



## NORTHGLENN PUBLIC WORKS DEPARTMENT CONTRACTOR CHECKLIST FOR RIGHT-OF-WAY PERMITS

- \*All contractor's doing work in the Right-of-Way must obtain a ROW permit and license.
- \*Please use this checklist to expedite the issuance of your permit.
- \*Please submit all permit/license and checklist items below via e-mail to: [row@northglenn.org](mailto:row@northglenn.org)
- \*If permit application or ROW license application is incomplete, permit/license will not be accepted until all information is received.
- \*Once all permit and documents are complete: 5 working days for review on permits with No Excavation. 10 working days for review for permit with Excavation. 15 working days for review permit with 500 ft. of Excavation.

Questions may be directed to 303-450-8984.

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**Construction Plans. Required for all permits unless Traffic Control permits only.**

**Performance, Payment, Maintenance and Warranty Bond. Required for all permits unless Traffic Control Permits Only.**

The estimated cost of labor and material on the permit application determines the amount of the bond. A minimum of \$5,000.00 (if cost of project is less than \$5000.00) if the estimated cost is over \$5000.00 then the bond should be 100% of that amount and shall be required for **Job-Specific bonds**. For **Annual bonds** the bond shall be at least \$10,000.00 (estimated cost for the year). **Bonds need to be written on City bond form located on City Website, [www.northglenn.org/row](http://www.northglenn.org/row). Bonds shall be the original document; photocopies or faxes shall not be acceptable.**

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**Certificate of Insurance Required for all permits.**

An original or e-mail Certificate of Insurance listing the City of Northglenn as additional insured\* shall be provided to the City of Northglenn, and shall be completed by the applicant's insurance agent as evidence that policies providing the minimum required coverage, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City of Northglenn prior to issuance of a permit.

\*Per the Northglenn Municipal Code relating to Public Rights-of-Way, Chapter 16, Article 2, the policy shall be endorsed to include: **"The City of Northglenn and the City of Northglenn's officers, volunteers and employees as additional insured."**(This should be typed in the description box above Certificate Holder). **Also the project name should be added in this box as well.**

- (1) Workmen's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this permit, and Employer's liability insurance with minimum limits of one hundred thousand dollars (\$100,000) each accident, one hundred thousand dollars (\$100,000) disease - each employee, and five hundred thousand dollars (\$500,000) disease - policy limit. Evidence of qualified self-insured status may be substituted for the workmen's compensation insurance requirements of this paragraph.
- (2) General Liability Insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and one million dollars (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including independent contractors), products, and completed operations. The policy shall

include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interest provision.

- (3) Comprehensive Automobile Liability Insurance with minimum bodily injury and property damage of not less than one million occurrence and one million dollars (\$1,000,000) aggregate with respect to each of permittee's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interest's provision.

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**Traffic and Pedestrian Control Plan Required for all permits, unless no Traffic Control**

A detailed traffic and pedestrian control plan that complies with the requirements of the Manual of Uniform Traffic Control Devices (MUTCD), latest revised edition, shall be submitted to the ROW Permit Desk for review and approval. Traffic control plans shall be site specific and show signs, barricades, cones, tapers, spacing, driveways, paths and walks along with any other pertinent information. Pedestrian control shall comply with the requirements of the Americans with Disabilities Act.

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**Standards and Specification Book Required on-site for all permits**

Download a copy from the city's website ([www.northglenn.org/row](http://www.northglenn.org/row)) is required to obtain a ROW permit.

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**Permit Fee Please fill out permit application completely to determine fees.**

Permit Fee shall be based on the City of Northglenn Fee Schedule. Permit fee shall include plan review fees, inspection fees, restoration fees, and other fees as required by Chapter 16, Article 2 of the Northglenn Municipal Code. Permit Fees can be obtained at [www.northglenn.org/row](http://www.northglenn.org/row).

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**Outstanding Fees**

Starting work without a permit = \$500.00 plus 2 times the permit fee.  
Stop Work Order = \$250.00 per day per violation.

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**Mix Designs Required for new contractors who haven't submitted asphalt/concrete mix designs before.**

Submit mix design letter from the asphalt/concrete plant you will be getting your material from for any concrete, asphalt, flow fill, and Class 6 Recycled Concrete Roadbase that will be used on the project. **Concrete Mix Designs should be CDOT Approved 4500 PSI Class B and Asphalt Mix Designs should be CDOT SX PG 64-22.**

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**Contractor Registration-Application can be found at [www.northglenn.org/row](http://www.northglenn.org/row) scroll down for application. Required for all permits**

Contractors working in the City of Northglenn will be required to complete an application form annually (calendar year), complete with references, and submit to the city for review. A fee based on the City of Northglenn Fee Schedule will be assessed if the application is approved. \*Utility Contractors (installing new water/sewer taps or working on sewer lines) must have a Drain Layer's license and/or Master Plumber's license along with a copy of current Driver's License.

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**Plan and Profile for New Boring Projects Required for new boring permits**

If your project involves boring of any kind a Plan and Profile Permit is required before any boring permit can be started (Plan and Profile document must be provided for Boring Permit) and must include a restoration permit for potholes in street, sidewalk or landscape for both Plan & Profile and Boring Permit.

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**Message Board/Lane/Pedestrian Closure** on a main arterial must have a message board up for 5 working days, weekends included, before work can be begin. Be sure to include these days when entering your Permit date. **Required when necessary.**