



TOWN OF BERTHOUD RIGHT-OF-WAY PERMIT APPLICATION

807 Mountain Avenue • P.O. Box 1229 • Berthoud, Colorado 80513
970-532-2643 Opt. 3 • 970-344-5829 • rightofwaypermit@berthoud.org

APPLICANT INFORMATION

Company & Contact Name
Contact Phone
Email Address
Mailing Address
City, State, Zip

date format: mm/dd/year

Work Start Date

Work End Date

office use only

PERMIT EXPIRED AFTER THIS DATE

CONTRACTOR INFORMATION

☐ Same as Applicant

Contractor Name / Company
Contact Phone
Email Address

Location of Work
Nearest Road Intersection
Description of Work
Total sq. ft to be Cut: _____ sq. ft

TRAFFIC CONTROL PLAN, CERTIFICATE OF INSURANCE ARE REQUIRED, and if necessary, CONSTRUCTION PLANS

CONSTRUCTION HOURS

Monday - Friday: 7am to 7pm, Saturday 8am to 7pm
(or Sundown, whichever occurs earlier)
Sunday: 9am to 4:30pm

Pre and Final Inspections
(Call 48 hours in advance to schedule)

Monday-Thursday: 7:30 a.m. to 3:30 p.m.
Friday: 7:30 a.m. to 11:30 a.m.

CALL: 303-505-2138

Pre-Inspections-Concrete Check
Final Inspections-Patch, Restoration, Flow
Test, other related work
Water/Sewer related work

Please type in your signature, as this will be the legal equivalent of the applicant's electronic and manual/handwritten signature and consent to be legally bound to this agreement. Do not use the Fill & Sign feature. By typing in your signature, the Applicant swears and affirms under penalty of perjury that all information in the document is true and correct to the best of their knowledge. The Applicant agrees to perform the work as described according to plans and specifications submitted and approved. The Applicant agrees to comply with all Town ordinances and state laws regarding construction.

Applicant Signature	Date
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THE FOLLOWING SECTIONS ARE COMPLETED BY THE BERTHOUD RIGHT-OF-WAY DEPARTMENT

Traffic Control Plans Submitted: ☐ Yes ☐ No

Plans Attached: ☐ Yes ☐ No

Road Closure: ☐ Yes ☐ No

Final Inspection(s) Required: ☐ Yes ☐ No

Applicant shall pay for inspection fees: ☐ Yes ☐ No

Standard Special Provisions:

- ☐ Yes ☐ No Open Cut in Roadway approved.
- ☐ Yes ☐ No Road crossings shall be bored. **NO OPEN CUTS OR POTHOLE WILL BE ALLOWED IN PAVED SECTIONS OF ROAD.**
- ☐ Yes ☐ No Flow fill required in excavation.
- ☐ Yes ☐ No The backfill material shall be approved, tested, and compacted to AASHTO T99 or T180 soil standards. (As applicable.)
- ☐ Yes ☐ No All potholes will be core-drilled, flow filled, and vibrated. Pothole shall be tacked and have _____ inches of HBP in hole.
- ☐ Yes ☐ No If the final asphalt repair is delayed, three inches of cold mix is required in excavation prior to opening to traffic.
- ☐ Yes ☐ No Asphalt and/or concrete repair depth shall be _____ inches thick.
- ☐ Yes ☐ No Strip and separate the topsoil from the backfill material, then replace topsoil after the excavation is complete.
- ☐ Yes ☐ No Reseed all disturbed areas with approved seed mix.
- ☐ Yes ☐ No Call Streets or Water Department(s) (depending on work) 48 hours prior to commencing work to schedule inspection(s).

Fees:	Street Cut, Major (>50 sq. ft) - \$150.00	Street Cut, Minor (<50 sq. ft) - \$100.00
	Drive/Curb Gutter/Sidewalk/Encroachment/Alley Work - \$50.00	
Plus Total sq ft to be Cut	x \$2.50 =	or x \$7.50 (street paved in last 5 yrs) =
Inspection Fees:	(\$75 per x)	
\$25.00 ROW Application Fee	Other Fees: note below	PERMIT FEE TOTAL:

TOWN ENGINEER SIGNATURE:	• TOWN OF BERTHOUD APPROVAL •
	DATE OF APPROVAL:

TOWN OFFICIAL
FOR PUBLIC WORKS

Right of way General Provisions.

In accordance with Town of Berthoud (Berthoud, Town) permitting requirements and general provisions, all work done on public right-of-way areas (including Town utility easements) within Berthoud will require a Right-of-way Permit (ROW) application with a Traffic Control Plan, Construction Plans, Scope of Work, and a Certificate of Insurance with Worker Comp. The Town requires 10-workdays to review and approve the permit.

1. Submit an approved Certificate of Insurance (COI) with Worker Comp, and if required a bond equal to the value of the work being performed. COI Holder and "Additional Insured" must be notes as the Town of Berthoud.
2. Submit Description of Work and or Scope of Work, Traffic Control Plan(s), and Construction plans (construction methods, equipment and operational procedures) with the ROW Permit application
3. Submit a Colorado Department of Highways (CDOT) permit and/or other permit when a right-of-way permit for work impedes a state highway, county road, or street within the town limits of Berthoud. The CDOT permit, or other permits, must be obtained first and presented when applying for the Town's right-of-way permit. The Town of Berthoud will not issue a right-of-way permit without this documentation.
4. Work must be performed in compliance with the Town of Berthoud Engineering Standards and Specifications as well as all applicable federal, state, and local regulations.
5. Applicant will be responsible for scheduling utility locates before digging / excavation.
6. Facilities shall be placed in a location mutually agreed upon by Applicant and the Berthoud, and in accordance with details and specifications shown on the construction plans.
7. A copy of the right-of-way permit must always be kept on the construction site.
8. Applicant shall be responsible for establishing safety measures sufficient to protect workers and the traveling public from all harm during utility construction, improvement, location, or relocation.
9. Where required, affected property owners and residents, along with emergency services and school districts, will be notified at least 7 days prior to any road closure under this permit, or 48 hours for a lane closure.
10. Clearing trees, bushes and vegetation shall be held to the minimum required for construction and safety.
11. Applicant will call for an inspection 48 hours in advance. Leave a detailed message at 303-505-2138 or contact permitting at 970-532-2643, #3.
12. Applicant shall be responsible for any repairs necessary as a result of such installation and shall return right-of-way to its original condition or better, including all permanent erosion control measures, and shall remove all rubbish and debris following completion of construction and before final inspection by the Town. If final inspection determines additional corrective measures necessary, such corrective measures shall be initiated within 30 days and completed by Applicant within a reasonable interval of time considering the circumstances. The maintenance responsibility of work repairs shall be an obligation of the Applicant for two years after final acceptance of the work by the Town.
13. In the event any changes are made to this roadway in the future that would necessitate removal or relocation of this installation, Applicant will do so promptly at its own expense upon written request from the Town of Berthoud, Colorado. The Town of Berthoud, Colorado will not be responsible for any damage that may result to said installation in the normal maintenance of the highway or to the installation placed inside the Town's right-of-way limits.
14. Applicant shall hold the Town of Berthoud officers and agents harmless from any and all claims which may arise from the construction and maintenance of Applicant's facilities covered by the permit.
15. All foregoing provisions have been read, understood, and Applicant agrees to comply with all Town Ordinances, state laws, and provisions regarding such construction and activities pursuant to this permit.