



Public Works Department

"Our mission is to provide outstanding service, safety and support for transportation infrastructure and maintenance."

Right-Of-Way General Conditions

Effective Date: January 1st, 2020

1. The Permittee shall apply for right-of-way permit at least ten working days prior to commencement of any work. Applicant shall not apply for a permit if work will not commence within 45 days.
2. Permittee is required to provide the following:

Project Description	Traffic Control Plan
Acknowledge ROW General Conditions	Street / Lane Closure Form
Job Value	Recorded easement documents
Plan and Profile (Level A or B per Gen. Cond)	Approval Letter from Outside Agencies

3. Prior to the start of work, a signed and approved right-of-way permit must be obtained. This permit and a complete set of plans must be maintained on the job site and available at all times. (Starting work before approved permit is in hand and pre-con is held with assigned Inspector will result a stop work order).
4. Working without a permit on site will result in "working without a permit fee" and work will be stopped until original permit is on site.
5. No one is permitted to perform construction, excavation or work in an area/location other than that specified on the right-of-way permit. The Public Works Inspector must be notified immediately if such circumstances arise.
6. A representative of the Permittee/Applicant and the contractor performing the work for the Permittee/Applicant must be in attendance at the pre-construction meeting.
7. The Permittee/Applicant remains responsible for the performance of the work identified in the right-of-way permit.
8. All work performed within the right-of-way will require inspection by a Public Works Inspector.
9. All work shall be described on an 8.5" x 11" sheet of paper and shall be drawn at a legible scale.
10. Surveying may be requested by the Public Works Inspector if right-of-way and easement boundaries are unclear.
11. All utility borings must be placed in utility easements if there is sufficient space available.
12. All bores that are greater than 300' in length may be required to submit a plan and profile set when applying for permit.
13. Water Distribution mains and Forced Sewer mains require SUE Quality Level A for all crossings. No Exceptions.
14. Storm sewer, gravity sanitary sewer and all other utility crossings require SUE Quality Level B-D as directed by the Public Works Inspector.
15. Record drawings of utility(s) placed must be submitted to right-of-way inspector before project can be closed out unless otherwise directed by the Public Works Inspector.
16. All work within the right of way will be limited by the Town to be performed on Monday through Friday, between the hours of 7:00 a.m. to 6:00 p.m. (unless otherwise approved by the Town Traffic Engineer).
17. No work shall be performed in the Town's right-of-way on weekends or holidays. No Exceptions.
18. Normal work day inspection hours are 7:00 a.m. to 4:30 p.m.
19. Inspections shall be scheduled through the assigned right-of-way inspector.
20. Permittee/Applicant is required to notify the Public Works Inspector immediately if an emergency situation occurs on the project.
21. The Permittee/Applicant agrees to indemnify and hold harmless the Town of Castle Rock, its employees and agents from any acts arising from the construction and/or maintenance, or Permittee's/Applicant's facilities or work covered by this permit.
22. The Public Works Inspector shall have access to all work and materials at all times.
23. The Public Works Inspector has the right to reject any and all materials being used, as well as issue a Stop Work Order if deemed necessary.
24. Permittee shall be responsible to procure all applicable municipal, state or federal permits, licenses, etc. necessary for the execution of work; and shall be responsible to abide by any State or Federal regulations or laws which are not otherwise specifically designated on the Plans or mentioned in the Town's Transportation Criteria Manual.
25. Permittee shall furnish all site surveys, easements, permits, etc. necessary to support construction of any improvement related to the project. The Public Works Inspector can also require this during construction to ensure placement is correct.
26. Street Lane/ Closure is required and shall be completed in full.
27. Seven day minimum for all traffic control reviews. 21-day minimum for all road closure reviews.
28. Projects greater than 1000' need to be phased into 1000' increments and submitted separately.

29. All work within roadways shall conform to the Town's Transportation Criteria Manual.
30. Right-of-way permit expires 45 days after the date of issuance if work does not commence.
31. Permittee shall be responsible for compliance with O.S.H.A. and to protect the public from any and all harm during the construction process. (Public Works Inspector has authority to shut project down for any and all safety concerns).
32. Permittee is responsible for maintaining all temporary construction repairs until permanent construction is completed.
33. All pavement cuts will be repaved within 48 hours of completion of repairs (unless weather prevents, must schedule patch with inspector if weather delay occurs).
34. All street cuts performed within the Towns' right-of-way must be flow filled or flash filled per CLSM Standards (50 PSI Minimum) as directed by the Public Works Inspector.
35. All street cuts must be saw-cut. (Debris and slurry from saw cutting must be vacuumed).
36. Asphalt pavement repair shall be a minimum of 6" full depth or match existing section if over 6". Concrete pavement repair shall match existing section. Materials and Installation shall be in accordance with CDOT Specifications.
37. All asphalt patches require a minimum of 18" t-patch. Mill must be 2" uniform depth around entire perimeter of trench.
38. The Public Works Inspector must approve all concrete and asphalt mix designs.
39. Permittee is responsible for preserving or replacing all survey monuments or benchmarks at each work site. If destroyed, Permittee has the responsibility to hire a Registered Land Surveyor to replace markings.
40. TESC Plan will be required when disturbing large area of right-of-way affecting drainage and landscaping.
41. All damaged sod, seed and blanketed areas must match existing sod or seed type and if work is being done in winter months a construction schedule for the repairs is required to be submitted to the Public Works Inspector.

Right of Way Fees

Right for Way Permit Fee	\$250.00
Administration Fee	\$200.00
Trench/Pavement Cut (Cost per Sq. Ft.)	\$8.00
Boring (Cost per Ft.)	\$1.00
Inspection Fee (\$65 for each additional after 3)	\$195.00
Not Ready for Inspection	\$195.00
Work Being Done Without a Permit	\$600.00
Subsequent Violations of Work Without Permit	\$1,200.00
Sidewalk Damage	\$55.00 Base+\$1.00 per sq. ft.
Curb and Gutter Damage	\$55.00 Base+\$1.00 per sq. ft.
Traffic Control Review	\$200.00
Traffic Control Per Day	\$75.00/ Day \$150.00 per day after Expiration
Striping Damage	\$35.00/ sq. ft.
Pothole Core Charge/ Pothole	\$150.00/ pothole

**Right of Way Permit Fee, Administration/ Traffic Control Plan, Traffic Control Review fees will be administered once permit is approved. These fees must be paid before permit will be issued. All other fees may be administered in accordance with work by the Public Works Inspector. All fees will be recorded on permit on site. The Public Works Inspector will also enter the fees into Etrak-It. All additional fees will be calculated and an invoice will be sent by the Public Works Inspector to the Permittee/Applicant on file once final punch list is complete.

All Right- Of- Way Potholes and street cuts must be repaired in accordance with the "Right-Of-Way Street Cut/ Pothole Repair Detail" unless otherwise instructed by the Town Inspector.