

Right of Way Improvements

How to perform street and alley excavations and construct sidewalks, driveways, or curb & gutters.

Permits are required for **any** construction in the Right of Way, which includes, but is not limited to driveways, sidewalks, curb & gutters or excavations.



Development Engineering Services, Construction Engineering

2000 W. 3rd Avenue, Denver, Colorado, 80223 / 303-446-3469 303-446-3442 fax

www.denvergov.com/DESConstruction

Where do I start?

- ✓ All work in the Public Rights-of-Way (PRW) must be performed by a contractor who is licensed and bonded to work in Denver. In some cases multiple licenses may be required. Most sidewalks and driveway aprons are located in the PRW (PRW = streets, alleys, sidewalks, drive-walks, tree-lawns, parkways, utility easements, etc.). Your first step is to make certain that your DENVER licenses and bonds are current.
- ✓ If they are not current, or you are not sure, contact Contractor Licensing at 201 W. Colfax Ave, 2nd Floor, Dept. 205, *phone* 720-865-2770. Contractor Licensing can assist you with the licensing process; including updating your information, or obtaining an application to become licensed.

My Denver license is current, what's next?

These are the steps that ***must*** be completed at least 5 business days prior to permit issuance.

1. The first permit that needs to be obtained is a Revocable Street Occupancy Permit (RSOP). This permit allows you to temporarily block traffic flow, pedestrian flow, and/or parking. To generate a RSOP you must submit a completed Request for Street Occupancy application with a Traffic Control Plan (TCP) in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). This can be obtained from a barricade company. Next, fax the TCP along with the RSOP form to 303-446-3442. Make sure you complete each line of the form to prevent delays, as the review time for the TCP may take up to five working days.
2. DES Construction Staff will contact you after review of RSOP application & TCP. You will also be notified of any additional permits (street cut, construction or parking meter permits) which may be needed for your project at this time.

Construction, Street Cut, or Parking Meter permits

Construction Permit Specifications (condensed version)

*Construction permits are required for **any** construction in the Right of Way, which includes, but is not limited to driveways, sidewalks or curb & gutters.*

1. Minimum Licensed required is a RW Cement Sidewalk
2. Depths of driveways and drive-walk areas must be a minimum of six inches thick, 4000 psi concrete.
3. Sidewalks must be a minimum of four inches thick, 400 psi concrete.
4. All concrete work must be barricaded until cured; 7 day minimum for driveways, and 3 day minimum for drive-walks and sidewalks.

Updated 3/11/03. This information is provided as a general set of guidelines. The information is subject to change.

5. Any work done on existing concrete will require that you remove all concrete and replace it to the existing joints (full panel). Typical removals are 5'x5' or 10'x10' for sidewalks, and full panel replacements for streets and/or alleys.
6. All concrete work will be properly finished and consist of gray concrete covered with white curing compound.
7. Pedestrian (handicap) ramps shall be a contrasting color, consisting of Davis Tile Red #1117 concrete (or equivalent) covered with clear curing compound.
8. The final patchbacks must match the existing materials on the adjacent roadways in compliance with our current Rules and Regulations for streets and alleys:
 - Asphalt streets - minimum nine-inch hot asphalt patch; maximum twelve-inches; using three-inch maximum layers/lifts
 - Concrete alley's - minimum eight-inch, 4000 psi concrete
 - Concrete streets – minimum 10 inches, 4000 psi concrete
 - Match existing conditions when excavating in a concrete with an asphalt overlay, or recycled asphalt, or equivalent.

Street Cut Permit Specifications

*Street Cut permits are required for **any** excavation within the Right of Way*

NOTE: Some streets require special treatments such as rotomilling and overlaying, or infra-red treatments. There are some streets in the City that contain radium, which is a hazardous material, controlled by Federal EPA regulations. These streets require special attention in how they are cut, and handling of the material excavated from the streets. Costs for violations and remediation can equal thousands of your dollars, so it is important to adhere to the conditions of the permit..

1. Minimum License required is a RW Excavator
2. Street and alley cuts must be excavated in as small an area as possible.
3. Spoil piles must be safely placed more than three feet away from the work.
4. Barricades are always required around your work, your equipment, and any other material you have in the PRW.
5. *Note:* Parking of personal vehicles in a traffic control zone is prohibited.
6. Prior to final patching, all edges must have straight saw-cuts.
7. In most cases, Flowfill or Flashfill are required to be used as backfill material. However, these materials must not be used for driving surfaces. See Denver's "Rules and Regulations Governing Street Cuts and Roadway Excavations".
8. If a hot asphalt patch cannot be placed immediately after the backfill materials are ready to accept the load, at the completion of the excavation project, then a temporary cold asphalt patch must be used.
9. The cold patch must extend from the subgrade to the street level. The cold patch must be properly maintained and remain in safe condition at all times. The hot asphalt patch must be completed within fourteen days from the date the excavation work has been completed, using three-inch maximum layers/lifts.

Parking Meter Requirements

Applicant must supply the exact meter numbers (on each meter) on the RSOP application. The Parking Meter Permit will be issued at the same time as the RSOP. For more information please see PWPO Engineering at www.denvergov.com/pwpermits.

What will the Inspectors be looking for?

All permits and attachments must be kept on the job site and available for any inspector to view at all times.

1. Barricades must be placed according to MUTCD guidelines & approved TCP.
2. Excavations must not be left open overnight, unless specifically approved in the Street Occupancy Permit; and lighted barricades must be present, safe, and operable.
3. All excavated concrete and subgrade materials must be removed from the site and hauled to a legal dumpsite. It is illegal to use City dumpsters for these purposes.
4. Contractor Name signs will remain in place until the project has been completed.
5. In some instances development or redevelopment will require an approved transportation engineering plan from DES Engineering. This plan and all attachments must be available and on-site at all times

Anything else I need to know?

1. If you are going to impact (cut, remove, or otherwise effect) any trees or roots in any PRW, including any Park or Parkway; you must obtain a permit from Denver Parks & Recreation's Forestry Division at 720-913-0651. If a PRW tree is damaged during your work, cut without permission, or causes any damage; you will be required to pay for the costs of all trees and any required restoration.
2. You may be required to schedule a soil compaction and/or concrete test. Contact Denver Quality Control Lab at 720-865-4040 if DES Construction Staff notifies you to do so. In some instances you may be required to contract with a private testing firm.
3. Notify UNCC 1-800-922-1987 before you cut! Any incidental damage you cause, such as cutting utility or phone lines, is your responsibility and you will be responsible for all repair and associated costs.
4. If you are doing work that requires a Certificate of Occupancy (CO) from the Denver Building Inspection Division, all PRW areas must meet **current** Denver codes and specifications before the final CO can be issued. Call your PRW Inspector early in the project for guidelines. You can get a temporary CO that will allow you six months to complete all of the work. Call the Building Inspection Division 720-865-2500 for questions regarding a temporary CO.
5. As a condition of your bond, contractors guarantee all work and materials for a minimum of three years after the work passes final inspections.
6. The plan that we approve can be modified by your inspector, to meet conditions that are found at the site. We try to anticipate problems and correct them in the plan review process, but the inspector has the final approval and authority.

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7. It is your responsibility to follow all State and Federal guidelines that may be related to your project and/or any adjacent highway systems.
8. We always recommend that you notify neighbors and businesses that may be impacted by your work. Let them know what type of work you are doing and how long the work will take.

What will this cost?

All fees are subject to change

Street Cuts	\$0.35/Square Foot \$50.00 minimum	2000 W. 3 rd /Tejon (by appt. only)	(Inspector Map) 303-446-3442 fax
Vertical Curb & Gutter	\$50.00 first 50 feet then \$1.00 per Linear Foot	2000 W. 3 rd /Tejon (by appt. only)	(Inspector Map) 303-446-3442 fax
Combination Sidewalks (Hollywood Curbs)	\$75.00 first 50 feet then \$1.00 per Linear Foot	2000 W. 3 rd /Tejon (by appt. only)	(Inspector Map) 303-446-3442 fax
Sidewalks	\$50.00 first 50 feet then \$1.00 per Linear Foot	2000 W. 3 rd /Tejon (by appt. only)	(Inspector Map) 303-446-3442 fax
Driveways, Aprons Handicap Ramps, Landings, Service Walks	\$70.00 each	2000 W. 3 rd /Tejon (by appt. only)	(Inspector Map) 303-446-3442 fax
Forestry Permits	No Charge	River Drive (by appointment only)	720-913-0651
Denver Quality Control Laboratory:		5440 Roslyn St. (by appt. only)	720-865-4040 720-865-4101 fax
Utility Notification Center of Colorado: Call before you dig!	No Charge		1-800-922-1987
Building Inspection Division:		201 W. Colfax Ave. (by appointment only)	720-865-2500
Contractor Licensing:		201 W. Colfax Ave.	720-865-2770

Street Occupancy Permit Fees

Residential Fee Schedule:	\$50.00 issuance and inspection fee
Sidewalk closure:	\$0.15 lf / day
Alley closure with access:	\$0.15 lf / day
Alley closure without access:	\$0.30 lf / day = entire length of alley
Street closure, maintaining one lane of access:	\$0.15 lf / day
Street closure without access = road closed:	\$0.30 lf / day = entire length of road

**Central Business District and
Cherry Creek Business District**

Fee Schedule: \$50.00 issuance and inspection fee
Sidewalk closure: \$0.05 square foot / day; minimum 5' width
Alley closure with access: \$0.25 lf / day
Alley closure without access: \$0.50 lf / day = entire length of alley

Collector and Arterial lane closures (Non-rush hours)

Fee Schedule: \$50.00 issuance and inspection fee
Sidewalk closure: \$0.25 lf / day
Parking lane closure: \$0.25 lf / day
1st lane closure: \$0.25 lf / day
2nd lane closure: \$0.50 lf / day
3rd lane closure: \$1.00 lf / day
Entire road closure: includes all lanes listed above
Plus: \$0.25 lf / day, for the entire length of detour

Collector and Arterial lane closures (Rush hours = 5:30 to 8:30 a.m.; and 3:30 to 6:30 p.m.)

Fee Schedule: \$50.00 issuance and inspection fee
Sidewalk closure: \$0.25 lf / day
Parking lane closure: \$0.30 lf / day
1st lane closure: \$0.30 lf / day
2nd lane closure: \$0.60 lf / day
3rd lane closure: \$1.20 lf / day
Entire road closure: includes all lanes listed above
Plus: \$0.30 lf / day, for the entire length of detour

Request for Street Occupancy

City and County of Denver
Public Works Permit Operations
2000 West 3rd Avenue, Room 107
Denver, Colorado 80223-1027
www.denvergov.org/pwpermits
DES Construction Engineering
www.denvergov.org/DESconstruction

Access ID: _____

All Street Occupancy Requests received by Transportation Planning & Engineering &/ or ROW permit desk must contain the following information, in the order described, to better accommodate your request for a Street Occupancy Permit. *(If applicable, Street Cut Permit(s) will be issued **only** when the approved Street Occupancy Permit is picked up by the permittee, and not before).* Submit one request form for each street occupancy location only! For multiple street cuts in a single area (one street block), use one request form only.

Note: Minimum Review Time for Occupancy Permits is 5 business days.

Fax completed request form with TCP to: 303-446-3442

ATTN: Right-of-Way Engineer

**All Information is required and must be completed prior to submission of Request for Street Occupancy.
(Print all information please).

Company Name: _____ Company Phone: _____

Company Address: _____ City/State/Zip: _____

Contractor License Number(s): _____ Email: _____

Contact Name: _____ Contact Phone: _____

Street Occupancy Location: _____

Requested Street _____

Occupancy Dates (Minimum 5 business days for Approval) _____ to _____ Work Times? _____

Purpose for Request _____

City Project? (Circle 1 ONLY) Y / N City Project Number: _____ City Contact Name: _____ City Agency: _____

Please check ALL that apply

Traffic Control Plan (TCP) as per MUTCD North Arrow Side Streets

Street Cut Requested Construction Permit Requested

Cut Size: _____

Meter Numbers _____

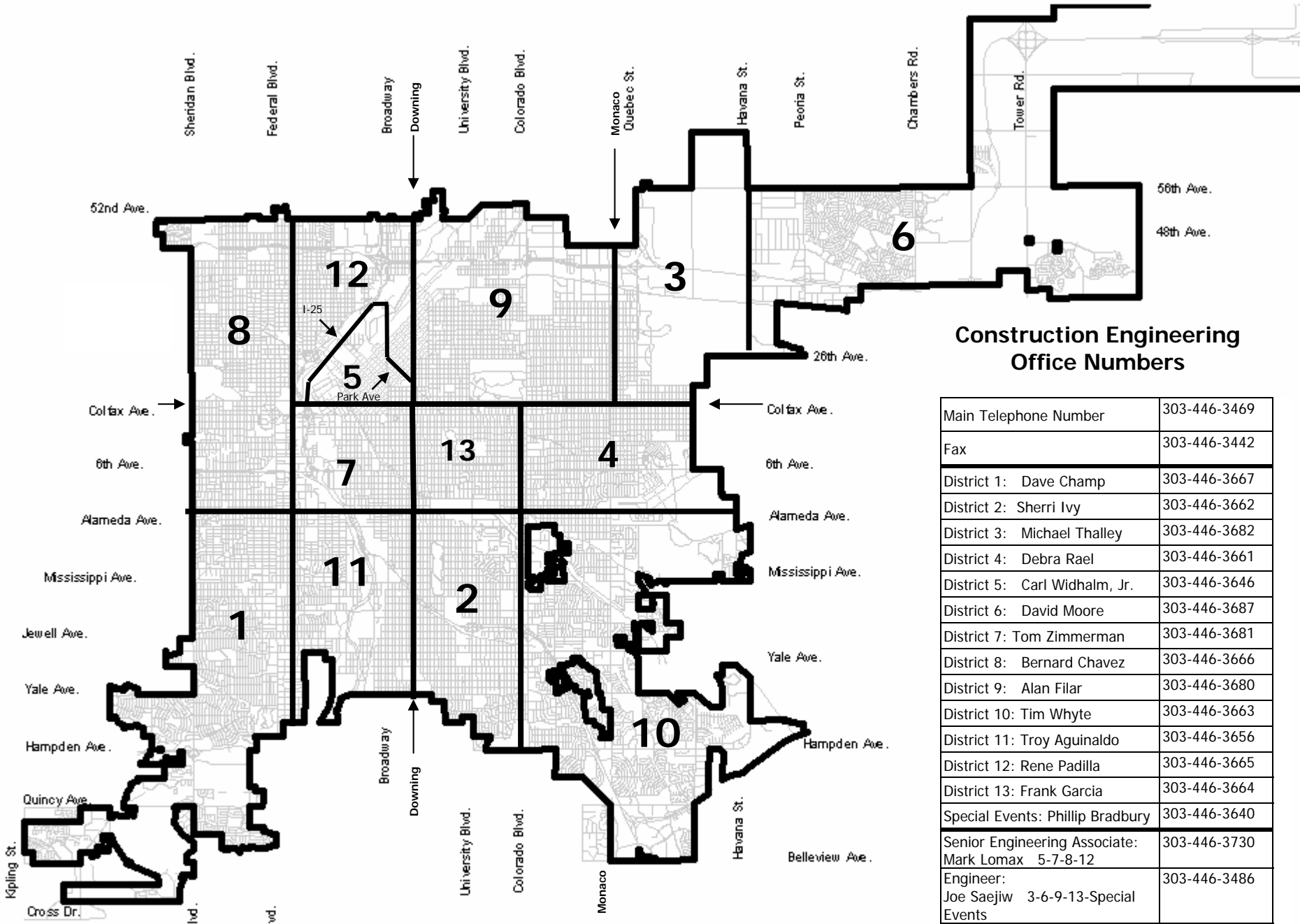
Additional Comments: _____

****Any modification after approval of original permit will require a resubmittal**

For Transportation Use ONLY:	Do not write below line:			
Status:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Pending	See comments below for explanations
Assigned Dates:	_____ to _____		Allowed Work Times	_____ AM / PM _____ AM / PM
Police Required?			Flagmen Required?	
Reasons: (Also see Redlined TCP & conditions on Permit)				
Date and Time Called:		District:		Price:

Action Distribute to Inspector Distribute to Permit Counter Fax to Applicant Other _____

Engineer's Signature Date Permit Number
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**Construction Engineering
Office Numbers**

Main Telephone Number	303-446-3469
Fax	303-446-3442
District 1: Dave Champ	303-446-3667
District 2: Sherri Ivy	303-446-3662
District 3: Michael Thalley	303-446-3682
District 4: Debra Rael	303-446-3661
District 5: Carl Widhalm, Jr.	303-446-3646
District 6: David Moore	303-446-3687
District 7: Tom Zimmerman	303-446-3681
District 8: Bernard Chavez	303-446-3666
District 9: Alan Filar	303-446-3680
District 10: Tim Whyte	303-446-3663
District 11: Troy Aguinaldo	303-446-3656
District 12: Rene Padilla	303-446-3665
District 13: Frank Garcia	303-446-3664
Special Events: Phillip Bradbury	303-446-3640
Senior Engineering Associate: Mark Lomax 5-7-8-12	303-446-3730
Engineer: Joe Saejiw 3-6-9-13-Special Events	303-446-3486
Engineer: Michael Holm 1-2-4-10-11	303-446-3639
Senior Engineer: David Huntsinger	303-446-3638

**City and County of Denver
Construction Engineering
Inspector Districts**

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