



Public Works Department

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

Right-of-Way Permit Application Process

- ❖ Go to the Town of Castle Rock Website
 - www.crgov.com
 - Click on Town Government
- ❖ Click on Code Central
 - Click on Permit Application
 - Click on Right of Way Permit
 - Will Take you to Etrak-It Portal
 - Click on Apply/New Permit
 - Login-In or Create Account
 - Acknowledge Building Department message
- ❖ In Etrak-It
 - Select Permit Type
 - Right of Way Permit
 - Select Subtype
 - Bore
 - Pavement Cut
 - Small Cell ROW
 - Traffic Control Only
 - Other
 - Fill in Require Fields
 - Work Description
 - Job Value
 - Boring > 300 Plan and Profile is Required
 - Acknowledge Right of Way General Conditions
 - Acknowledge that if applying for Small Cell you are required to apply for a building permit.
 - Acknowledge Right of Way Permit expires in 45 days from issuance if work has not commenced.
 - Location
 - Enter specific address where Right of Way work will take place. If not result enter "right of way".
 - If there is no specific address, enter "right of way".
 - Attachments
 - Permittee/Applicant must attach required attachments.
 - Plan and profile (required if boring)
 - Traffic Control Plan/Street Lane Closure Application (required)
 - Engineered drawing of project (if applicable)
 - Applicant Information
 - Name
 - Address
 - State
 - Phone Number
 - Email
 - Zip Code

- Owner Information
 - *Owner information should reflect the owner of the company doing the work or the actual homeowner if the home owner is applying for the permit.
 - Name
 - Address
 - State
 - Phone Number
 - Email
 - Zip Code
- Review
 - Review fields that applicant filled out to ensure accuracy.
- Confirmation
 - Confirmation screen notes your permit has been submitted and is under review.
 - Applicant will get email notification once reviews are complete and permit is approved.
 - If application is not complete applicant will receive email requesting additional information

Email Verbiage below

Under Review

1. Your permit is now under review.
2. You will be notified when your permit is approved.
3. DO NOT start work without approved permit (Subject to \$600 fee for working without a permit)

- Approval
 - Once the review process is complete the applicant will receive an email saying permit is approved but not issued
 - Permittee/Applicant must log in to Etrak-It account to pay fees.

Email Verbiage Below

Approved

1. Your ROW permit is now approved.
2. Initial fees have been administered and must be paid on Etrak-It account before permit can be issued.
3. You will be contacted within 48 hours of payment by the Public Works Inspector to schedule a pre-construction meeting and to receive your permit.
4. DO NOT start work without approved permit (Subject to \$600 fee for working without a permit)
4. If you are not contacted by the Public Works Inspector within 48 hours of this email call (720) 346-0565.

- Issuance
 - Once initial fees have been paid the applicant will receive a call from the Public Works Inspector.
 - A pre-construction meeting will be scheduled.
 - Issued permit will be given to applicant and must remain on site at all times.
 - Work can commence once permit is given to applicant and schedule and work has been communicated to Public Works Inspector.
- Inspections
 - All inspection must be scheduled through the Public Works Inspector.
 - Fees will be assessed in accordance with the 2020 approved right of way fee schedule.
- Initial Walk
 - Once project has been completed contractor is responsible to schedule an initial walk with Public Works Inspector.
 - The contractor and the Public Works Inspector will walk the site and develop a punchlist.
 - Punchlist must be completed before project close out.
 - Record Drawings of work done must be sent to the Public Works Inspector before project can be closed out.

- Project Close Out
 - Punchlist items must be completed.
 - Contractor schedules final walk with Public Works Inspector.
 - Once final walk is completed the Public Works Inspector will total the fees on the inspection card the applicant has on site.
 - Public Works Inspector will enter final fees into corresponding right of way permit in Etrak-It and will develop and send an invoice for all fees occurred throughout construction to the permittee/applicant on file.
- Applicant Payment
 - Once applicant receives invoice they must log-in to their Etrak-It account and pay.
 - Permit will not be closed out until fees are paid.
 - If fees are not paid contractor will not be able to renew license with Town until fees are paid in full.