



**Major ROW Permit Application**  
**For work on Collector and Arterial Roadways**  
**For Excavations or Work on High Volume Streets or**  
**Work Requiring Street, Sidewalk or Travel Lane Closures**

**Right-of-Way Permit**  
**Engineering**  
**2525 W. 1<sup>st</sup> Street**  
**Loveland, CO 80537**  
**Engineering@cityofloveland.org**

**Applicant MUST call 48 hours prior to work for inspection**

**Applicant: Fill out Sections 1-6 only**

**City Use Only**

1. Applicant Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Subcontractor: \_\_\_\_\_  
 Phone: \_\_\_\_\_

2. Is this a City project? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If so, Project Manager's Name: \_\_\_\_\_  
 Party Responsible for Payment: \_\_\_\_\_

3. Address/Intersection of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Applicant is Responsible to Notify the Following:  
☐ All property owners/residents adjacent to work zone  
☐ Emergency Services  
☐ School districts adjacent to work zone  
**Mark box next to each group after notification**

5. The Following Items are **REQUIRED** for Permit Approval:  
☐ Application must be completed and signed by the party responsible for the permit  
☐ Approved certificate of liability insurance must be on file with Public Works and must match Permit Applicant  
☐ Copy of traffic control plan attached for Department review  
☐ Copy of CDOT permit included – required for all work conducted within the state highway right-of-way  
**Mark box after completing each item**

6. By signing this permit, the Applicant, under penalty of perjury and any other applicable State or Federal laws, verifies that they have read and understand all of the permit requirements and provisions set forth; that they have the authority to sign for and bind the Applicant, if the Applicant is a corporation or other entity; and that by the virtue of their signature the Applicant is bound by and agrees to comply with all said permit requirements and provisions, all City of Loveland ordinances, and state laws regarding facilities construction. The undersigned also declares that all information provided on this form and any submitted attachments are to the best of their knowledge true, accurate and complete.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Permit #: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_  
**Call for Inspection:** \_\_\_\_\_  
 Signature: \_\_\_\_\_

☐ Traffic signed off, verified by inspector

**Fee Calculation**

**Application**  
 Concrete work, Dumpsters & PODS: **\$60** \$ \_\_\_\_\_  
 Minor roadway excavation: **\$175** \$ \_\_\_\_\_  
 Major excavation: **\$375** \$ \_\_\_\_\_

**Excavation Qty**  
 Non-paved streets or alleys: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$0.40/ft<sup>2</sup>  
 Streets older than 5 years: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$3.00/ft<sup>2</sup>  
 Streets 5 years and newer: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$10.00/ft<sup>2</sup>

**Potholing or Vacuum Excavation Qty**  
 Non-paved streets or alleys: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$6.00 each  
 Streets older than 5 years: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$18.25 each  
 Streets 5 years and newer: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$54.50 each

**Other Qty**  
 Horizontal boring and tunneling: \_\_\_\_\_ \$ \_\_\_\_\_  
 \$0.35/lineal foot  
 Unpaid permits/fines: \$ \_\_\_\_\_  
**Total: \$ \_\_\_\_\_**



# City of Loveland Right-Of-Way Permit Requirements & Quantities Sheet

Right-of-Way Permit  
Engineering  
2525 W. 1<sup>st</sup> Street  
Loveland, CO 80537  
Engineering@cityofloveland.org

This Page must be submitted with all R.O.W. Permit Applications

## Traffic Control Plan / Time Restrictions / Fees / Fines

Traffic Control Plan approved for date(s) \_\_\_\_\_

### Street and Travel Lane Closure Details

*Prior to closing any street or travel lane approval must be obtained from the City of Loveland. For the City to consider any street or lane closure the applicant must comply with the Right of Way Permit Street and Lane Closure Requirements. Arterial and/or State Highway closures are not allowed between the hours of **6:30 and 8:30 A.M. or 3:30 and 6:30 P.M.** without Permitted approval. If the street or travel lane is closed beyond the Permitted hours the Applicant will be subject to Fines. Fines will be assessed based on the enclosed Right of Way Work Permit Schedule of Fees and Fines.*

**Arterial or State Highway violation of work hours see page 3 for fines.**

Travel Lane Closures or Street Closures Allowed without Arterial or State Highway Time Restrictions:

☐ Yes ☐ No

**Note: Permits Allowed without Time Restrictions for Travel Lane or Street Closures are still required to be completed on or before the Permit Completion Date shown on page 1 or the Applicant will be subject to Fines.**

## SIGNATURES REQUIRED TO COMPLETE THE ROW PERMIT PROCESS

Initial Inspections: \_\_\_\_\_ Contractor \_\_\_\_\_ City Inspector Date: \_\_\_\_\_

During Construction: \_\_\_\_\_ Contractor \_\_\_\_\_ City Inspector Date: \_\_\_\_\_

Post Construction: \_\_\_\_\_ Contractor \_\_\_\_\_ City Inspector Date: \_\_\_\_\_

Restoration of Permit: \_\_\_\_\_ Contractor \_\_\_\_\_ City Inspector Date: \_\_\_\_\_

Warranty Period: \_\_\_\_\_ Contractor \_\_\_\_\_ City Inspector Date: \_\_\_\_\_

## Pavement Repair & Replacement Requirements

Flow fill material shall be required as utility trench backfill unless otherwise directed by the Local Entity Engineer. This requirement applies

Flow fill waived for this project? \_\_\_\_\_ Waiver by: \_\_\_\_\_

- Asphalt Thickness = Existing Asphalt plus 1" when patching

## Notes/ Comments/ or Additional Restrictions:



**City of Loveland**  
**Right-Of-Way Permit Requirements**  
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In accordance with the City of Loveland Ordinance, any and all work done within the City of Loveland Right-Of-Way required a Right-Of-Way permit. The City requires up to ten (10) business days for approval of the permit; except that the City of Loveland Traffic Department needs at least one (1) weeks' notice of any work done on Arterial Streets or on Colorado State Highways within the City of Loveland's limits.

**1. City of Loveland Traffic Division: Tyler Mead (970) 962-2750 or Nathan Beauheim (970) 962-2644**

Traffic control plans shall be approved by City of Loveland Traffic Division. Traffic shall be maintained on all rights-of-way. Flaggers shall be provided at any locations where the orderly flow of traffic is interrupted. Permittee shall provide all necessary signs and barricades in accordance with the Manual on Uniform Traffic Control Devices and its latest Colorado supplement in order to warn oncoming motorists of any installation or construction work. Any work done on a State Highway within the limits of the City of Loveland required both a Colorado Department Highways permit and a City of Loveland Right-Of-Way permit. CDOT permit must be obtained and included or presented with City of Loveland permit application. The City of Loveland will not issue a Right-Of-Way permit without documentation from the State of Colorado.

**2. City of Loveland Engineering Division: Darrin Moore (970) 962-2527**

Applicant is required to call for an inspection forty-eight (48) hours in advance of any work done within the City of Loveland Right-Of-Way. Permittee is required to follow all specifications, procedures, and requirements stated within the Loveland Municipal Code and in the Larimer County Urban Area Street Standards which can be obtained at <http://www.larimer.org/engineering/GMARdStds/UrbanSt.htm>. Failure to provide accurate dates of work can result in a fine.

**3. City of Loveland Water Department: Adrian Yebra (970) 962-3750 or Melissa Morin (970) 962-3709**

All conduit(s), bore(s), running perpendicular to any water or sewer main or service line must have 18" (inches) of vertical clearance to same. All conduit(s), bore(s), running parallel to any water or sewer main or service line must have a minimum of 6' (feet) of horizontal clearance.

**4. City of Loveland Stormwater Division: Chris Carlson (970) 962-2774 or Eric Lessard (970) 962-2773**

All conduit(s) bore(s), running perpendicular to any storm sewer pipe or inlet is required to have 18" (inches) of vertical clearance. All conduit(s), bore(s), running parallel to any storm sewer or inlet must have a minimum of 6' (feet) of horizontal clearance

**5. City of Loveland Power Department: Luis Sandoval (970) 962-3705**

No gas, water, sewer, or storm sewer utilities allowed in the same trench as any electrical utility. Any utility paralleling the electric utility must have a minimum of 3' (feet) clearance from the electric line. When crossing electric on an angle, 1' (foot) clearance must be met or the crossing must be concrete encased (or flowfill) between new utility and electric utility for a distance of 5' (feet) on either side of the electric line. If electric line is direct buried it must be covered with conduit prior to the concrete pour.

**6. Erosion Control**

All construction activities done within the ROW must take measures to ensure all materials except for rain water and snow melt are prevented from entering into the City of Loveland Stormwater sewer system.

**7. Proof of Permit**

Permittee will keep a copy of the Right-Of-Way permit on site of any construction within the City of Loveland Right-Of-Way at all times.

**8. Notification**

All property owners/residents, emergency services, and school districts adjacent to the work zone, shall be notified by permittee at least forty-eight (48) hours prior to any lane or road closure under this permit.

**9. Utility Locates**

Permittee will obtain all utility locates prior to any excavation activities.

**10. Insurance and Bond**

Approved certificate of insurance must be on file with the City of Loveland and may be submitted annually with coverage as follows: 1. The permittee shall carry and maintain in full effect at all times a commercial general liability policy, including broad form property damage, completed operations contractual liability, explosion hazard, collapse hazard, underground property damage hazard, commonly known as XCU, for limits not less than \$1,000,000.00 each occurrence for damages of bodily injury or death to one or more persons; and \$500,000.00 each occurrence for damage to or destruction of property; \$1,000,000.00 in comprehensive automobile liability and 2. Workers compensation insurance as required by state law.

Financial Surety in the form of Cash, Letter of Credit or Bond equal to or exceeding the value of the work done may be required as determined by City of Loveland.

**ALL FOREGOING PROVISIONS HAVE BEEN READ AND UNDERSTOOD AND AGREE TO. PERMITEE/CONTRACTOR WILL COMPLY WITH ALL CITY OF LOVELAND ORDINANCES, STATE LAWS, AND PROVISIONS REGARDING SUCH CONSTRUCTION AND ACTIVITIES PURSUANT TO THIS PERMIT.**