



Public Works Department

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

Right-Of-Way (ROW) General Conditions

And

Fee Schedule

Effective Date: January 1st, 2021

Before You Apply:

1. Please do not apply for a permit if work will not commence within 45 days, all permits have a 45-day expiration. Issued Permits are not renewed or extended.
2. Any and all work being done in Town ROW or in/across a Town owned utility easement requires an approved ROW Permit before the start of work. This includes all TOCR infrastructure and any infrastructure that will be owned by TOCR at any point in the future, in any ROW or easement.
3. When sleeves are available, they must be used.
4. The review/approval process for ROW permits requires a min. of 7 business days. A 7-day minimum is required for all traffic control reviews, a 21-day minimum for all road closure reviews.
5. All work within the ROW or Easement will be performed Monday through Friday, between the hours of 7:00 a.m. to 6:00 p.m. (unless otherwise approved by the Public Works Director). Permits may include additional time restrictions depending on scope of work and location, restrictions will be stated on the Permit. No work shall be performed in the Town ROW or Easement on weekends or holidays. Any work done outside these time limits will be subject to a ROW Permit Violation fee (See Fee Table below)
6. Permittee/Applicant (hereafter Permittee) may be required to provide the following determined by scope of work:
 - a. Project Description Overview
 - b. Traffic Control Plan
 - c. Acknowledgement of ROW General Conditions
 - d. Street/Lane Closure Form
 - e. Approval Letter from outside agencies
 - f. Recorded Easement Documents
 - g. Job Value
 - h. Plan and Profile or As-Built may be required (SUE Level A or B)
7. The Permittee is responsible for the performance of the work identified in the ROW permit and subject to all fees and fines assessed.
8. The initial cost of the permit covers the submission, reviews, approvals and fees associated with issuance of the permit. Additional fees may be assessed before, during, and after work depending on scope of work, fines, and established fees. An invoice with additional fees will be sent to the Permittee after all work is completed, including final punch list items (See Schedule of ROW Fees below).
9. Project Description, Overview, and Scope of Work cannot be changed or altered once submitted. If changes need to be made a new permit must be applied for. If a ROW permit is approved and additional work needs to be done in the same area by the same contractor, or another contractor, an additional permit is required.
10. Emergency permits will be subject to an emergency permit fee for expediting the ROW permit process (See

Fee Table below).

11. The Town reserves the right to request a Plan and Profile for any ROW/Easement project, and/or project as-built for completed projects. All P&P or As-Built is required to be SUE Quality Level A (physically locating the existing utility and confirming the utility material, the utility depth, and recording the measurements vertically and horizontally from top of pipe to a set or know point) or SUE Quality Level B (locating the underground utilities by marking provided by 811 or by using known records of the owner of the existing utility) as directed by the Town Inspector.
12. Any ROW/Easement projects greater than 1000' need to be phased into 1000' increments and submitted separately.
13. Soda blasting or power washing of all paint markings or other added markings from construction may be required to be removed at the discretion of the Town Inspector.
14. A Temporary Erosion/Sediment Permit (TESC) will be required when disturbing large areas of ROW or Easement affecting drainage and landscaping in accordance with TOCR Storm Drainage Design and Technical Criteria Manual. Open trenching in excess of 1000' requires a TESC Permit.
15. 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.
16. 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.
17. All work/repairs within public roadways shall conform to the Town's Transportation Criteria Manual.
18. Permittee shall furnish all site surveys, easements, permits, etc. necessary to support construction of any improvement related to the project as requested by the Town Inspector.
19. The Permittee 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.

Before You Work:

20. Prior to the start of work, a signed and approved ROW permit must be obtained. The Town issued hard copy (purple cover) and a complete set of plans must be maintained on the job site and available at all times. Starting work without approved permit and a pre-construction (Pre-Con) meeting with assigned Town Inspector will result in ROW Permit Violation (1st Offense) and work will be stopped (See Fee Table below).
21. A representative of the Permittee and the contractor performing the work for the Permittee/Applicant must be in attendance at the Pre-Con.
22. ROW or Easement **occupancy** requires **48 hr.** notice prior to start of permitted work. Notification is given to the assigned Town Inspector. If scheduled work is not communicated by the permittee/contractor 48 hrs. in advance, the work will be postponed for adequate notice of work to Town departments as necessary.
23. All work performed within the ROW will require inspection by a Town Inspector. Normal work day inspection hours are 7:00 a.m. to 4:30 p.m. All excavations or potholes must be backfilled or safely barricaded by 4:30 p.m. and approved by the Town Inspector.
24. The Town Inspector can halt work on any project at any time if any condition is deemed unsafe or does not meet any of the ROW General Conditions. A formal Stop Work Order will be issued, as necessary, to address the terms to continue work on the project.
25. Specific **Inspections** (such as asphalt patches, concrete pours, utility tie-ins, etc.) are scheduled through the assigned Town Inspector. Inspections are scheduled with **24 hr.** advanced notice.
26. The Town Inspector will have access to all work and materials at all times and has the right to reject any and all materials being used that do not meet Town specifications.
27. Utility Locates must be visible on site with a valid Utility Notification Center of Colorado (811) ticket. A Positive Response is required from all listed Tier One Utility Owners for work to begin.
28. Sidewalks are intended for pedestrian access and not to be used for vehicle travel or parking.

29. Please schedule accordingly, all site **restoration** must be completed within **2 weeks** from project completion. All **pavement cuts** or damage to **storm water flow lines** must be fully repaired in **48 hours**. Any work not completed will be assessed a fee per day until the restoration/repair is completed (See "ROW Damage Per Day" Fee listed on Fee Schedule below).
30. Work will be limited to the area indicated on the Permit Overview, Limits of Construction per approved plans, or approved Traffic Control. The Town Inspector is to be contacted prior to any work outside the approved area.
31. Any damage, accident, or unusual circumstance must be immediately reported to the Town Inspector for coordination of response as needed. For utility damage, report to 811 for proper response from utility owners. In the event of a **gas hit**, Emergency Services must be notified by calling **911**, the safety of the situation must be determined by emergency personnel. In the event of a **water hit**, do not turn privately owned water valves to stop the flow of water, immediately call Castle Rock Police Non-Emergency at **303-663-6100** who will notify Castle Rock Water.

During ROW/Easement Construction:

32. All utilities placed in roadway sections must be at a minimum depth of 36" and a minimum of 24" under sidewalks.
33. Private utilities must be placed within a Schedule 40 PVC sleeve across all public right-of-ways, including sidewalks, to accommodate future repairs without street cuts or sidewalk damage.
34. Utility conduits sleeves shall terminate into a pull box at each end. A tracer wire shall be installed directly above the pipe and pull string within the pipe.
35. All private utilities must maintain a minimum of 18" vertical clearance of Town owned utilities. Special permission must be granted to cross under water lines, the permission will be obtained by the Town Inspector.
36. All utility borings crossing existing Public Infrastructure including water distribution, gravity and forced sanitary sewer, and storm sewer mains must have a SUE Quality Level A investigation done before work can begin as determined by the Town Inspector.
37. All street/sidewalk cuts performed within the Town ROW must be flow filled or flash filled per CLSM Standards (50 PSI Minimum) as directed by the Town Inspector.
38. All street/sidewalk cuts must be clean saw-cut. Debris and slurry from saw cutting must be vacuumed.
39. Asphalt pavement repair shall be a minimum of 6" full depth or match existing section if over 6". Materials and Installation shall be in accordance with CDOT Specifications.
40. All asphalt patches require a minimum of 18" t-patch. Mill must be 2" uniform depth around entire perimeter of trench.
41. The Town Inspector must approve all concrete and asphalt mix designs.
42. All ROW 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.
43. Permittee is responsible for maintaining all temporary construction repairs until permanent construction is completed.
44. 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 the markings.
45. No construction equipment or materials can be left/stored in the ROW overnight including traffic control devices.

Following ROW/Easement Construction:

46. All locate flags, tracking pads, survey stakes and any other items or debris related to the project must be removed from the site upon completion of permit.
47. 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 coordinated with the Town Inspector.
48. Restoration is required as needed to return the work area to original condition per the Town Inspector.

Right-of-Way Fee Schedule

Right-of-Way Permit Fee	\$200.00
Traffic Control Review	\$200.00
Inspection Fee (\$65 for each > 3)	\$195.00
Boring In Public Right of Way	\$1.00 / linear ft.
Not Ready for Inspection	\$195.00
ROW Permit Violation 1st Offense	\$600.00
ROW Permit Violation 2nd Offense	\$1,200.00
Sidewalk Damage	\$55.00 Base + \$1.00 / sq. ft.
Curb and Gutter Damage	\$55.00 Base + \$1.00 / sq. ft.
Pavement Excavation Degradation Fee	TBD (see below)
Obstructions to Public ROW	\$75.00 / Day, \$150.00 / Day after Expiration
Striping Damage	\$35.00 / linear ft.
Pothole Core Charge	\$150.00 / Pothole
Right-of-Way Damage	\$75.00 / Day
Working Without Locates	\$500.00
Emergency ROW Permit	\$300.00
Easement Crossing Permit Fee	\$195.00
Sidewalk Closure ONLY Permit	\$195.00
Landscaping / HOA Right-of-Way Permit	\$195.00

ROW 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. 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 Town of Castle Rock to the Permittee on file once final punch list is complete.

Pavement Excavation Degradation is calculated with an established formula considering the pavement cuts, percent damage, service life lost, and percent of life lost for a specific roadway. This calculation is specific for each location where pavement cuts are required. This formula is available as needed and can be explained by the Town Inspector assigned to the work.

Acknowledgement of Terms

I, (Contractor/Permittee) _____, hereby acknowledge on this date _____ that I agree to these Right-of-Way General Conditions and understand that I am responsible for upholding all requirements and standards presented in this document. I acknowledge that I am responsible for any and all work/damage done while working under a valid Right of Way permit and that standard fees may apply while doing so.