

## Chapter 3. PERMITS

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### 3.1 General

This chapter pertains to Northglenn's Public Works permits required for any and all work in the City's public Rights-of-Way and any work affecting public infrastructure. All Contractors, public utility agencies and property owners installing public or private improvements, or storing materials or equipment, within any public Right of Way or easement must obtain the required permit(s) prior to the commencement of the work. The following are permits required prior to doing certain described activities in the public Right-of-Way. The Applicant/Contractor are responsible for obtaining the necessary permits prior to any work in the Right-of-Way.

#### 3.1.1 Right-of-Way Permits

##### **Work in Right of Way**

All work in public Rights of Way and easements must be permitted in accordance with the criteria outlined here. It is unlawful for any person to perform work within a public way of the City of Northglenn without first obtaining a valid permit from the City.

##### **Small Cell Antennas**

If a small cell antenna is being installed, the Contractor shall submit plans for review and acceptance by the City of Northglenn Planning Department prior to applying for a Right-of-Way Permit for installation.

##### **Grading Permits**

Earthwork (excavation, grading, clearing, grubbing, or filling) on private or public property within the City of Northglenn is governed by the City. A permit is required for most earthwork construction on private property to ensure management of drainage from one property to the next as designed. Any grading project over one acre is required to apply for a grading permit. See **Chapter 6 – Grading and Erosion Control** for the requirements of the grading permit and policies. Grading Permits necessarily include a City accepted drainage report, City accepted construction plans for grading, erosion control and final seeding plans and traffic control plans.

##### **Temporary Water Service Permit (Construction Meter)**

To service construction projects requiring the use of water, the Engineering Division may issue temporary water service permits (for construction meters) to the Contractor for the use of City water. The Engineering Division will charge the Applicant/Contractor for the cost of water serviced based on the meter's reading and actual water used and a refundable deposit.

##### **Overweight Permits**

When an Applicant finds it necessary to haul overweight equipment or materials on State Highways or City streets an Overweight Permit is required. For overweight hauls on State Highways require a State Highway permit is approved through the Colorado Department of Transportation. For Overweight Permits for city streets, the Applicant/Contractor shall contact the Engineering Division. The Applicant/Contractor shall be prepared to provide the route, information regarding the load and size for the City. The City's roadway weight limits are provided in the City of Northglenn's Municipal Code

#### 3.1.2 State & Federal Permits

The construction of public infrastructure and land development projects at times require permits from the State or Federal agencies. Including, but not limited to Construction Stormwater or Dewatering discharges, Stormwater Management plans (SWMP), Section 404 permits for impacts to wetlands or waterways and Air Emission Permit from



Colorado Department of Public Health and Environment, or other permits from the Colorado Department of Transportation. The Designer should anticipate discussions of these permit requirements in the Pre-Application Meeting to ensure compliance to the various State and Federal Agencies.

### 3.1.3 Other City Permits

This section does not address other City permits required such as Building permits, Special Use permits or Peddler's Licenses, etc. Those permits are addressed separately in the City's Municipal Code.

## 3.2 Application

Applications for any of these permits are available at the public counter of the City at the Maintenance & Operations Facility at 12301 Claude Court, Northglenn, CO 80241 or they can be obtained at [www.northglenn.org/row](http://www.northglenn.org/row). The application form must be completed and submitted to the office or through email ([row@northglenn.org](mailto:row@northglenn.org)) along with the required items stated on the permit application. Email submittals are preferred. Refer to **Appendix E** for Right-of-Way permit checklist requirements. The Applicant may pay for the permit over the phone or in person at the City Maintenance and Operations Facility.

## 3.3 Review & Acceptance of Submittals

The application will be reviewed by the Engineering Division. If additional information is required, the Applicant will be contacted and required to supply the necessary information. In the review, the Engineering Division will ensure that the Applicant has provided the applicable bond, license, traffic control plans, construction plans and insurance documents. The Engineering Division will not review or process any incomplete applications for permits. The review of permits will require five (5) working days.

## 3.4 Issuance of a Permit

The Permit is issued to the Applicant after all fees have been collected and applications and other applicable documents are submitted, reviewed, and accepted. This permit issuance is only temporary in nature and any changes in schedule or work must be submitted in writing to the Engineering Division for review and acceptance for the permit to remain valid. The schedule changes or work changes may be submitted at [row@northglenn.org](mailto:row@northglenn.org). Work cannot proceed after expiration of permit without approval of the Engineering Division.

## 3.5 Plans

At times, the Engineering Division may require construction plans for the work included in permits issued by Public Works Department. Any plans required shall clearly indicate the proposed work and its location as well as standard information listed in **Chapter 2 - Submittal Requirements for Public Improvement Construction Plans**. All work within the City's travelled ways including utilities, roads, sidewalks, and bikeways, will require traffic control plans for review and acceptance.

## 3.6 Warranty & Guarantee

The City requires a two-year warranty on all work constructed in the public Rights of Way and easements. The Guarantee (surety, bond, or letter of credit) will be submitted for the entire construction period and the two-year Warranty Period. The Guarantee, if required, will remain in place for the construction of all Public Improvements. At Initial Acceptance, the Guarantee may be changed to a Warranty Guarantee.

All development projects shall be a letter of credit only. Bonds will not be accepted.

## 3.7 Permit Standards & Conditions

### 3.7.1 General Requirements

The Applicant shall be responsible for the following requirements which are relevant for the Project:

- **Approval of Permit.** Permits are issued subject to the approval/acceptance of the City, State, or other governmental agencies having either joint supervision over the section of road, or authority to regulate land use by means of zoning and/or building regulations.
- **Other Agency Approval.** Permit Applicants/Contractors are responsible for obtaining separate permits or permission as may be required. Examples may be when work is proposed within the state highway, railroad or irrigation company Rights of Way or private property. The Designer is responsible for coordinating with respective agency(ies) to ensure their standards and/or specifications are met.
- **Easements.** It shall be the Applicant's responsibility to obtain required Easements and approvals that may be required.
- **Submittals & Fees.** Applicant shall pay all required fees, provide insurance, guarantee (if required), and provide appropriate plans, if necessary.
- **Coordination of Utility Work.** The Applicant shall be responsible for coordinating any utility work including relocation of the utilities (e.g., power poles, transformers, signals, etc.).
- **Affected Area.** The Applicant is responsible for returning the areas affected by construction to equal or better condition. The Applicant is responsible for repairing any damage to private or public property or other adjacent Right-of-Way that occurs during construction.
- **Not Transferable.** The permit may not be transferable or assignable except as agreed to by the City. The Applicant may subcontract some of the work, however, the subcontractor must obtain their own Right-of-Way permit as well as provide their own insurance and bonding.
- **Supplemental Permit.** The Contractor must receive a subsequent approval from the Engineering Division for any work outside of the scope of the approved permit. It is the Applicant's responsibility to notify the Engineering Division of the changes (visit the City Maintenance and Operations Facility or [row@northglenn.org](mailto:row@northglenn.org)). The Engineering Division will inform the Applicant whether they must apply for a supplemental permit or a new permit prior to undertaking the additional work. If the changes are significant, the Engineering Division may require additional payment on the existing permit for the additional work or require a new permit for the additional work.
- **Time for Approval & Issuance.** In general, the Engineering Division may require up to five (5) working days for approval of the permit after receipt of the complete application package. If a project is larger or more complex than typical such as a utility boring project or development projects, the Engineering Division may require additional review time.
- **Public Display.** All required permits and approved plans must be available on the job site at all times during construction and during placement of traffic control devices. Failure to comply with this provision shall be grounds for a revocation of the permit and the issuance of a stop work order.
- **Erosion Control Inspector.** The Engineering Division must be notified at least 24 hours prior to any planned placement of erosion control devices or construction. Refer to **Chapter 6 - Grading and Erosion Control**, for additional detail.

- **No Reimbursement of Fees.** In general, once the permit is approved and fees are collected, no permit fee will be reimbursed, even if the permit has expired before construction takes place.

### 3.7.2 Requirements to Preserve Infrastructure Quality & Traffic Flow

- **Traffic Control Plans.** A Traffic Control Plan (TCP) shall be submitted with the permit application for a proposed work for acceptance by the Engineering Division, if applicable. All plans, barricades, signs, traffic control devices shall be placed in accordance with MUTCD, Part VI and **Chapter 16 – Temporary Traffic Control.**

All work with traffic control in the field shall be performed by a certified Traffic Control Supervisor unless otherwise waived by the City in the application review process. The plan shall detail all devices, hours of work, days, dimensions of tapers and barricades, limits of work area, requirements of closure of lanes, roads, access points to commercial or residential properties. The City requires electronically generated plans for complex projects. For small projects, the Engineering Division would prefer electronically generated plans but if hand drawn, the plans must be legible and accurate.

- **Traffic Flow During Peak Hours.** No interference of traffic during peak hours will be accepted. Each permit will acknowledge hours in which the Contractor can work on a particular road or Right-of-Way. Unless acknowledged by the Engineering Division as an emergency, no traffic control can be on the Engineering Division roadways prior to 8:30 a.m. and after 3:30 p.m. unless otherwise stated on the permit.
- **Barricades, Warning Lights & Signal Lights.** Any person performing work in the public Right-of-Way shall place barricades, warning lights, and any other safety devices at the location sufficient to warn the public of the hazard and which are in compliance with the MUTCD. The Applicant/Contractor shall be responsible for the maintenance of all barricades and other safety devices at all times.
- Protection of Existing Improvements
  - *Existing Installations.* The Contractor shall take proper precautions and be responsible for the protection of existing street and alley surfaces, driveway culverts, street intersection culverts or aprons, irrigation systems, mailboxes, driveway approaches, curb, gutter, and sidewalks, and all other identifiable installations that may be encountered during the entire period of construction.
  - *Utilities.* The Contractor shall always take proper precautions for the protection of existing utilities, the presence of which are known or can be determined by field locations of the utility companies including traffic signals. The Contractor shall contact the UNCC (One Call) at 1-800-922-1987 for utility locates a minimum of two (2) working days prior to his proposed start of work. The Contractor may contact 811 to have locates marked for the project.
  - *Existing Improvements.* Existing improvements to adjacent property such as landscaping, fencing, utility services, signs, driveway surfaces, etc., that are not authorized for removal, shall be protected from injury or damage resulting from the Contractor's operations.
  - *Survey Markers.* The Contractor shall take proper precautions for the protection of any property pins/corners and survey control monuments encountered during construction. Any damaged or disturbed survey markers or pins shall be replaced by a registered land surveyor at the Contractor's expense.
  - *Responsibility for Repair.* The repair or replacement of any damaged improvements as described above shall be the responsibility of the permit holder.

- *Minimizing Inconvenience.* The Contractor shall abide by the requirements set forth by the permit to minimize inconvenience to traffic and any inconvenience to adjacent property owners.
- *Adjacent Property Notification.* The Contractor may be required to notify adjacent residents and businesses if utilities or access to roadways are affected by construction.
- **Permanent Pavement Patches.** All permanent pavement patches and repairs shall be made with original type of existing materials. For example, concrete patches in concrete surfaces, full depth asphalt patches with full depth asphalt, concrete pavement with asphalt overlay patches will be expected in permanent “overlaid” concrete streets, etc. In no case is there to be an asphalt patch in concrete streets or concrete patch in asphalt streets. Any repair not meeting these requirements will be removed and replaced by the Contractor at their expense.
- **Backfill**
  - *FlowFill.* Use of flowfill or flash fill is to be used to backfill a trench at the discretion of the Engineering Division.
  - *Squeegee.* For a minimum of 12” above the pipe and bedding below the pipe; squeegee shall be used.
  - *Concrete.* The Engineering Division requires concrete around sewer tap. Refer to **Standard Drawing SS - 5.**
  - *Inspection.* The Engineering Division requires inspections of squeegee, flowfill, and preparation before patch. If any required inspection is not requested, the Engineering Division may require removal and replacement of any work to ensure work is inspected for quality and conformance to the STANDARDS AND SPECIFICATIONS.
- **Conformance to Standards.** All work is to be constructed in accordance with these STANDARDS AND SPECIFICATIONS.
- **Work to be Done in Expedient Manner.** All work shall be done in an expedient manner. Repairs shall be made as rapidly as is consistent with high quality workmanship and materials. Use of fast setting concrete and similar techniques may be required and are encouraged whenever possible without sacrificing the quality of repair. Completion of the work including replacement of pavement and cleanup shall be accomplished immediately after the repair work or activity involving the cut is done. Extension of time for completion requires written approval of the Engineering Division. If the repairs are not completed in the allotted time, the City has the right to repair the street and bill the full cost of work and administrative expenses to the Contractor. The City requires a reasonable continuous, diligent effort from the Contractor to complete work and daily cleanup. The Contractor shall have 48 hours to complete the patching of the street.
- **Inspection Requests.** It shall be the responsibility of the person performing the work authorized by the permit to notify the Engineering Division. The Engineering Division requires that every request for inspection be received at least 24 hours before such inspection is desired. Such requests may be in writing or by telephoning or emailing the Engineering Division.
- **Removal and Replacement of Unsatisfactory Work.** Removal and replacement of unsatisfactory work shall be completed within fifteen days of written notification of the deficiency unless deemed an emergency requiring immediate action. If deemed an emergency for health/safety reasons, the Contractor must complete the work immediately.

In the event the replacement work has not been completed, the Engineering Division will take action against the Contractor's surety or bond to cover all related costs. The Engineering Division may bill the Developer/Contractor for actual costs plus 15% administrative fee. If the Developer/Contractor does not pay for outstanding fees, the Engineering Department may notify the Guarantee holder that they may require the Guarantee to be paid out to the City.

- **Road Closures.** Road closures will require the written approval of the Engineering Division. Proper posting and public notification will be required seven (7) days in advance of any closure. Forms of notification may include door hangers, variable message signs and press releases.
- **Start Work Notification.** The Contractor shall notify the Engineering Division of their planned start of work at least twenty-four (24) hours in advance of the work.
- **Cold Patch or Metal Plate.** After construction work is completed for the day but the project is not finished, the Contractor shall backfill base material and cover their excavation with cold patch or a metal plate with cold patched edges at the discretion of the Engineering Division. To use a metal plate, the Applicant/Contractor is required to have prior approval on the permit. Generally, the Engineering Division does not approve metal plates between October and April due to snow removal. Cold mix may be used for temporary use only and be in place no longer than one week.

If the Contractor does not replace the cold mix within a week or outstanding work remains, the Engineering Division may restrict the Contractor's ability to receive any new permits unless this work is appropriately completed or request payment through the Contractor's surety.

- **Non-Emergency Holiday, Weekend or After-Hours Work.** If a Contractor would like to work on holidays, weekends or after hours, they must request that work through the city website online request form. The Contractor shall make the request at least one week prior to the requested work dates.

### 3.8 Stop Work Orders

Any person, corporation, quasi-governmental agency, special district, public utility, or private utility company that has performed work without first having obtained a permit or has performed work in the Right-of-Way that is considered a safety hazard or has non-conforming items that have not been addressed will be issued a notice to stop work. All specified work shall be discontinued until such time that the appropriate repair or permits are in place. The Engineering Division or Inspector is authorized to issue Stop Work Orders. The stop work order shall contain a written statement of the violations that caused the issuance. Immediately upon receipt of a stop work order, the Applicant shall consult with the Engineering Division to resolve the violations. If weekend work due to emergency occurs, the Contractor shall forward pictures to the Engineering Division and notify the Engineering Division Inspector.

#### 3.8.1 Stop Work Fines

Any Applicant who does not immediately discontinue work upon issuance of a stop work order shall be subject to fines. The Applicant may be fined up to \$1,000 per day in accordance with City code requirements.

#### 3.8.2 Typical Reasons for Stop Work Order

Any permit may be revoked or suspended by the Engineering Division for the following typical reasons:

- Violations of any condition of Public Improvements Agreement or of the approved construction drawings or specifications; or
- Violation of any provision of these STANDARDS AND SPECIFICATIONS; or

- Violation of any other ordinance of the City, state law or federal law pertaining to the work; or
- Existence of any condition or the occurrence of any act which may constitute or cause a condition endangering health, life safety or serious damage to property.
- No Right-of-Way Permit or Failure comply with Permit.

### **3.8.3 Immediate Effects of Stop Work Order**

A suspension or revocation by the City and stop work orders shall take effect immediately upon notice to the person performing the work in the field and shall remain in effect until such time as the City cancels the order in writing. A failure to abide by the terms of the suspension or revocation will be considered a violation of the Municipal Code.

Upon receipt of a stop work order, the Contractor shall be responsible for taking such precautions as may be necessary to prevent damage to the project, prevent inconvenience or hazardous conditions for the general public, provide for normal drainage and to erect any necessary barricades, signs or other facilities which may be necessary or directed by the Engineering Division.

### **3.8.4 Mitigation Expenses**

In cases where the Engineering Division deems it necessary to affect a remedial action or repair to mitigate any dangerous or unsafe circumstances, due to emergencies or untimely performance by the Applicant, the Engineering Division may bill the Applicant for any of its costs. Untimely performance occurs when the Contractor has not performed the remedy within twenty-four (24) hours of notification. Emergency repairs are expected to be implemented immediately.

#### **Costs for Repairs**

Mitigation repair costs shall include, but not be limited to the following:

- Administrative charge.
- All labor costs (at City rates).
- All material costs.
- All equipment costs.

#### **Stoppage of Work**

Once a Stop Work Order has been issued, no specified work may continue under the permit and no subsequent permits will be issued until the Engineering Division receives full payment for permit, City incurred expenses and/or poor workmanship or safety issues have been resolved.

## **3.9 Insurance Requirements**

The insurance requirements are intended to protect the public, as well as the Contractor who is providing any construction services in the public Right-of-Way.

### **3.9.1 Listing of Specific Requirements**

The Applicant is responsible to provide insurance prior to the issuance of the permit in accordance with the following requirements:

- The Applicant and/or the Applicant's Contractor shall present proof of carrying a liability and property damage insurance policy or policies known as Commercial General Liability, for the period of time required for complete installation of facilities authorized by the permit, including the repair and restoration of the road facilities, and also, during such future periods of time when operations are performed involving the repair, relocation or removal of said facilities authorized by the permit. Coverage shall be provided against any claim, demand, suit, or action for the property damage, personal injury, or death resulting from any activities of the applicant, his officers, employees, agents, or contractors in connection with the construction, installation, repair or removal of the said facilities authorized by the permit.
- The policy shall include as named insured: The City, Engineering Division, Risk Management, its officers, agents and employees, except as to claims against the applicant, for personal injury to any members of the Council, its officers, agents and employees, or damage to any of its or their property. The said insurance shall provide coverage of property damage insurance, public liability insurance, and bodily injury insurance in the amount of not less than \$1,000,000 each, or such other maximum amount as may be specified in the Colorado Governmental Immunity Act and protecting the City against any and all claims for damages to persons or property resulting from construction and/or installation of any required improvements pursuant to the permit.
- The policy will provide that the City shall be notified at least 30 days in advance of any reduction in coverage, termination, or cancellation of the policies. Such notice shall be sent to the Engineering Division by certified mail, return receipt requested.
- The Applicant shall also obtain and keep in force during the duration of all work covered under the permit a policy of Automobile Liability insurance with similar terms as mentioned above. This policy shall insure the Applicant against any liability for personal injury, bodily injury or death arising from the use of motor vehicles and shall cover operations on or off the site of all motor vehicles controlled by the Applicant.
- All Contractors shall have proof of workman's compensation on the Certificate of Insurance.

### **3.10 Contractor License**

The Engineering Division requires the contractors who plan to work in the City's Right-of-Way to have a Contractor license with the City. Refer to the City's Municipal Code for these requirements. The Contractor licenses shall take up to ten (10) days to process. During the licensing process, the Engineering Division may require proof of work experience in the area of contracting that they are requesting on the license application. Additionally, the Engineering Division may require experience, references, or resumes as well.

### **3.11 Right-of-Way Permit**

#### **3.11.1 Uses for Right-of-Way Permit**

A Right-of-Way Permit is required prior to beginning any repair or modification of existing public infrastructure or private improvements within the public Right-of-Way. It is also used to authorize the construction of minor public or private improvements that do not require a separate review and acceptance of public improvement construction plans, but instead is shown on an approved site plan. The Right-of-Way permit also applies to three additional types of work:

#### **Storage of Materials & Equipment in the Right-of-Way**

A Right-of-Way Permit shall be required for the storage of materials and equipment (roll off or construction trailer) within the public Right-of-Way adjacent to a work site. This also includes borrow pits and fill material stockpiles.

#### **Excavation in the Right-of-Way**

A Right-of-Way permit shall be required for all excavation performed within the public Right-of-Way.



**Aerial Work**

A Right-of-Way permit shall be required for all aerial work in the Right-of-Way such as small cell antennas.

**3.11.2 Application**

The permit application and application information are available at the public counter in the City’s Maintenance and Operations Building or online at [www.Northglenn.org/row](http://www.Northglenn.org/row). See Appendix for application and permit example.

**3.11.3 Submittal Requirements**

The information included in Table 3.1 describes the submittal requirements for a right-of-way permit.

**Table 3.1: Submittal Requirements**

Submittal Requirement	Description
Plans	Plans that clearly show the proposed work must be included with the permit application. The plans must be drawn to a proper scale to show the location and position of the proposed work, including street Right-of-Way (features, names, dimensions, and property lines), existing utilities, topographic and man-made features, existing drainage patterns and any other information needed to clearly present the proposed work. The plans shall show any pothole locations and bore depths. Any plans that propose changes in the original design, other than constructing improvements in accordance with standard construction drawings, are required to be prepared by a Professional Engineer and conform to the requirements of <b>Chapter 2 - Submittal Requirements for Public Improvement Construction Plans</b> of these Standards.
Small Project Repair	Professional Engineer stamped plans may not be required for small projects at the Engineering Division’s discretion.
Right-of-Way Permit Requirements	When a Right-of-Way Permit is required, it has to be issued before any work can occur on the Grading Permit.
Subsurface Utility Engineering (SUE)	For all projects requiring a Professional Engineering stamp, the project shall include the investigation and depiction of existing underground facilities that meet or exceed the ASCE 38 Standard. If the project has the following: 1) Construction Contract with a public entity; 2) involves primarily horizontal construction and does not involve buildings; and 3) project anticipates excavation footprint that exceeds two feet in depth and is contiguous for 1,000 feet or involves utility boring then the utility owner shall respond in ten days providing location of utility.
Work Area Traffic Control Plan	A work area traffic control plan shall be submitted with application for work within, or any access to, a public Right-of-Way. The traffic control plan shall be a minimum of 8-1/2 x 11 inches. The plan shall detail the work zone location, dimensions and the traffic control devices (including dimensions of tapers, closure area, etc.) proposed as well as construction traffic routing requirements. The plan may require additional detail at the discretion of the Engineering Division due to unique or unusual conditions. Refer to <b>Chapter 16- Temporary Traffic Control Devices</b> .



Submittal Requirement	Description
Proposed Project Schedule	A time schedule stating the desired time when the work will commence, be performed, and be completed shall be submitted. The Contractor schedule shall be updated with the Engineering Division if conditions change due to weather or unforeseen conditions. Updates shall be completed before the end of permit (48 hours) or Applicant shall apply for a new permit and fee. The updated schedule should be sent to the Engineering Division email (row@northglenn.org).
Project Quantities & Estimates	An estimate of quantities and costs for all public improvements as well as private improvements that are required to be inspected by the Engineering Division in accordance with Public Improvements Cost Estimate shall be submitted. These costs are used in the determination of permit fees that are based on the cost of the improvements.
Certificates of Insurance	Certificates of insurance for commercial general liability, workers compensation and automobile liability shall be submitted with the application.
Hours of Construction	The standard hours of inspection are 8:30 a.m. to 3:30 p.m. Construction work hours will be limited on the permit. Depending on the location of the work on the permit, the Engineering Division may require different working hours for the completion of the permitted work.
General Conditions	The construction shall be done in accordance with these Standards and the General Notes in <b>Appendix B.</b>
Backfilled Trenches	All street excavations must be backfilled with base material if work is not complete or flowfill (if work is completed) prior to leaving the site at the end of the workday. The Contractor may use cold patch as a temporary measure when returning the next day to complete the work.
Safety of Work	All work within the permit shall be completed in a safe manner for workers and travelling public.
Inspection of Work	The Engineering Division shall inspect and accept or reject all aspects of the work performed.
Warranty Inspection	The work is ready for inspection and the second inspection will be made 30 days prior to the expiration of the two-year warranty period. At any time prior to completion of the two-year warranty period, the Engineering Division may notify the permittee of any needed repairs. Such repairs shall be completed within twenty-four (24) hours if the defects are determined by the Engineering Division to be an imminent danger to the public health, safety and welfare. Non-emergency repairs shall be completed within ten (10) days after notice.
Approval & Expiration	A minimum of five (5) working days is required for the Engineering Division's approval for projects with no excavation; five (5) days for work with excavation; and ten (10) days for utility boring projects. The permit expires 15 days from date of approval unless otherwise stated on the permit.
Guarantee	All Contractors will provide a guarantee for actual costs of construction in cash, letter of credit or bond. This guarantee shall remain in place until the end of Warranty Period. Refer to <b>Chapter 4 -</b>

Submittal Requirement	Description
	<b>Public Infrastructure Acceptance Procedures &amp; Warranty Requirements</b> for warranty and final acceptance requirements.
Suspension of Contract Work	If a contractor does not complete the work, repair warranty items, or in other ways does not repair or replace work that is deficient, they will be suspended from working on any other projects in the City’s Rights of Way until such time as the work is completed or replaced to the satisfaction of the Engineering Division.
Extension of Work	The Engineering Division may allow for up to 30 days of extension on the permit when requested in writing.

**3.12 Grading Permit**

- The fee for this permit shall be as established by the Municipal Code.
- The grading permit is required for any Contractor to begin overlot grading, excavation, clearing and grubbing within a particular development or project before the Development Agreement is executed and good and sufficient surety is provided to the Engineering Division regardless of whether a Right-of-Way permit is required.
- It should be noted that the Engineering Division is under no obligation to issue a Grading permit prior to the execution of the Development agreement or prior to any other agreement. However, if the Engineering Division has approved the Development Plan, completed at least one review of the construction drawing package, and believes that the necessary revisions to that package are minor and that the review process is progressing in an acceptable manner, the Engineering Division may issue a grading permit.
- In addition, the Owner/Developer will be required to sign a letter acknowledging that he is doing the grading, excavating and/or clearing and grubbing at their own risk, and that any subsequent changes to that grading that may be required as a result of additional review comments will be their sole responsibility. Prior to the issuance of a grading permit, all provisions of these STANDARDS AND SPECIFICATIONS shall be complied with. Refer to **Chapter 6 – Earthwork & Erosion Control** for the requirements for grading.
- The requirements for grading permit must meet the requirements of the building code as well as **Chapter 6 – Earthwork & Erosion Control** of these STANDARDS AND SPECIFICATIONS.

**3.13 Temporary Water Service (Construction Meter)**

- All water used in the Engineering Division for construction purposes is to be metered and charged to the user.
- The application for temporary water service shall be made to the Engineering Division.
- The application and fee for each temporary meter shall be in accordance with the Municipal Code.
- A deposit must be made to the Engineering Division when the application is made. The deposit will be refunded to the applicant, less water usage charges and any consequential damages to the City provided

equipment once certification of water usage has been made. In such cases where water usage charges and equipment damages exceed the deposited amount, additional charges will be billed to the applicant.

- Water usage rates are established by the Municipal Code. In the event a water metering device cannot be provided to the applicant by the City other means will be established by the Engineering Division to estimate water usage.
- Any damage to the street or surrounding area because of the water location shall be brought up to condition prior to use.
- Construction meters not returned or damaged in possession of the Contractor shall cause the Engineering Division to keep the construction meter security deposit.