



TOWN OF KEENESBURG  
 91 W. BROADWAY AVENUE  
 PO BOX 312  
 KEENESBURG, CO 80643  
 Phone: (303) 732-4281  
 www.townofkeenesburg.com

**APPLICATION AND PERMIT FOR  
 PUBLIC RIGHT OF WAY / ACCESS**

Permit No. \_\_\_\_\_

**Information Sheet**

Any excavation or opening in or under the surface of any street, alley, sidewalk or other public right-of-way (R.O.W.) within the limits of the TOWN OF KEENESBURG shall be performed by a bonded contractor. Unless acting under a contract with the Town, it is unlawful for any person, other than a duly authorized Town official or employee in the course of his employment, to make or cause or permit to be made any of the above said work without first acquiring an excavation permit from the TOWN OF KEENESBURG.

All contractors are required to provide the TOWN OF KEENESBURG with a certificate of insurance naming the Town as an additional insured. **TOWN OF KEENESBURG 91 W. BROADWAY AVENUE PO BOX 312 KEENESBURG, CO 80643 (303) 732-4281**

**Property Owner**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 EIN Number: \_\_\_\_\_ License Number: \_\_\_\_\_

**Type of Permit Requested**

Bore \_\_\_\_\_ Street Cut \_\_\_\_\_ Trench \_\_\_\_\_ Sidewalk Cut \_\_\_\_\_  
 Access \_\_\_\_\_ Other (please describe) \_\_\_\_\_

**Project Type:**

Water \_\_\_\_\_ Sewer \_\_\_\_\_ Gas/Electric \_\_\_\_\_ Curb/Gutter \_\_\_\_\_  
 Street \_\_\_\_\_ Storm Water \_\_\_\_\_ Irrigation \_\_\_\_\_ Alley \_\_\_\_\_  
 Oil/Gas Pipeline \_\_\_\_\_ Sidewalk \_\_\_\_\_ Driveway \_\_\_\_\_ Access \_\_\_\_\_

**Impacted Surface** (check all that apply):

Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Gravel \_\_\_\_\_ Other \_\_\_\_\_

**Planned Restoration:**

Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Road Base \_\_\_\_\_ Surface Gravel \_\_\_\_\_  
 Reseeding \_\_\_\_\_ Mulching \_\_\_\_\_ Erosion Control \_\_\_\_\_ Flow Fill \_\_\_\_\_  
 Structural Fill \_\_\_\_\_ Native Soil \_\_\_\_\_ Compaction Testing \_\_\_\_\_  
 Dusting Chemical \_\_\_\_\_ Other \_\_\_\_\_

**Authorized Agent / Applicant** (If different from Owner)

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 EIN Number: \_\_\_\_\_ License Number: \_\_\_\_\_

**Parcel Location**

The access is on: \_\_\_\_\_  
 Nearest Intersection: \_\_\_\_\_  
 Section/Township/Range: \_\_\_\_\_  
 Dist. From Intersection: \_\_\_\_\_  
 Total # of Existing Accesses to Parcel: \_\_\_\_\_

**Proposed Access Information**

Culvert Size & Type: \_\_\_\_\_  
 Material Used to Construct Access: \_\_\_\_\_  
 Construction Start Date: \_\_\_\_\_  
 Construction End Date: \_\_\_\_\_

**Proposed Use**

Temporary (Tracking Pad Required) \_\_\_\_\_ Oil & Gas \_\_\_\_\_  
 Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_  
 Field (Agriculture Only) \_\_\_\_\_ Subdivision \_\_\_\_\_

**Required Submittals** (Office Use)

Drawings/Plans \_\_\_\_\_ HMA Mix Design \_\_\_\_\_ Easement \_\_\_\_\_ Traffic Control Plan \_\_\_\_\_ Cert. of Insurance \_\_\_\_\_ SWMP \_\_\_\_\_  
 Road Base Specs \_\_\_\_\_ Other Permits \_\_\_\_\_

**TOWN OF KEENESBURG APPROVAL REQUIRED**

**FAILURE TO CLEAN UP WILL BE CHARGED TO CONTRACTOR/OWNER**

It is agreed and understood that all work performed shall be completed in accordance with all applicable codes, statues and ordinances and any other requirements as determined necessary by the Town of Keenesburg. It is further understood and agreed that any work performed shall be at the sole expense of the applicant and the applicant shall hold the Town of Keenesburg harmless from all suits and damage resulting from work performed pursuant to this application and permit. Applicant also agrees to maintain suitable safety devices around excavations in order to ensure public safety until such time as work is completed. Applicant also understands that he/she is responsible for the restoration; backfilling and patching of said excavation and will notify the Town of Keenesburg Public Works Department at least 24 hours before all inspections so the work may be inspected by an official designated by the Town of Keenesburg.

In the event work is completed without inspection and approval, the applicant may be required to remove the work and undertake any corrective action at the applicant's expense. For Keenesburg Public Works inspection call 303-732-4281. For all utility locates call 811.

Upon acceptance of this permit, the undersigned, representing the permittee, verifies that he/she has read and understands all provisions of the permit and has authority to sign for, and bind, the permittee and by his/her signature hereon agrees to and understands all of the conditions set forth herein.

Any person who makes cut or excavation shall indemnify and hold the Town harmless from any and all suits, claims, losses or damages which arise from, or are connected with, or result from such work.

Upon completion of the work, the applicant shall provide the Town with As-Built drawings depicting the type and location of all construction in the Right-of-Way.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

***Property owner must co-sign application if final acceptance of subdivision or streets has not been granted. This signature is an acknowledgment that the owner is aware of the planned work; Town of Keenesburg does not construe the acknowledgment as an approval.***

**Illustrate Project Below**

**Office Use Only**

Permit Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee:   \$100.00   Deposit (if required): \_\_\_\_\_ Permit #: \_\_\_\_\_

**Project Completion**

Public Works Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Release deposit: Yes \_\_\_\_\_ No \_\_\_\_\_ Partial \_\_\_\_\_

Deposit refunded by: \_\_\_\_\_ Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

### PERMIT FEES - Section 11-2-100

A fee of one hundred dollars (\$100.00) shall be charged for a permit issued under provisions of this chapter.

### PERMIT DEPOSIT REQUIREMENTS - Section 11-2-100

Applicant shall deposit with the Town of Keenesburg five hundred dollars (\$500.00) for a gravel or unpaved right of way and one thousand dollars (\$1000.00) for a paved right of way. If for any reason the amount of the deposit made under this section is insufficient to cover the cost of work covered by it, or if any damage shall have been done not contemplated in the original estimate, which will have caused increased expenditure by the Town, the amounts of such deficiency or damage shall be certified to the Town Clerk, who shall collect the same from the person to whom the permit was issued. No further permits shall be granted to such person, or any other person on their behalf, until the amount of such deficiency or damage shall have been paid.

### PERMIT DEPOSIT RETURN CONDITIONS - Section 11-2-100

After completion of the work covered by a permit issued under this chapter, to the satisfaction of the Director of Public Works, he/she shall certify to the Town Clerk the cost of any work or materials performed or furnished by the Town, and the Clerk, after deducting such amount, shall pay any surplus remaining from the amount deposited under Section 11-2-100 to the person making the deposit.

### TERMS AND CONDITIONS

1. Applicant acknowledges
  - A) Receipt of applicable Administrative Procedures
  - B) Availability of Subdivision Regulations and the Roadway Design and Construction Standards.
2. All work must conform to the approved construction plans and requirement of the Roadway Design and Construction Standards. **Additional Town requirements (e.g. depth of burial, adjustments to location, markers) may apply.**
3. THE PERMITTEE SHALL NOTIFY THE TOWN OF KEENESBURG PUBLIC WORKS DEPARTMENT AT LEAST 48 HOURS, BUT NOT MORE THAN 96 HOURS IN ADVANCE OF COMMENCING WORK.
4. For paved road cuts, Permittee shall place a temporary cold mix asphalt patch (minimum thickness 4 inches) immediately after the backfill and compaction is completed for each separate cut included on this permit. Backfill and compaction is to be performed within 24 hours after the work is completed. The cold mix asphalt patch shall be maintained by the contractor until the permanent hot mix asphalt patch is applied (required within 7 calendar days).
5. Permits are issued subject to the approval of Town, County, State or other governmental agencies having either joint jurisdiction over the section of road or R.O.W. or authority to regulate land use by means of zoning and/or building regulations. It shall be the applicant's responsibility to determine the necessity of and to obtain any such easements and approvals which may be required.
6. Permits may be extended at no expense, at the option of the Town of Keenesburg Public Works Department, if presented prior to the expiration date included on the permit.
7. The applicant shall be responsible for locating, relocating or adjusting any utility facilities located on the road right-of-way as required to accommodate the road approach or other facility applied for. Construction of the utility, road approach or other facility by the applicant, his agent or contractor, will be permitted only after the applicant has furnished the Director of Public Works evidence that satisfactory arrangements for said location, relocation or adjustment have been made with the owner of the affected utility facility.
8. When construction plans and specifications are required, they shall be submitted in accordance with the requirements of the Roadway Design and Construction Standards prior to issuance of any permit. For maintenance projects involving street cuts, the applicant shall submit their request in form of the street cut and R.O.W. permit. This permit shall be accompanied by construction plans showing the type, size and location of the proposed installation or repair and shall include types and depths of buried facilities. A plan for traffic control during construction, if required, must also be approved prior to issuance of permit.
9. Applicant must pay required fee and provide evidence of insurance and bonding, if required, prior to issuing the permit.
10. Repairs of damage caused to existing private or public facilities as a result of work carried out under a valid permit shall be the responsibility of the permittee.
11. No refunds shall be made on any permit fee.
12. Work done under a permit shall result in a repair being made to the street or other Town property involved. Said repair shall cause the street or other property to be returned to a condition equal to or better than original, within the limits of careful, diligent workmanship, good planning, and quality materials. Said repair shall be accomplished in the least possible time and with the least disturbance to the normal functioning of the street or other property.
13. All backfill material, compaction, and resurfacing of any excavation made in the Town R.O.W. or property will be done in accordance with the specifications and standards approved by and on file with the office of the Director of Public Works.
14. STOP WORK ORDERS. Any person, corporation, quasi-governmental agency, special district, mutual company, electric, gas or communication utility corporation, including Cable TV, who without first having obtained a permit and/or who having made a cut in a public R.O.W. which has settled, has failed, or which has not been repaired in conformance with established Town standards, shall be subject to a "Stop Work Order" issued by the Town whereupon that person, corporation, or utility shall, except for emergencies repair work, discontinue all work within public R.O.W. within the Town of Keenesburg until such time as the required repair has been satisfactorily completed. No further permits will be issued until the repair has been made, or the Town is reimbursed for their expenses. Town of Keenesburg may, on its own initiate, make required repairs and bill the responsible contractor.