the City forwarding the approved permit. The Contractor shall keep a copy of the approved Permit and associated drawings at the construction site at all times. For some Permits a preconstruction meeting may be required prior to the Contractor beginning work.

City of Loveland ROW Permit Reviewers:

Public Works Engineering, Dan Krehbiel or Ken Maupin, 970-962-2527 or 970-962-2606
Traffic Division, Phil Lindgren, 970-962-2516
Water/Wastewater Division, Craig Weinland, 970-962-3750 or Chris Matkins, 970-962-3712
Storm Drainage Division, Chris Carlson, 970-962-2774
Power Division, Kathleen Porter, 970-962-3561

Construction Drawing Requirements:

The drawings shall contain a title block which indicates: Utility Owner along with the name, address, phone number of person or firm who prepared the map and date prepared or revised.

Street names are to be depicted by bold font; clearly depicted right-of-way with dimensions indicating width; whenever possible show the nearest cross street and/or street address; when appropriate show easements with dimensions indicating width

North arrow along with a written and graphic scale. Some plans may also need a Landscaping and/or Erosion Control Plan.

Existing curb and gutter, sidewalks and other hard surface or below ground structures in the immediate area of the proposed installation. All items shown must represent actual field conditions, both horizontally and vertically.

Existing utilities in the immediate area of the proposed installation. Each existing utility must be clearly identified as to type. All depicted utilities must represent actual field conditions both horizontally and vertically.

Proposed utility installation with a statement or dimension identifying **horizontal** placement relative to a right-of-way line or easement line. Additionally, other map details or horizontal dimensions may be required when the proposed utility is in close proximity to existing utilities or structures. A statement or dimension must also be included identifying the beginning and ending points, as well as, the total length of proposed utility installation.

Proposed utility installation with a statement or dimension identifying **vertical** placement relative to the finished surfaced of the area over the proposed installation. Additionally, other map details or vertical dimensions may be required when the proposed utility is in close proximity to existing utilities or structures.

Design and construction drawing revisions may be required when field conditions warrant.

For question regarding this information I can be reached at: City of Loveland/Public Works Engineering/410 E. 5th Street/Loveland, CO 80537. Phone (970) 962-2510; Fax (970) 962-2908; Email debaed@ci.loveland.co.us

Respectfully Submitted,



Dave DeBaere