

## Frequently Asked Questions

### When do I need a Traffic Control Plan?

Anytime construction activity will be conducted within the City's right-of-way, easements, parks, trails, or sidewalks.

### My work will only take a few minutes, do I need a Traffic Control Plan?

Yes. Even work which lasts only a few minutes can have an adverse impact on traffic and pedestrian movements.

### How long will it take to get a Traffic Control Plan approved?

Depending on the scope of work, approval of plans may take 5 to 15 working days.

### Will my hours of work be restricted?

Work on restricted streets is limited to working between the hours of 8:30am - 3:30pm. Work around schools may be restricted to certain hours to protect the safety of students.



*Construction Crews Working on Huron Street*

Inspection request line  
303-829-5359



**CITY OF NORTHGLENN**

**Public Works Dept.  
11701 Community Center Drive  
PO Box 330061  
Northglenn, Colorado 80233-8061  
Phone: 303-450-8984  
Fax: 303-450-8793**

**CITY OF NORTHGLENN**



## Right Of Way Permits

**Public Works Dept.**



**Inspection Request Line  
303-829-5359**

## How to Obtain a Permit

Permit applications are available at Northglenn City Hall, or you may access permit applications through the internet by visiting [www.northglenn.org/row](http://www.northglenn.org/row).

Detailed instructions for completing the application are included and will assist you in completing the application.

Once completed and submitted to City staff, the application will be processed in 5 to 15 working days.

- Work which requires no excavation in the right-of-way may take up to 5 working days for review.
- Work which requires excavations of less than 500 lineal feet in the right-of-way may take up to 10 working days for review.
- Work which requires excavation of more than 500 lineal feet in the right-of-way may take up to 15 working days for review, and the permit will be issued in 2 phases.

Phase 1 will allow for potholing of existing utilities. These locations can then be shown on engineered drawings showing profiles of the existing and proposed utilities.

Phase 2 allows for the installation of the facilities.

## Permit Requirements

In order for staff to review and process permit applications, specific information is required.

Contractor registration—This is an annual fee work will not be permitted at or in the vicinity of signalized intersections or on major streets and state highways without advance approval of the City of Northglenn Traffic Engineer and CDOT as applicable.

Furnish, install and maintain required traffic control devices and facilities, as required throughout the life of the contract (including periods of suspension).

Provide CDOT Certified flagmen when required.

Insure that survey crews and other employees working in or adjacent to a traveled roadway wear flagging garments as required for flagmen.

Provide adequate safeguards for workers and the general public.

Patrol the construction site as required to insure that all devices are in place and operating at all times.

Remove traffic control devices when they are no longer needed.

Unless otherwise specified, construction operations are limited to one-half of the roadway at any time. Maintenance activities in arterial streets shall be planned and scheduled to minimize interference with traffic. Except for emergency situations, no maintenance work shall encroach into a moving lane of traffic between the hours of 6:00 to 8:30 AM or from 3:30 to 10:00 PM unless otherwise authorized.

For more information call 303-450-8984  
Inspection 720-301-5968

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