The Utility Plan Review Process does not substitute or replace any permits that may be required such as Street Occupancy, Street Cut, Erosion Control, Parks Permit, etc. It is the responsibility of the applicant to ensure that all necessary permits have been obtained prior to construction. Information on how to obtain a Street Occupancy Permit can be found at [www.denvergov.org/pwpermits](http://www.denvergov.org/pwpermits) or by contacting Public Works Right of Way Construction Inspections: 2000 W. 3rd Ave. 2nd floor, WMDPWDESCE@denvergov.org, P: (303) 446-3469, F: (303) 446-3442.

**Utility Plan Review Submittal Requirements**

<table>
<thead>
<tr>
<th>Fee Schedule for Utility Plan Review</th>
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<tbody>
<tr>
<td>Any project with a proposed utility length of 750’ – 1,499’ -----------</td>
<td>$ 500.00</td>
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<tr>
<td>Any project with a proposed utility length of 1500’ – 2249’ -----------</td>
<td>$ 750.00</td>
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<tr>
<td>Any project with a proposed utility length of greater than 2,250’ ---------</td>
<td>$ 1,000.00</td>
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<tr>
<td>Any other project requiring a Utility Plan Review ------------------------</td>
<td>$ 320.00</td>
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</tbody>
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Payment Options: Cash, Check, Money Order, Discover, Master Card, and Visa
Checks or Money Orders are made payable to: Manager of Finance
Credit card payment over the phone is possible upon request

Submit complete applications to Denver.PWERA@denvergov.org, as a PDF that includes (paper submittals will not be accepted):

1) **Letter of Intent** – A cover letter to the application that includes the following information: company name(s), name of contact person(s), phone number(s), email address(es), address/location of work, type and total linear length of the proposed utility project in the public right-of-way, and,  

2) **Plans of Proposed Utility Work**¹ – Engineered site plans/ drawings formatted to 11”x17” that show property and right-of-way lines, easements, flow lines, sidewalks, roadway names, existing and proposed utilities, existing trees, typical duct bank installation section detail, key symbols, and all notes as listed in the “Required Notes for all Utility Plans” section below.  

3) **Fee**: Due at time of initial application (per Fee Schedule above)

¹Utility work must be in accordance with the following Public Works Rules and Regulations: “Rule and Regulations Governing the Private Designing, Planning, Construction, Reconstruction, and Remodeling of General Public Improvements,” “Rules and Regulations Governing Street Cuts and Roadway Excavation;” as well as the “Transportation Standards and Details for the Engineering Division.” The aforementioned documents can be found at [www.denvergov.org/dpw](http://www.denvergov.org/dpw)
### Resolution of Comments

Following a fifteen (15) calendar day review period, the PWERA Team will send a written response and report of all comments (if any) to the applicant. It is the responsibility of the applicant to address all comments, conditions, and denials with a written response and/or resubmittal if required. Once all comments have been addressed and satisfied, the PWERA Team will request the final plan set for final Utility Plan Review approval per the requirements below.

### Final Plan of Proposed Utility Work

A final electronic PDF submittal of proposed utility work that incorporates resolution of all review comments is required and must include the following items:

1. **Reference to City Project Number**
2. **Comment Resolution** - A separate sheet in the plan set that includes agency reviewer’s name, agency, review comments, and a formal written response to each comment individually.

Any submitted plan must be printable to scale as 11”x17” format, signed, stamped and dated by a Professional Engineer licensed by the State of Colorado (electronic stamps are accepted).

### What happens after Utility Plan Review Approval

Following acknowledgement of a complete Utility Plan Review, Public Works will stamp the electronic final plan as approved and email to applicant. Applicant must retain this approved and stamped plan when applying for necessary permits and make it available at the work site.

### Required Notes for all Utility Plans

**All notes contained in this section must be provided on the plans submitted for Utility Plan Review**

**GENERAL NOTES**

1. The applicant and contractor are responsible for obtaining all project permits associated with construction and related activities such as Street Occupancy, Street Cut, Construction, Erosion Control and Parks Permits.
2. The contractor should remove materials and equipment from the ROW by the close of daily operations.
3. No work shall be permitted at night or on Saturdays, Sundays, and holidays without prior authorizations or unless otherwise specified in this permit. City may restrict work on ROW during adverse weather conditions or during periods of high traffic volume.
4. The contractor shall maintain at least one copy of the approved plans, specifications, and standards on the job site at all times.
5. The contractor shall notify Public Works Right of Way (PW ROW) Construction Inspections at (303) 446-3469 or WMDPWDESCE@denvergov.org: 1) two days before commencing work in the ROW; 2) when suspending operations for 5 or more working days; 3) two working days before resuming suspended work; and 4) upon completion of work.
6. The applicant and contractor are responsible for being aware of, notifying, coordinating, and scheduling all inspections required for final approvals and project acceptance.
7. All work, including correction work, is subject to notification and inspection.
8. In the event that an emergency repair to existing facilities is necessary, the PW ROW Construction Inspections shall immediately be notified via telephone at (303) 446-3469. Emergency procedures shall be coordinated beforehand, where possible, and no work will be allowed until notification is received. The telephone notification must be followed up with a letter to PW ROW Construction Inspections as soon as possible.
9. All trenches shall be adequately supported and the safety of workers provided for as required by the most recent Occupational Safety and Health Administration (OSHA) “Safety and Health Regulations for Construction.” These regulations are described in subpart P, Part 1926 of the Code or Federal Regulations. Sheet and shoring may be utilized where necessary to prevent any excessive widening or slouching of the trench. The contractor may be required to use an approved piling instead of sheeting and shoring. The contractor shall accept sole liability and responsibility for complying with the current OSHA regulations applicable to all work.
10. All work will be properly backfilled prior to the end of the workday; no open holes and/or trenches are allowed overnight. All work is to be in accordance with permit requirements and applicable standards.
11. Where consistent with safety and space considerations, excavated material is to be placed on the uphill side of trenches.
12. All potholes must be core drilled or saw cut to 2’ x 2’.
13. Unless confined in a predefined berm containment area, the cleaning of cement delivery chutes is prohibited at the job site. The discharge of water containing waste cement to the storm sewer system is prohibited. (Denver Revised Municipal Code § 56-102 (a.)(c.))
14. Where ROW fences need to be removed or cut to facilitate construction, approval must be given by PW ROW Construction Inspections before work is performed. Existing line must be established by good survey practices. The contractor will supply and install new materials required to restore fence to acceptable condition. New posts and wire will be required including corner posts for gates placed in locations as determined by the original survey. Fences will be replaced according to fencing standards of the Public Works Department.
15. If livestock is present in the area of fence removal, a temporary fence, equivalent to the existing, will be required to contain livestock until new fence is in place; temporary fence will then be removed.
16. Utility Plan Review approval does not constitute approval for any work on, in, under, or over private property.
ROADWAY NOTES

1. Construction of any portion of the public roadway, including the pavement structure, subsurface support, drainage, landscaping elements, and all appurtenant features, shall comply with the provisions of the most current version of the City & County of Denver Rules & Regulations, City standard specifications, and standard details.

2. Material removed from any portion of the roadway section must be replaced in accordance with the Public Works Rules & Regulations Governing Street Cuts.

3. The contractor is responsible for providing and maintaining adequate traffic control throughout the project, including proper traffic control devices and/or personnel as required. A traffic control plan is subject to CDOT and/or PW ROW Construction Inspections for approval prior to commencing work on public ROW. A copy of approved traffic control plans must be available on site during work. Traffic control to be in accordance with the most recent version of the Manual on Uniform traffic Control Devices (MUTCD), Section VI.

4. The traffic control plan must include protective measures where materials and equipment may be stored on ROW.

5. Prior to final acceptance, all disturbed portions of ROW shall be cleaned up and restored to their original condition, subject to City approval.

6. No cleated or tracked equipment may work in or move over paved surfaces without mats.

7. Restoration is required for any holes or cuts made in walking and/or paved surfaces, including those for test holes or potholing for Investigation activities for any locates.

8. Any potholes drilled into sidewalks will require full panel replacement. Permanent patching of potholes or cuts is also required in asphalt pavements, and for concrete pavement with up to 2 potholes. When 3 or more potholes exist, then full street panel replacements are required. All restoration shall be per City and County of Denver Transportation Standards and Details. Contact PW Construction Engineering at 303-446-3469 if more information is requested.

9. When an existing asphalt street is cut, the street must be restored to a condition equal to or better than its original condition. The existing street condition shall be documented before any cuts are made; patching shall be done in conformance with the Public Works Rules & Regulations Governing Street Cuts. The finished patch shall blend smoothly into the existing surface. All large patches shall be paved with a self-propelled asphalt paving machine.

10. The contractor shall protect all storm sewer facilities adjacent to any location where any pavement cutting operations involving wheel cutting, saw cutting or abrasive cutting is to take place.

11. The contractor shall remove and properly dispose of all waste products generated by said cutting operations on a daily basis.

12. The discharge of any water contaminated by waste products from cutting operations to the storm sewer system is prohibited.

UTILITY NOTES

1. **Caution:** Location of existing utilities is shown according to the best information available as supplied by the utility providers including type, size, location and number of utilities. Prior to date of construction contractor shall verify existing utilities with the Utility Notification Center of Colorado (UNCC) and/or utility companies. **For additional information contact: UNCC at 1-800-922-1987.** The contractor shall verify existence, size, and location of existing utilities and facilities prior to construction and shall notify the engineer of any discrepancies.

2. Prior to commencement of construction, the contractor shall contact all utilities to coordinate scheduling. Should any conflicts, reconstruction, or other interruptions in service be required, contractor shall coordinate utility scheduling.

3. The applicant shall correctly show on submitted drawings the locations of all utilities in the vicinity where the applicant may bore, trench, excavate, and install conduit, fiber, fiber enclosures, vaults, and handholds. In the event that the conduit run, fiber enclosures, vaults, or handholds are located within the vicinity of any utility, the applicant shall be responsible for the design and installation that will prevent damage to the installation under normal utility operating conditions. It is the responsibility of the applicant to obtain information on each of the utilities as applicable such as gas pressure, steam and water pressures, temperatures, etc.

4. It is the responsibility of the applicant to examine the site for evidence of failures of or deficiencies in utility company facilities (i.e. Xcel, Denver Water, Denver Public Works, WMD, etc.) and to immediately call any such evidence of pre-existing damage to the attention of the utility company along with proper documentation. The applicant hereby agrees that the repair of any and all damages (direct or indirect), that may be subsequently discovered and proven to have been caused by the construction activities, is the sole responsibility of the applicant without such evidence of pre-existing damage. The applicant hereby agrees that any and all damages (direct or indirect) to utility company facilities, which may be subsequently discovered within those areas where construction occurred within six feet of utility company facilities (direct or indirect), and within a period of three years from the date of construction, were caused by the construction activities. Furthermore, the repair is agreed to be the sole responsibility of the applicant. It shall be the applicant’s responsibility
to protect all utility company facilities within the area of construction. This includes all steps necessary to prevent subsidence of the soil adjacent to or near utility company facilities.

5. Any casing or sleeve so installed under the roadway shall be the same diameter as the bore so as to eliminate a void around the casing. In the event jacking operations result in voids, the resultant voids shall be grouted or otherwise backfilled, subject to City approval. Ends of bored sections shall not be covered before being inspected.

6. The contractor shall maintain at least a 10’ clear zone to utilities at all times in accordance with City standards. The contractor/applicant shall clearly identify owner name & contact info on all manhole covers.

7. For all manholes in asphalt streets, add a 2" riser ring directly under the cover to facilitate future rotomill/overlay operations.

DENVER WATER NOTES

1. The contractor shall notify Denver Water at (303) 628-6682 prior to any construction that could affect or disturb a Denver Water facility.
2. Applicant assumes full responsibility for all damages incurred to Denver Water facilities due to activities authorized by the approved plans.
3. Denver Water, at the sole expense of the applicant will make all replacement or repair of Denver Water facilities attributed to the work.
4. In the event the applicant’s facilities are damaged or destroyed due to Denver Water’s repair, replacement and/or operation of its facilities, repairs shall be made by the applicant at its sole expense.
5. Adding fiber optics to an existing duct not previously permitted requires the duct to be subject to the aforementioned provisions.
6. Parallel ducts or cable will not be permitted within five (5) feet of a Denver Water facility (mains or conduits), and a minimum of ten (10) feet of clearance is required between potable and non-potable mains (e.g., storm, sanitary, reuse).
7. When crossing a Denver Water main or conduit, a minimum vertical clearance of eighteen (18) inches is required.
8. A Denver Water representative must be present when installation crosses a sixteen (16) inch or larger main.
9. Locates and potholes shall be required for all crossings involving Denver Water facilities including, but not limited to, hydrant lateral runs and service line crossings.
10. In the event of a conflict with requirements, the latest versions of Denver Water’s Engineering Standards and Capital Projects Construction Standards shall supersede these provisions.

FORESTRY & LANDSCAPING NOTES

1. The contractor shall not spray, cut, or trim trees or other landscaping elements within ROW, unless such work is otherwise specified or clearly indicated on the approved plans.
2. Any disturbed landscaping will be replaced to equal or better condition than that which existed prior to work.
3. Seeding, sodding, and planting shall be as specified or otherwise approved by City. Construction, maintenance, and watering requirements shall conform to the City standard specifications. Where landscape restoration must be delayed due to seasonal requirements, a separate permit may authorize such work.
4. The City requires compliance with the following when work is required around trees in the public right-of-way. Trenching techniques shall comply with:
   a) Trenching should not be closer to the tree than the drip line (the area under the tree branches); (2) Adjust the route to avoid roots as much as possible;
   b) Store soil opposite the tree side of the trench;
   c) Backfill quickly and cleanly, and water roots deeply;
   d) Tunneling must be at least 4 feet below ground;
   e) No excavation or equipment storage shall occur in the critical root zone (1’ for every 1” caliper surrounding the tree);
   f) All pit locations must be staked and approved prior to an excavation;
   g) No root 2” or larger will be cut;
   h) Minimize the work pit to no wider than the trench;
   i) Where equipment is working near trees erect a snow fence at or just outside the drip line;
   j) Prevent soil compaction by adding 4” to 12” of wood chips;
   k) Retain a licensed tree company to prune broken branches as well as compensatory pruning if necessary to help the tree recover from root loss.
5. The City of Denver Tree Retention and Protection Specifications must be followed. For a copy of the Tree Protection Specifications please contact the Forestry desk at (720) 913-0651 or email at Forestry@denvergov.org.

EROSION CONTROL NOTES

The Owner, Site Developer, Contractor and/or their authorized agents shall ensure that all potential
pollutants generated during demolition or construction work associated with this Project, be prevented from discharge to stormwater conveyance systems in the vicinity of this Project Site in accordance with the following:

1. The Owner, Site Developer, Contractor and/or their authorized agents shall prevent sediment, debris and all other pollutants from entering the storm sewer system during all demolition, excavation, trenching, boring, grading, or other construction operations that are part of this Project. The Owner, Site Developer, Contractor and/or their authorized agents shall be held responsible for remediation of any adverse impacts to the Municipal Separate Storm Sewer System, receiving waters, waterways, wetlands, and or other public or private properties, resulting from work done as part of this Project.

2. The Owner, Site Developer, Contractor and/or their authorized agents shall remove all sediment, mud, construction debris, or other potential pollutants that may have been discharged to or, accumulate in the flow lines of storm drainage appurtenances, and public rights of ways of the City and County of Denver, as a result of construction activities associated with this Project. All removals shall be conducted in a timely manner.

3. The Owner, Site Developer, Contractor and/or their authorized agents shall insure that all loads of cut and fill material imported to or exported from this site shall be properly covered to prevent loss of the material during transport on public rights of way. (Sec.49-552; Revised Municipal Code)

4. The use of rebar to anchor best management practices, other than portable toilets, is prohibited.

5. The Owner, Site Developer, Contractor and/or their authorized agents shall implement the following Best Management Practices (BMPs) on site during construction:
   
a. VEHICLE TRACKING CONTROL: This BMP is required at all access points for ingress/egress from off-site impervious surfaces to construction site pervious areas that are used by vehicular traffic or construction equipment.

b. INLET PROTECTION: This BMP is required on all existing or proposed storm sewer inlets in the vicinity of the construction site that may receive site runoff. The BMP must be appropriate to the type of storm inlet and appropriate for the ground surface at the inlet.

c. INTERIM SITE STABILIZATION: This BMP is required to provide a measure for preventing the discharge of sediment from construction sites where overlot grading or other site disturbance has occurred. This BMP is particularly necessary on sites where construction activities/disturbance will be limited to small areas of the Project site. Acceptable BMPs include:
   
i. Preserving existing vegetation
   ii. Seeding and planting
   iii. Mulching
   iv. Mulching and seeding
   v. Temporary/Permanent re-vegetation operations
   vi. Chemical soil stabilizer application (requires WMD approval)

d. WASTE MANAGEMENT/CONTAINMENT: This BMP requires that all construction wastes, fuels, lubricants, chemical wastes, trash, sanitary wastes, contaminated soils or debris shall be contained on site, protected from contact with precipitation or surface runoff, periodically removed from the construction site, and properly disposed of.

e. SPILL PREVENTION /CONTAINMENT: This BMP defines the measures proposed for preventing, controlling, or containing spills of fuel, lubricants, or other pollutants; and protecting potential pollutants from contact with precipitation or runoff.

f. CHUTE WASHOUT CONTAINMENT: Water used in the cleaning of cement truck delivery chutes shall be discharged into a predefined, bermed containment area on the job site. The required containment area is to be bermed so that wash water is totally contained. Wash water discharged into the containment area shall be allowed to infiltrate or evaporate. Dried cement waste is removed from the containment area and properly disposed of.
   
i. The direct or indirect discharge of water containing waste cement to the storm sewer system is prohibited (Sec.56-102a, c; Revised Municipal Code, City and County of Denver).

   g. SWEEPING: This BMP requires that impervious surfaces which are adjacent to or contained within construction sites be swept on a daily basis or as needed during the day when sediment and other materials are tracked or discharged on to them. Either sweeping by hand or use of Street Sweepers is acceptable. Street sweepers using water while sweeping is preferred in order to minimize dust. Flushing off paved surfaces with water is prohibited.

   h. PERIMETER CONTROL: This BMP requires that a construction site install a perimeter control measure along the edge of the construction Site, to prevent, or filter the discharge of surface runoff from the construction site. The type of perimeter control used shall be determined based on site conditions and location. Maintenance and repair of the control measure shall occur as needed, in a timely manner.

   i. STOCK PILES: Soils that will be stockpiled for more than thirty (30) days shall be protected from wind and water erosion within fourteen (14) days of stockpile
Required Notes for all Utility Plans (continued)

construction. Stabilization of stockpiles located within 100 feet of receiving waters, or with slopes 3 to 1 or greater shall be completed within seven (7) days following stockpile construction. Stabilization and protection of the stockpile may be accomplished by any of the following: Mulching, Temporary/Permanent Revegetation Operations, Chemical Soil Stabilizer Application (requires Denver Public Works approval), or erosion control matting/Geotextiles. If stockpiles are located within 100 feet of receiving waters, a drainageway or the site perimeter, additional sediment controls shall be required.

j. SAW CUTTING OPERATIONS: The Contractor shall protect all storm sewer facilities adjacent to any location where pavement cutting operations involving wheel cutting, saw cutting, or abrasive water jet cutting are to take place. The Contractor shall remove and properly dispose of all waste products generated by said cutting operations on a daily basis or as needed throughout the work day. The discharge of any water contaminated by waste products from cutting operations to the storm sewer system is prohibited. (Sec.56-102a, c; Revised Municipal Code, City and County of Denver)

k. STRUCTURAL CONTROLS: Development sites that are required to provide detention and water quality enhancement facilities for storm runoff need to install the detention facilities early in the construction build-out of the site. Projects that are using underground detention are required to install a pretreatment structure(s) or sedimentation basin(s) as a means of treating potentially polluted storm water prior to entering the detention structure. Use of these structures is required for entrapping sediment and construction debris during the active construction phase of the project. A narrative section of a Management Plan should address operation and maintenance of the structural controls being used as an active construction BMP.

6. Erosion and sediment control ‘Best Management Practices’ shall be maintained and kept in effective operating condition for the duration of this Project. All necessary maintenance and repair shall be completed immediately upon discovery of any deficiency or defect.