

MEMO

Date: July 8, 2020

To: Utility Plan Review Process Users

From: Chris Baca, Engineer Supervisor, DOTI ROWS Engineering & Regulatory

RE: Utility Plan Review (UPR) Process During COVID-19

The Department of Transportation & Infrastructure (DOTI), Right-of-Way Services (ROWS), Engineering & Regulatory (ER) Section administers and regulates the Utility Plan Review (UPR) Process. The 2020 COVID-19 pandemic has significantly impacted regular business operations within the City and County of Denver. As such, the following temporary UPR Process changes will be in effect until further notice:

- The threshold of linear footage that requires a Utility Plan Review is temporarily increased from 750 linear feet to 1499 linear feet. Plans for new utility construction that do not exceed 1499 linear feet may proceed to street occupancy permit provided there are no other project components that require a UPR.
 - Regardless of linear footage, all utility installations in the regulatory floodplain are required to obtain a Sewer Use and Drainage Permit (SUDP) for floodplain use. See “Utility Project Floodplain Permit Requirements” document at www.denvergov.org/flood for detailed requirements.
 - Regardless of linear footage, the installation of one or more new underground vaults (e.g. manholes, valve vaults, handholes) continue to require a UPR.
 - Utility installations 750 linear feet and greater located in a designated parkway or adjacent to a designated park continue to require a UPR.
- Proposed aerial installations on existing Xcel Energy utility poles do not require a UPR submittal provided there are no underground installations exceeding 1499 linear feet, there are no new utility poles or guy wires.
- 2nd and subsequent re-submittals will be temporarily waived if it is determined in the sole judgement of DOTI that any proposed alignment changes meet the following criteria. DOTI continues to reserve the right to require a re-submittal as determined in the sole judgement of DOTI.
 - Proposed alignment change meets DOTI criteria for the right-of-way.
 - Proposed alignment change remains on the same side of the right-of-way as the original application (i.e. do not cross the centerline of the street)
 - Proposed alignment change does not establish new conflicts with existing utilities, trees, or other improvements in the right of way.
 - The ROWS ER Strategic team will determine if alignment changes will require a subsequent submittal or if it will be waived. If reviewers or applicants have questions or concerns regarding resubmittals, please contact the Strategic team at DOTI.Strategic@denvergov.org.
 - Applicants will continue to be responsible for working directly with reviewers to address comments and clear their respective denials/conditions. Applicants must include their proposed alignment changes during their direct coordination with reviewers to clear denials/conditions.

Utility Plan Review (UPR) Process

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| Authority | City Charter Section A2.3, Denver Revised Municipal Code (DRMC) Chapter 49, Article VII, and Public Works (PW) Rules & Regulations Governing Street Cuts and Roadway Excavation. The Public Works Right-of-Way Services (PW ROWS) Department is the assigned City and County of Denver department of authority to administer and regulate the UPR process. |
| Purpose | <p>The purpose of this document is to provide guidance and procedures to utility company applicants who propose to construct utilities within the public right-of-way (ROW). This document identifies when a UPR is required, the Entrance Requirements and submittal process, the associated fees, guidelines and requirements for submittals, and mandatory notes.</p> <p>The UPR process consists of an application and a set of construction plans prepared by the utility applicant that illustrates proposed utility construction within the ROW. If a UPR is determined to be required by the parameters of this document, approved UPR construction plans are necessary before proceeding to the City Construction Inspection Team for Street Occupancy and/or Street Cut permitting.</p> <p>This UPR Process document may be found at the following link: https://www.denvergov.org/content/denvergov/en/right-of-way-services/permits.html</p> |
| Document Date | December 26, 2019 |
| Permit and Applicant Obligations | <p>The UPR process does not substitute or replace any permits that may be required such as Federal, State, and City and County of Denver permits, including but not limited to: 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.</p> <p>Information on how to obtain a Street Occupancy Permit can be found at www.denvergov.org/pwpermits or by contacting:</p> <p>ROWS Construction Inspections: 2000 W. 3rd Ave. PWpermits@denvergov.org P: (303) 446-3469</p> |
| UPR Information Contact | <p>Public Works, Right-of-Way Services, Engineering and Regulatory (ER) 201 W. Colfax Ave., Dept 507, Denver, CO 80202 Phone: 720-865-3003 Email: Denver.PWERA@denvergov.org Website: https://www.denvergov.org/content/denvergov/en/right-of-way-services/permits.html</p> |
| When is a UPR Required? | <p>A utility project that proposes any one (1) of the following elements in the public ROW must obtain approval through the UPR process as outlined in this document:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plans for 750 linear feet or more of new utility construction (including overhead, underground, directional bore, etc.)* |

| <p>When is a UPR Required? (Continued)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> One or more utility terminals or cabinets greater than 30" high above final adjacent grade** <input type="checkbox"/> One or more new underground vaults (e.g. a manhole) <input type="checkbox"/> Any private utility lines and/or appurtenances that will not be owned and maintained by an active public utility company with franchise agreement with the City and County of Denver <input type="checkbox"/> Any conduit or fiber related to Small Cell Infrastructure <p>* A utility project split into multiple phases to avoid the UPR process is not acceptable and will be denied a street occupancy permit. If a project plans or proposes an adjacent, connecting project that sums up to a total linear length of more than 750 ft within a 3-month period, a UPR will be required for the total aggregate project.</p> <p>**Terminals, cabinets, or other equipment may exceed 30" height above final adjacent grade if the City has a signed agreement with the Utility Owner.</p> <p>If a project is a replace like-for-like or pull through existing conduits only, a UPR is not required.</p> | | | | | | | | | | | | | | | |
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| <p>Fee Schedule and Payment Methods</p> | <p>Review Fees:</p> <p>An initial review fee is required for every UPR application. If additional reviews are necessary, resubmittal fees are required per Fee Schedule below:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Initial Fee</u></th> <th style="text-align: right;"><u>Resubmittal Fee</u></th> </tr> </thead> <tbody> <tr> <td>Any project with a proposed utility length of 750' – 1,499'-----</td> <td style="text-align: right;">\$ 500.00</td> <td style="text-align: right;">\$ 250.00</td> </tr> <tr> <td>Any project with a proposed utility length of 1500' – 2249'-----</td> <td style="text-align: right;">\$ 750.00</td> <td style="text-align: right;">\$ 375.00</td> </tr> <tr> <td>Any project with a proposed utility length of greater than 2,250'-----</td> <td style="text-align: right;">\$ 1,000.00</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Any other project requiring a Utility Plan Review-----</td> <td style="text-align: right;">\$ 320.00</td> <td style="text-align: right;">\$ 160.00</td> </tr> </tbody> </table> <p>Payment Methods:</p> <p>Prior to making a payment, the project must be logged-in and an invoice emailed to the applicant.</p> <p><u>ONLINE:</u></p> <p>In order to submit payments online, the applicant must set up an E-Permits account: https://www.denvergov.org/AccelaCitizenAccess/Login.aspx</p> <p><u>IN PERSON</u></p> <p>In order to submit payments in person, the applicant may visit 201 W. Colfax Ave., 2nd Floor Cashier, Denver, CO 80202 Phone: 720-865-2780</p> <p><u>OVER THE PHONE</u></p> <p>In order to submit payment over the phone:</p> <p>Please submit the "Over the Phone Credit Card Authorization" form, found here: https://www.denvergov.org/content/dam/denvergov/Portals/730/documents/ROWPermits/Credit-Card-Auth-FormCPDWMD.pdf with your initial submittal.</p> <p>Accepted Payment Methods: Cash, Check, Money Order, Discover, Master Card, and Visa Checks or Money Orders are made payable to: Manager of Finance</p> | | <u>Initial Fee</u> | <u>Resubmittal Fee</u> | Any project with a proposed utility length of 750' – 1,499'----- | \$ 500.00 | \$ 250.00 | Any project with a proposed utility length of 1500' – 2249'----- | \$ 750.00 | \$ 375.00 | Any project with a proposed utility length of greater than 2,250'----- | \$ 1,000.00 | \$ 500.00 | Any other project requiring a Utility Plan Review----- | \$ 320.00 | \$ 160.00 |
| | <u>Initial Fee</u> | <u>Resubmittal Fee</u> | | | | | | | | | | | | | | |
| Any project with a proposed utility length of 750' – 1,499'----- | \$ 500.00 | \$ 250.00 | | | | | | | | | | | | | | |
| Any project with a proposed utility length of 1500' – 2249'----- | \$ 750.00 | \$ 375.00 | | | | | | | | | | | | | | |
| Any project with a proposed utility length of greater than 2,250'----- | \$ 1,000.00 | \$ 500.00 | | | | | | | | | | | | | | |
| Any other project requiring a Utility Plan Review----- | \$ 320.00 | \$ 160.00 | | | | | | | | | | | | | | |
| <p>Submittal and Approval Process</p> | <p>Only Electronic Format Submissions Accepted.</p> <p>Only one proposed continuous utility run is accepted per submittal (unless ROWS approves in writing for special circumstances, which must be submitted as a separate document with your initial submittal).</p> | | | | | | | | | | | | | | | |

Submittal and Approval Process (Continued)

Initial Submittal

To apply for UPR approval, submit the following items to Denver.PWERA@denvergov.org in one email.

- UPR Application
- Plan Set of Proposed Utility Work (see UPR Plan Set Requirements Section below for details)
 - Total PDF file size of plans may not exceed 30MB
 - If multiple PDF's are necessary, please see the FTP site guidance section to submit.
 - Must be fully unlocked, flattened and size reduced as much possible
 - Printable to scale 11" x 17"
- Completed UPR Submittal Checklist, signed and dated
- Apply for a Floodplain Permit if construction occurs within a regulatory floodplain as shown on Denver Maps: <https://www.denvergov.org/Maps/map/floodplain>). When a Floodplain Permit is required, submit all plans showing floodplain impacts for the entire UPR project (i.e. do not break the Floodplain Permit submittal into multiple plan sets).
Follow the Utility Project Floodplain Permit Requirements document located here: <https://www.denvergov.org/content/denvergov/en/denver-department-of-public-works/projects/flood.html>
- Utility conduits or appurtenances located on or under a bridge require a permit from Infrastructure Project Management. For more information, call: 720-865-5482

Note: If you are unable to submit the required documents in one email, please refer to the section below for the FTP Submittal Information.

UPR Submittal Checklist (under Utility Plan Review):

<https://www.denvergov.org/content/denvergov/en/right-of-way-services/permits.html>

Initial Review and Comments

- Initial review is 10 business days.
- Within 2 business day after the initial review period, the ROWS ER operations coordination team will send the applicant a written response of consolidated review comments via e-mail.
- Fees must be paid in full prior to the release of the compiled comment report. If the fees are not paid, the report will not be released until after they are paid.

If the UPR is approved by all regulatory reviewers, the ROWS ER team will request the final plan set via emailed instructions.

Comment Resolution Process

- If the applicant receives any "denied" comments from reviewers, it is the applicant's responsibility to work directly with each reviewer to clear the comment(s) to an approved status. The reviewers contact information is listed on the comment sheet.
If there are any regulatory denial comments that upon resolution result in relocation or an otherwise significant adjustment of the proposed utility, the UPR must be resubmitted for review (unless otherwise approved by Public Works in writing).
- Once all comments have been cleared to approved, the ER Operations Coordinator will determine if a resubmittal is required, or if Final plans will be requested.

Resubmittal Review and Comments

- As noted above, a UPR plan resubmittal will be required if the proposed utility layout must be moved due to existing City standards and/or regulations, or significant changes must be made to meet UPR Submittal Requirements.
- All changes must be identified by revision clouds around the changed item(s) with an associated revision number correlating to a revision number in the sheet title block.
- The review and comment delivery timeline for resubmittal(s) are the same as for the first submittal as noted above.

To resubmit a UPR, all submittal requirements and guidelines shall apply. All resubmittals shall be transmitted via email. State clearly in the email subject line and the body of the resubmittal e-mail the City Project number, official application name, and the submittal count (2nd, 3rd,

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| <p>Submittal and Approval Process (Continued)</p> | <p>etc.). This ensures clear communications with the ER Operations Coordination team on how to process your request. Note: Each resubmittal requires an additional fee, per the Fee Schedule.</p> <p style="text-align: center;"><u>Final Plans for Approval:</u></p> <hr/> <p>Final Plan Submittal (for Approval and Sign off) When instructed by ROWS in writing, the application will be cleared to submit final plans for approval, including:</p> <p>A final printable to scale electronic PDF submittal of the approved proposed utility work per the UPR Plan Requirements and these additional requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reference to City UPR project number <input type="checkbox"/> Stamped, signed, and dated Professional Engineer Licensed and active in the State of Colorado (electronic stamps are acceptable) <input type="checkbox"/> Comment Resolution Matrix (provide link to online matrix) <input type="checkbox"/> If Floodplain permit is required, it must be issued prior to approval of the UPR plans. <input type="checkbox"/> Utility Geodatabase (waived for utility franchise agreements that provide updated system-wide geodatabases) |
| <p>FTP Submittal Information</p> | <p><u>FTP Submittal Guidance:</u> All PDF's shall not be larger than 30MB.</p> <p>Process to submit to FTP site:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Log in to the FTP site using the below credentials. <input type="checkbox"/> Name everything with your company name, and name/address of your project. <input type="checkbox"/> Send email to denver.pwera@denvergov.org notifying the department that you have uploaded plans (if you do not do this, we will not know of your submittal and it will not be logged-in). <p>Login Credentials:</p> <ul style="list-style-type: none"> <input type="checkbox"/> https://exteft.denvergov.org/#/ <input type="checkbox"/> User: PWDIST <input type="checkbox"/> Password: DenverPW#1 |
| <p>UPR Plan Set Requirements</p> | <p>UPR Plan documents shall include the following:</p> <p>Provide keymaps on all plan sheets if multiple sheets are required to show the entire projects.</p> <p>Utility work must be in accordance with the following Public Works Rules and Regulations:</p> <ul style="list-style-type: none"> • Rules and Regulations Governing the Private Designing, Planning, Construction, Reconstruction, and Remodeling of General Public Improvements <ul style="list-style-type: none"> ◦ https://www.denvergov.org/content/denvergov/en/denver-department-of-public-works/documents/rules-regulations.html • Rules and Regulations Governing Street Cuts and Roadway Excavation Specifications <ul style="list-style-type: none"> ◦ https://www.denvergov.org/content/denvergov/en/denver-department-of-public-works/documents/rules-regulations.html • Transportation Standards and Details for the Engineering Division <ul style="list-style-type: none"> ◦ https://www.denvergov.org/content/denvergov/en/right-of-way-services/engineering-regulatory-analytics/engineering-plan-review/manuals-regulations.html <p>Cover Sheet</p> <ul style="list-style-type: none"> <input type="checkbox"/> City UPR project number centered on top of the cover (e.g. 2019-UTIL-0001234) <input type="checkbox"/> Vicinity map <input type="checkbox"/> Required Plan Notes, Forestry Notes & Detail, and applicable Site-Specific Notes (see Required Plan Notes section below) <input type="checkbox"/> Project name <input type="checkbox"/> Project location (coordinates and address) <input type="checkbox"/> Sheet index <input type="checkbox"/> Plan set date and revision number (if applicable) |

UPR Plan Set Requirements (Continued)

Comment Resolution Sheet(s)

If the UPR is returned to the applicant with comments from City UPR reviewers, the applicant will include a Comment Resolution sheet(s). The Comment Resolution sheet shall have the following information:

- Agency Name
- Reviewer's name
- Review comments (reviewer comments must be verbatim)
- Formal written response to each comment
- Plan set date and revision number (if applicable)

Utility Plan Construction Sheet(s)

General

- Numerical and bar scale (Scale not to exceed 1" = 40')
- North arrow
- Legend
- Vicinity map, as necessary
- PE stamp area
- Plan set date and revision number (if applicable)

Plan View (Aerial imagery is allowed, however, does not replace requirement for accurately scaled engineering drawings)

Show, label and dimension existing:

- Right-of-way width
- Edge of Pavement, curb and gutter
- Sidewalks
- Street lights
- Pedestrian lights
- Signal Poles
- Surface utility features such as power poles, electric cabinets, handhole boxes, manholes, storm drainage inlets, traffic control boxes, vaults, valves, fire hydrants, etc.
- Drainage channels, i.e. Highline Canal
- Underground utilities (water, storm sewer, sanitary sewer, gas, electric, communications, etc.). Use best available information from field survey, utility-owner maps, sanitary and storm plat maps, and City of Denver GIS data. <https://www.denvergov.org/Maps/>
- Trees and landscaping in the ROW
- Nearby driveways and alleys
- Street names
- Regional Transportation District (RTD) bus stop, with any amenities including bench/shelter, signage, bus pad and bench pad

Show, label and dimension proposed:

- Underground utilities (boreline, trenching, conduit, fiber, pipes, lines, etc.) with stationing and appropriate City detail shown with leader call-out*
- Surface utilities (cabinets, handholes, poles, foundations, etc.) with appropriate City detail shown with leader call-out*
- Dimensions necessary to accurately locate proposed utility (e.g. coordinates at alignment changes, distance from back of curb, distance from existing cabinet, distance from alley or intersection)
- Bore pit dimensions
- Depth of proposed underground utilities (minimum 36" required, minimum 48" preferred in landscaped areas/tree lawns)

* Note: No proposed utilities are allowed in the intersection clear zone per City Transportation Standards and Details for the Engineering Division, Std. Dwg. 7.9

Profile or Cross Section Views

(If necessary or requested to show vertical clearance from other underground utilities)

- Existing grade
- Existing utilities
- Proposed utility
- Station (STA) location

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| <p>UPR Plan Set Requirements (Continued)</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Scale <input type="checkbox"/> Street Name <input type="checkbox"/> ROW <p>Detail Sheet(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not include standard City transportation details in the plans. Reference the appropriate City detail by drawing number on the appropriate plan sheet with leader call-outs <input type="checkbox"/> Provide Office of the Forester’s (OCF) tree protection detail, available to download at https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/forestry-trees-/land-developer-resources.html <input type="checkbox"/> Provide only special, non-standard, or modified City details <input type="checkbox"/> Plan set date and revision number (if applicable) |
| <p>Required Plan Notes</p> | <p>Required Plan Notes can be downloaded from the Utility Plan Review section at: https://www.denvergov.org/content/denvergov/en/right-of-way-services/permits.html</p> <ul style="list-style-type: none"> • Required Plan Notes are required on all plan sets. Do not modify the notes and insert sheets exactly as provided (pages 1 – 3). • OCF Required Notes are required on all plan sets. They are included in the Required Plan Notes detail (pages 4-5) for your convenience, but they must be verified against official OCF Required Plan Notes. Contact the OCF at (720) 913-0651 or forestry@denvergov.org with questions regarding their notes or details. <p>Additionally, insert the following site-specific note(s) if they are applicable to your project.</p> <p>SITE SPECIFIC NOTES:</p> <ol style="list-style-type: none"> 1. The project is in a Denver Parks-maintained area. The requestor shall take extra care when accessing the natural areas and grass areas within the landscaped zones. The contractor shall notify Denver Parks at least one week prior to beginning excavation to obtain a permit. Parks & Rec 720-865-6976 2. The project is in the Cherry Creek North BID area. The applicant’s contractor shall notify the District at least one week prior to beginning any excavations. 3. (<i>Street Name</i>) is a Colorado State Highway. Permits from CDOT may be required. The applicant shall contact CDOT Engineering for more information. 4. The project is in the Denver Tech Center area. The applicant’s contractor shall notify the Goldsmith Metro District (303)779-4550 at least two business days prior to beginning any excavations. |
| <p>Document Location (for internal use)</p> | <p>https://denvercity.sharepoint.com/sites/PW-DocumentManagementTeam/Shared%20Documents/PW%20PERMITS/PROPOSED%20CHANGES/UPR</p> |