

Public Improvement Permit

Instructions

As of January 1, 2020, a new fee structure was created for any work impacting the public right of way. The new fees will apply whenever any portion/lane of any public sidewalk, alley, or roadway must be closed as a result of construction, repair, utility, or other activity. The published fee schedule can be found online.

Any permits that will impact the flow of vehicles, pedestrians, or other users of the public right of way will require submittal and approval of a traffic control plan (TCP) AND the street/lane closure application before the permit will be issued. This includes, but is not limited to, street cuts, sidewalk repair/replacement, dry utility access, lane closures, et al.

All traffic control plans (TCP's) must follow the requirements of the most current edition of the manual on uniform traffic control devices, which is available online at <http://mutcd.fhwa.dot.gov>. Generally, overnight closures/weekend work is not permitted and work involving traffic control may only occur between the hours of 7am to 7pm on arterial/collector roadways and 7am to 5pm on Local roadways. Special circumstances requiring exceptions to these general requirements will be evaluated on a case by case basis.

TCP's are required for emergency work as well as scheduled work-every effort will be made to expedite the review and approval of TCP's and permits for emergency work. The Town will not be under any obligation to accept any work performed prior to approval of a TCP and/or issuance of a permit even if said work is performed to Town standards.

It is the responsibility of the party performing the work to have a copy of the approved TCP on site at all times, and to conform to the approved TCP at all times unless the Traffic Engineering has approved otherwise.

The fees are calculated based on the information provided to the Town as part of the public improvement permit application process. The Town provides the following TCP templates for use on local and alleyways to assist them in the submittal of the required TCP. It remains the applicant's responsibility to implement an appropriate TCP to maintain a safe working area and operation of public ROW. Please see the street map for street classification here:

<https://castlerock.maps.arcgis.com/apps/webappviewer/index.html?id=e57f4e5e66b547f0bd7bd8f9e8ebda9f>

Sample plans are provided for local street and alleyways as a courtesy only. The Town reserves the right to require any further information or modifications according to the Town's engineering judgement.

PLEASE NOTE THAT RESUBMITTALS AND WORK THAT HAS EXPIRED COULD BE SUBJECTED TO ADDITIONAL FEES.

Traffic control plans must be prepared specific to the work in question and include, at a minimum, the following information IN ADDITION TO the appropriate traffic control devices necessary for the traffic control plans(s) to be compliant with the Manual on Uniform Traffic Control Devices (MUTCD):

1. Permit applicant contact info including: Company Name, Contact Person, Address, and Phone Number.

2. Location of the work zone-street(s) should be labeled and posted speed limits indicated.
3. Taper length.
4. Classification of the street impacted.
5. Start and duration of the project.

ALL STREETS/ALLEYS

If the extent of your work and your traffic control generates the need for a vehicular/pedestrian detour, a separate detour plan shall be submitted as part of your overall TCP submittal.

By submitting any Traffic Control Plan, the applicant agrees to provide all the traffic control devices indicated on the APPROVED TCP. Any discrepancy between the approved TCP and field conditions could result in work stoppage until corrected or approved by the Town Traffic Engineer.

NOTIFICATION PROCEDURES:

- Applicant request must be made 21 days prior to street closure / 7 days prior to lane closure, shoulder or sidewalk.
- For streets with house frontage: Applicant is responsible for notifying adjacent owners 24 hrs. prior to any lane closure, and shall maintain access to all sidewalks and driveways.
- For ALL COLLECTOR/ARTERIAL/HWY ROADS: Applicant is responsible for installing notice signs 48 hours prior to any lane closure and shall maintain access to all sidewalks.
- For all street closures, the Applicant is responsible for installing notice signs seven (7) days in advance of the closing.
- Community Relations for the Town will notify residents through social media, including Facebook and / or Nextdoor with details regarding any road closure or a lane closure on two-lane streets without house frontage (collector, arterial, and highways) at least 7 days in advance for a road closure and 48 hours in advance for a lane closure. It is required that contractors provide accurate and timely project detail, time/duration etc, to Town inspectors to facilitate travel information to the public.
- For all public notification requirements above, it shall be applicant's responsibility to notify the assigned PW inspector that the notification has been made and when.
- Applicant is responsible for providing work zone safety that meets the standards set forth in the *Manual on Uniform Traffic Control Devices (MUTCD)*.
- Applicant shall protect existing utilities, storm drains and structures from damage and shall be responsible for any repairs required as a result of the applicant's action, omissions or negligence.
- Applicant indemnifies and holds harmless the Town of Castle Rock and its officers, agents and employees from all liability, loss, cost and and/or damage to property.