



PERMIT APPLICATION Excavation or Encroachment in the Public Right of Way

Please complete this application for an Excavation or Encroachment Permit within Silverthorne Right-of-Way (ROW). Reference the *Construction, Encroachment and Excavation Standards* and the *Right of Way Permitting Standards* for more details on the right of way excavation and encroachment process, additional requirements, and fees. If necessary, attach additional sheets to fully answer any of the following sections. Submit the complete application electronically to: ROWPermitting@silverthorne.org

DATE: _____

ASSOCIATED PROJECT NAME: _____ ROW Permit # _____

ROW Occupation Start Date: _____ Projected Date of Completion _____

PROPOSED LOCATION OF Excavation or ENCROACHMENT:

Address: _____

Location Description: (Example: Located on the south side of 23rd Avenue, 20 feet from face of curb, and 10 feet west of pavement on Private Drive. The footprint of the sign is four (4) square feet.)

Check Box: Excavation Encroachment

APPLICANT:

Name: _____

Company (if applicable): _____ Title: _____

Address: _____

Telephone number: _____ Email address: _____

OWNER OF ENCROACHMENT (Who the permit is issued to): Check if the same as Applicant

Company: _____

Owner Contact: _____

Address: _____

Telephone Number: _____ Email address: _____

Check all that apply & attach plan				
Work Description	Work Type		Type of Encroachment	Cut Info
<input type="checkbox"/> Install	<input type="checkbox"/> Water	<input type="checkbox"/> Manhole	<input type="checkbox"/> Entire Road Width	<input type="checkbox"/> Asphalt
<input type="checkbox"/> Repair	<input type="checkbox"/> Sewer	<input type="checkbox"/> Culvert	<input type="checkbox"/> Entire Road with Intersect.	<input type="checkbox"/> Concrete
<input type="checkbox"/> Abandon	<input type="checkbox"/> Electric	<input type="checkbox"/> Ditch	<input type="checkbox"/> Single-lane Closure	<input type="checkbox"/> Curb & Gutter
<input type="checkbox"/> Encroach	<input type="checkbox"/> Gas	<input type="checkbox"/> Storm drain	<input type="checkbox"/> Lane Closure with Intersect.	<input type="checkbox"/> Shoulder (natural
<input type="checkbox"/> Bore	<input type="checkbox"/> Telephone	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Shoulder or Sidewalk	ground)
	<input type="checkbox"/> Cable	<input type="checkbox"/> Right of Way	<input type="checkbox"/> Other ROW Encroachment	

ROW Excavation and Encroachment Fees					
Duration	ENTIRE ROAD	w/ INTERSECTION	SINGLE LANE	w/ INTERSECTION	SHOULDER, PARKING or SIDEWALK
Half Day	<input type="checkbox"/> \$100/each	<input type="checkbox"/> \$150/each	<input type="checkbox"/> \$50/each	<input type="checkbox"/> \$100/each	<input type="checkbox"/> \$25/each
Full Day	<input type="checkbox"/> \$200/day	<input type="checkbox"/> \$250/day	<input type="checkbox"/> \$100/day	<input type="checkbox"/> \$200/day	<input type="checkbox"/> \$50/day
24 Hours	<input type="checkbox"/> \$400/each	<input type="checkbox"/> \$450/each	<input type="checkbox"/> \$200/each	Not Allowed	<input type="checkbox"/> \$100/each

- 1) Applicant to track the number of days utilized and the type of encroachment, and report back to Public Works Billing upon closing out the permit to SWischnack@silverthorne.org
- 2) Public Works Billing will provide the total fee to the Applicant and the link for online payment.
- 3) Include the Project Name and Permit Number upon payment.

DESCRIPTION OF PROPOSED EXCAVATION or ENCROACHMENT: In the space below, describe the proposed project and type of encroachment. Additionally, provide a site plan in PDF with the location and dimensions of the encroachment, property lines, structures, curb/flowline, sidewalk, poles, bus stops, etc. Please reference the Construction, Encroachment and Excavation Standards and the Right of Way Permitting Standards for additional application requirements.

TRAFFIC CONTROL: Traffic Control is required in most cases. Please attach a separate Traffic Control Plan prepared by a certified Traffic Control Supervisor. In some cases, residents can describe the traffic control below.

INDEMNITY AND INSURANCE:

Obtain and keep current a policy of insurance in the name of the permittee, with the Town as a named insured, covering the location of the Encroachment on the public property for which the permit is issued.

I understand and agree:

_____ (Applicant signature)

STAFF NOTES OR CONDITIONS OF APPROVAL:

Permit Approved By:

_____ Town Approval (Staff name)

Project Name	Conditions	(Initial Each):
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1. Work must only be done pursuant to the Permit **Monday through Saturday between 7 A.M. and 7 P.M.** Any work done outside of these hours is a violation of this Permit.
2. All work done pursuant to the Permit shall be performed in accordance with all applicable standards and specifications. This includes, but is not limited to, Town of Silverthorne: Town Code, Street Standards, Drainage Standards, Utility Standards, and Construction in the Right of Way Specifications. It is the responsibility of the Applicant to determine which standards and specifications are applicable to the work to be done pursuant to this Permit.
3. Applicant assumes full responsibility for any and all damages or claims resulting from the performance of work for which the Permit was issued. Applicant agrees to indemnify and hold the Town of Silverthorne harmless from any and all claims, demands and suits, including Town's attorneys' fees, arising from or related in any way to the performance of work for which the Permit was issued.
4. Applicant represents to the Town that its employees, agents, and subcontractors who will perform the work for the Permittee will be fully covered by Worker's compensation insurance when performing the work.
5. Commercial General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$1,000,000 general aggregate. The policy shall be applicable to all premises and operations, and shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall include the Town and the Town's officers, employees, and contractors as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations. Insurance requirement may be waived by the Public Works Director if deemed the insurance is not applicable for the type of work (by resident directly, etc.).
6. Applicant is responsible for all utility locates and associated costs. Excavators must call 811 prior to digging, meeting State requirements. Removal of all locate flags or stakes is required upon completion of work.
7. Any street, which is excavated pursuant to the Permit, must be opened to traffic and drivable by 7:00 p.m. each day.
8. The Permit is valid for only the dates of work specified on the Permit. If changes or extended work dates are necessary to complete the work, the Applicant is required to inform the Public Works Department immediately in writing. The Applicant may be required to resubmit a new permit for the work and pay fees associated with the Permit.
9. Excavations done pursuant to the Permit must have a temporary patch (cold patch) applied immediately after the completion of the work for which the Permit was issued. Fill shall be placed in lifts not to exceed 12". Fill shall be placed to a uniform depth and compacted to 95% Standard Proctor relative density using mechanical compaction methods to ensure satisfactory results. The Town may waive any required testing if it deems the compactive effort and quality to be satisfactory. Native material for backfill shall be reasonably dry; however, if deemed necessary, Applicant may be required to introduce additional moisture to ensure reasonable compaction. No rock larger than 8" in diameter shall be acceptable for backfill. In traveled roadways, the final 12" lift of backfill shall consist of two 6" lifts of Class 6 structural backfill placed and compacted 2" below finished asphalt grade to facilitate paving. All excavations, which are made in paved Town streets, shall be restored with hot bituminous pavement patch within fifteen (15) calendar days of the completion of the work for which the Permit was issued. Cores made in concrete shall be replaced and grouted in place. Concrete paving removed shall be replaced in-kind, including reinforcement, within fifteen (15) calendar days.
10. Applicant shall use infrared replacement technique in asphalt when working in Town Streets.
11. Applicant may be asked to inform the Town Public Works Department 24 hours before completion of backfill.
12. Applicant shall restore all slopes and drainage ditches to their original condition prior to the permitted work. In many cases, the Applicant may be asked to reseed ditches.
13. Applicant agrees to guarantee the work for which the Permit has been issued for a period of one (1) year from completion; and to immediately repair or replace same, at the option of the Town, should the work become unsatisfactory to the Town within such 2-year period.
14. The Permit may be suspended or revoked, or work authorized to be done pursuant to the Permit temporarily halted, by the Town Engineer or the Director of Public Works, or their designee, if it is determined that the Applicant has violated any of the terms and conditions of the Permit.
15. It is the Applicant's responsibility to ensure that the street and sidewalk are kept free of debris. If the Applicant's job area requires sweeping by the Town, the applicant will be charged accordingly. Applicant must protect the storm drains and culverts from any debris as part of the work.
16. It is the responsibility of the Applicant to ensure that work being done does not adversely impact water quality. In some cases, a water quality control plan may be required.
17. Adequate traffic control must be maintained at all times. Inadequate traffic control will result in a STOP WORK order.
18. **This permit expires on November 1st of the year issued**, as a ROW moratorium is from November 1st to April 30th each year, prohibiting any use of the Town ROW.