

Utility Plan Review (UPR) Process

Authority	Under the authority of the Denver City Charter Section A2.3; the Denver Revised Municipal Code (DRMC), Chapter 49, Article VII; and by other City Ordinances and Regulations, the City and County of Denver Department of Transportation & Infrastructure (DOTI) manages the Public Right-of-Way (ROW). The DOTI Right-of-Way Services (ROWS) Division 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 Permit Requirements and submittal process, 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 ROWS Construction Engineering section for Street Occupancy and/or Street Cut permitting.</p> <p>This UPR Process document, applications, checklists and related documents are available at the following link (select Utility Plan Review): https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Right-of-Way-Permits</p>
Document Date	July 8, 2022
Document Version	DOTI.PT.2022.121.3
UPR Contact Information	<p>DOTI ROWS Engineering and Regulatory Website: www.denvergov.org/dotipermits Email: DOTI.ER@denvergov.org Phone: 720-865-3003</p>
Permit and Applicant Obligations	<p>The UPR process does not substitute or replace any permits that may be required such as Federal, State, and other City and County of Denver permits or approvals, including but not limited to: Street Occupancy, Street Cut, Erosion Control, Parks & Recreation Permit, and Encroachment. 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 is available at the following link: www.denvergov.org/dotipermits</p>

<p>When is a UPR Required?</p>	<p>A utility project that includes 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"/> 750 linear feet or more of new underground utility construction (including open-cut trenching and directional bore)* <input type="checkbox"/> Aerial installations where new poles will be set more than five (5) feet from existing poles or where new guy wires on existing poles are required <input type="checkbox"/> One or more utility terminals or cabinets greater than 30-inches high above final adjacent grade. Raised marker posts are not allowed in developed ROW. <input type="checkbox"/> One or more new underground vaults (e.g. utility box, handholes, manholes, pull boxes or splice boxes) that exceed 6 square feet (SF). <input type="checkbox"/> Temporary electrical transformers for service during construction. Permanent transformer to be installed on private property. <input type="checkbox"/> Suspending or mounting of any utility facilities on bridges, retaining walls, flood walls or other structures in the public ROW. <input type="checkbox"/> Installations that are found to be greater than 5 feet from their permitted location. Facilities may be required to be abandoned and moved if not in conformance with existing City standards and/or regulations or the location conflicts with existing utilities, trees, or other improvements in the ROW. <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 feet within a 3-month period, a UPR will be required for the total aggregate project. Applicants are encouraged to bundle smaller projects into one submittal provided the projects are located in one Construction Inspection Area. See map at: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Programs-Services/Right-of-Way-Services.</p>
<p>When is a UPR NOT required?</p>	<p>The UPR process is <u>not required</u> for the following (other ROW permits are still required):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Projects that replace like-for-like facilities in the same location as existing <input type="checkbox"/> Pull-through existing conduits <input type="checkbox"/> Utility work, including placement of handholes that are 6 SF or less, within 10 feet of the center of a freestanding small cell or co-locate small cell installation and not in the sidewalk, clear zone, or tree drip line. Vault locations to be shown on Freestanding Encroachment application or Co-Locate SONO request. <input type="checkbox"/> Service lines from a utility main to a residence, other building, or private property. Service line must be installed generally perpendicular to the ROW line to the maximum extent possible and within the ROW frontage of the property being served. <input type="checkbox"/> Aerial installations on existing utility poles that do not require new poles or guy wires <input type="checkbox"/> Any privately-owned utility lines and/or appurtenances that are not owned and operated by a utility company that has the authority to locate their facilities within public ROW. Private utility installations are approved through the Encroachment permit procedure: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Right-of-Way-Permit <input type="checkbox"/> Utility construction approved to use DOTI's Capital Project Regulatory Review (CPEP) process. <input type="checkbox"/> Terminals, cabinets or other raised, above-ground equipment exceeding 30 inches in height if there is an Encroachment Permit.

UPR Fee Schedule and Payment Methods

UPR Fees are subject to change by authority of the Executive Director of DOTI. The Initial Fee shall be paid prior to release of the comment report. **ALL FEES ARE NON-REFUNDABLE.** UPR Initial and Re-submittal Fees are required per the Fee Schedule below:

UPR FEE SCHEDULE		
Type of UPR Project	Initial Fee	Resubmittal Fee
Any project with a proposed utility length of 750 – 1,499 feet	\$ 500.00	\$ 250.00
Any project with a proposed utility length of 1500 – 2249 feet	\$ 750.00	\$ 375.00
Any project with a proposed utility length of greater than 2,250 feet	\$ 1,000.00	\$ 500.00
Any other project requiring a Utility Plan Review	\$ 320.00	\$ 160.00

Payment Methods:

Prior to making a payment, the project must be logged-in and an invoice emailed to the applicant. Paid fees are not refundable

ONLINE:

In order to submit payments **online**, the applicant must set up an E-Permits account: <https://www.denvergov.org/AccelaCitizenAccess/Login.aspx>

IN PERSON

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

OVER THE PHONE

In order to submit payment **over the phone**:

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.

Accepted Payment Methods: Cash, Check, Money Order, Discover, Master Card, and Visa
Checks or Money Orders are made payable to: **Manager of Finance**

Application Submittal Procedures

All UPR submittals shall be made online through Denver’s Permitting and Licensing Center (E-Permit).

Denver E-Permit: <https://www.denvergov.org/AccelaCitizenAccess/Login.aspx>.

Create a new UPR application by making the following selections:

- **Right-of-Way (ROW) Services**
- **Create an Application**
- **Right-of-Way Utility Plan Review**

Follow the prompts to complete the online form and upload ALL required Initial Submittal items or your application will be rejected (see Review and Approval Process section below for additional details). Emailed submissions will not be accepted.

Application must identify utility owner, Engineer of Record, and contractor.

If you do not have an account, click on the link to register for a new account. Contact Engineering & Regulatory at DOTI.ER@denvergov.org with any questions.

Any UPR submittal with no activity for 9 months or more shall be canceled at the sole discretion of DOTI. Fees on canceled UPR submittals are not refundable. Canceled UPR submittals still needing approval shall be re-submitted as a new project and will be subject to all new fees.

Review and Approval Process

Initial Submittal

To apply for UPR approval, submit the following items to DOTI ROWS ER through Denver's E-Permit Center: <https://www.denvergov.org/AccelaCitizenAccess/Login.aspx> (see Application Submittal Procedures section above for details).

- UPR Application
- Plan Set of Proposed Utility Work (see UPR Plan Set Requirements Section below for details)
 - 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 separately for the following approvals, if applicable:

- Apply for a Sewer Use and Drainage Permit (SUDP) if construction occurs within a regulatory floodplain as shown on Denver Maps: <https://www.denvergov.org/Maps/map/floodplain>. When a SUDP Permit for work in the floodplain 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). Information on the SUDP for work in the floodplain can be found at the DOTI Stormwater and Sanitary Sewer Permit web page: <https://www.denvergov.org/content/denvergov/en/transportation-infrastructure/documents/permits/storm-sanitary-sewer-permits>
- Apply for an Erosion Control permit for any excavation in a floodplain or if otherwise required by the CASDP Manual. See <https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Programs-Services/Wastewater-Management/Infrastructure/Engineering> for more information.
- Utility conduits or appurtenances located on or under a bridge, retaining walls, flood walls or other structures in the public ROW require approval from Infrastructure Project Management. For more information contact DOTI.Bridges@denvergov.org

Initial Review and Comments

- After ER accepts the UPR application submitted through Denver's [E-Permit](#), the application will be distributed to regulatory reviewers for an initial 10 business day review period.
- Typically, within 2 business day after the initial review period, ER will send the applicant a report of consolidated review comments via e-mail.
- Initial Fees must be paid in-full prior to the release of the compiled comment report. The comment report will not be released until after Initial Fees are paid.

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

Comment Resolution Process

- If the applicant receives any denials, comments, or conditions from reviewers, **it is the applicant's responsibility to work directly with each reviewer to clear the comment(s) and condition(s) to an approved status**. It is not ER's responsibility to confirm comments and conditions are addressed or coordinate with reviewers on behalf of applicants. The reviewers contact information is provided on the comment report.
- If there are any comments that, upon resolution, result in relocation or an otherwise significant adjustment of the proposed utility alignment or facility placement, the UPR must be resubmitted to ER for distributed review.
- Once all comments and conditions have been cleared to approved by reviewers, ER will determine if a resubmittal is required or if Final plans will be requested.

<p>Submittal and Approval Process (Continued)</p>	<p style="text-align: center;">Resubmittal Process</p> <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> As noted above, a new UPR plan submittal will be required if the proposed utility layout must be moved due to existing City standards, regulations, or significant changes must be made to meet UPR Submittal Requirements or reviewer comments. Resubmittals fees will apply. <input type="checkbox"/> Resubmittals may be waived if it is determined in the sole judgement of DOTI that any proposed alignment or facility placement changes conform to these UPR requirements and do not establish new conflicts with existing utilities, trees, or other improvements in the ROW. <input type="checkbox"/> 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. <input type="checkbox"/> The review and comment delivery timeline for resubmittal(s) are the same as for the first submittal as noted above, and all submittal requirements and guidelines shall apply. <p style="text-align: center;">Final Plans for Approval</p> <hr/> <p>When instructed by ER 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"/> Plans shall be stamped, signed, and dated Professional Engineer Licensed and active in the State of Colorado in conformance with the Code of Colorado Regulations 4 CCR 730-1 (electronic stamps/signatures are acceptable) <input type="checkbox"/> Comment Resolution Matrix-Plans shall be submitted with pages containing the original, verbatim review comments and the applicants detailed responses as to how comments were addressed. <input type="checkbox"/> If a SUDP permit is required for work in the floodplain and/or if an Erosion Control permit is required, it must be issued prior to approval of the UPR plans. <input type="checkbox"/> UPR approval is valid for one year from the date of approval. Plans for expired UPR shall be re-submitted as a new project and will be subject to all fees.
<p>UPR Plan Set Requirements</p>	<p>UPR Plan documents shall include the following:</p> <p>Utility work must be in accordance with the following DOTI Rules and Regulations and Transportation Standards and Details, found here: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> PWRR-006 Private Designing Planning Construction Reconstruction and Remodeling of General Public Improvements <input type="checkbox"/> PWRR-019 Street Cuts and Roadway Excavation Specifications <input type="checkbox"/> PWRR-029 Sidewalk and Curb Ramp Construction. <input type="checkbox"/> PWES-001 Transportation Standards and Details for the Engineering Division <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"/> Project name and 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 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)

Aerial imagery is allowed, however, does not replace requirement for accurately scaled engineering drawings.

General

- Numerical and bar scale (Scale not to exceed 1" = 40')
- North arrow
- Legend
- Key map if multiple sheets are required to show the entire project
- PE stamp area
- Plan set date and revision number (if applicable)

Plan View

Show, label, and dimension existing:

- Right-of-way width
- Street names and street width
- Edge of Asphalt, curb and gutter, crosspans and fillets
- Sidewalks, driveways and alley entrances
- Streetlights and pedestrian lights
- Traffic Signal Poles and other equipment
- Signal Equipment Clear Zones*
- 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, culverts and bridges for all major and minor drainageways, ditches and canals.
- Underground utilities (water, storm sewer, sanitary sewer, gas, electric, communications, etc.). Use best available information from utility locates, field survey, utility-owner maps, sanitary and storm plat maps, and City and County of Denver GIS data. See <https://www.denvergov.org/Maps/>. The City and County of Denver only has mapping available for City-owned assets. Contact other utilities directly for their facility information. Additional utility locate information and requirements available via www.Colorado811.org.
- Trees, tree canopies and landscaping in the ROW
- Regional Transportation District (RTD) bus stop and any amenities including bench/shelter, signage, bus pad and bench pad

Show, label and dimension proposed:

- Underground utilities (bore line, running line, trenching, conduit, fiber, pipes, lines, etc.) with stationing and appropriate City detail referenced with leader call-out*
- Surface utilities (cabinets, handholes, poles, foundations, etc.) with appropriate City detail referenced with leader call-out (see Detail Sheets below) *
- Dimensions necessary to accurately locate proposed utility (e.g. coordinates at alignment changes, distance from edge of asphalt or back of curb, distance from existing cabinet, distance from alley or intersection)

<p>UPR Plan Set Requirements (Continued)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Bore pit dimensions <input type="checkbox"/> Utility pole anchor location, dimension from pole <input type="checkbox"/> Reference to Transportation Standards and Details standard drawing number and title for restoration of disturbed areas <input type="checkbox"/> Depth of proposed underground utilities (minimum 36 inches required, minimum 48 inches preferred in landscaped areas/tree lawns) <p><i>* Note: No proposed utilities are allowed in the Signal Equipment Clear Zone per City Transportation Standards and Details for the Engineering Division, Std. Dwg. 7.9</i></p> <p><u>Profile or Cross Section Views</u> <i>If necessary or requested to show vertical clearance from other underground utilities</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Stationing along horizontal axis, Elevation along vertical axis <input type="checkbox"/> Scale (horizontal and vertical) <input type="checkbox"/> Benchmark <input type="checkbox"/> Street Name, street width, and ROW width <input type="checkbox"/> Existing grade and proposed grade if applicable <input type="checkbox"/> Profile of proposed utility <input type="checkbox"/> Existing utilities w/crossing stationing and vertical clearance <p>Detail Sheet(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do not include copies of Transportation Standards and Details in the plans. Reference the appropriate detail by standard drawing number and title on the appropriate plan sheet with leader callouts <input type="checkbox"/> Provide Office of the Forester’s (OCF) tree protection details, available to download at https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/trees-natural-resources/forestry-trees-/land-developer-resources.htm <input type="checkbox"/> Provide only utility and special, non-standard, or modified City details <input type="checkbox"/> Plan set date and revision number (if applicable) <p>Required Plan Notes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required Plan Notes are required on all plan sets. Do not modify the notes and insert sheets exactly as provided (pages 1 – 4). Required Plan Notes can be downloaded from the Utility Plan Review section at: https://www.denvergov.org/Government/Departments/Department-of-Transportation-and-Infrastructure/Documents/Right-of-Way-Permits <input type="checkbox"/> OCF Required Notes (2 pages) are required on all plan sets. They are included in the Required Plan Notes 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. <input type="checkbox"/> Add the following site-specific note(s) if they are applicable to your project <ul style="list-style-type: none"> ▪ 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 ▪ 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. ▪ (Street Name) is a Colorado State Highway. Permits from CDOT may be required. The applicant shall contact CDOT Engineering for more information. ▪ 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/PWROWSER/Shared%20Documents/STRATEGIC/RULES%20REGS%20&%20POLICIES/DOTI%20PERMITS/EDITABLE%20DOCS%20OR%20FORMER%20VERSIONS</p>