COLORADO
Department of Transportation

Region 1 Traffic Section
2829 W. Howard Place, 2nd Floor
Denver, Colorado 80204
303-757-9882 Fax:

# Please Fill Out The CDOT Utility/Special Use Permit Application Online

The address is:
https://cdotpermits.force.com/portal

The minimum requirement for the online application is four separate documents:

1. Letter of request, (on letterhead of City or Company) as necessary to:
a. document that the owner concurs in the application, if the applicant is other than the permittee and fully describe the nature of the proposed work, status of required clearances

2. Plan and Profile, show CDOT ROW on the plan sheet,
a. show distance from edge of roadway (EOR) to the CDOT ROW line and to the proposed running line of the new utility. If this request does not require a plan and profile, submit a plan sheet showing the work area.

3. Traffic control plan (TCP) Site Specific

4. Certificate of Insurance (COI) that is current and will not expire during the permit work completion dates. Insurance naming CDOT as an additional insured party.

Please fill out the application as completely as possible:
a. Route Number (What State Highway? I-25 is Route number 025) and you need an approximate milepoint/mile marker. Use the map in the application program if possible.
b. The Permittee is the owner of the utility or the development.
c. The applicant is the company performing the work.
d. Please make sure you input the Description Of Work.
e. Please make sure you input a Location.

**Application requirements - submit with completed application form**

Submit required application documentation**:**

1. **LETTER OF REQUEST** (on letterhead of City or Utility Company) as necessary to:
   a. document that the owner concurs in the application, if the applicant is other than the permittee; and/or
   b. more fully describe the nature of the proposed work, status of required clearances (see item 5 below), etc.

2. **PLAN AND PROFILE** clearly showing the following:
   a. Distance of the proposed work or utility from right-of-way (ROW) line,
   b. Provide profile cross section showing existing utilities,
   c. Distance from S.H. mile post and intersecting streets,
   d. *Distance line will be within ROW, or if it crosses ROW,
   e. *Facility type: (Water, Gas, Phone, Power, Fiber optic cable, Oil, etc.),
   f. *Nature of installation (buried, overhead, or attached to a highway structure).
   If attached to a highway structure, submit a separate drawing, indicating the structure number, and showing attachment details.
   * If application for Utility permit only

3. **TRAFFIC CONTROL PLAN** (required on all operations) that conforms to the "Manual of Uniform Traffic Control Devices for Streets and Highways" (Part VI).

4. **INSURANCE REQUIREMENTS:**

The Permittee shall obtain and maintain insurance at all times during the performance of work authorized by this Permit, in the kinds and amounts specified in the attached document "Insurance Requirements for CDOT Utility and Special Use Permits". The Permittee shall require any Contractor working for them within the State Highway Right of Way to obtain like coverage. Certificates of insurance shall name the Colorado Department of Transportation and Concessionaire, if Applicable, as additional insured party.

5. **ENVIRONMENTAL CLEARANCES:**

It is the applicant's responsibility to contact appropriate agencies and obtain all environmental clearances that apply to their activities. Such clearances may include Corps of Engineers 404 Permits or Colorado Discharge Permit System permits, or ecological, archeological, historical or cultural resource clearances. The CDOT Environmental Clearances Information Summary presents contact information for agencies administering certain clearances, information about prohibited discharges, and may be obtained from Regional CDOT Utility/Special Use Permit offices or accessed via the CDOT Planning/Construction-Environmental-Guidance webpage http:/www.codot.gov/programs/environmental/resources/guidance-standards/

The letter of request for a Utility or Special Use Permit must include a discussion of the status (e.g. application submitted, permit received, etc) of any clearances that apply to the applicants activities. Utility or Special Use Permits conditionally require compliance with all applicable regulations - including environmental regulations, and all clearances identified in the applicant's letter of request must be obtained prior to commencing work.

Return completed application plus all required enclosures to Colorado Department of Transportation, Attn: Utility Permit Office, at one of the following addresses as appropriate to this permit:

Region 1: 2829 West Howard Place, 2nd Floor
Denver, CO 80204
303-512-4272
jacquelyn.jobe@state.co.us

Region 2: 5615 Wills Boulevard
Pueblo, CO 81008
719-546-5758
todd.ausbun@state.co.us

Region 3: 222 South 6th Street, Room 100
Grand Junction, CO 81501
970-683-6271
joel.berschauer@state.co.us

Region 4: 10601 West 10th Street
Greeley, CO 80634
970-350-2163
timothy.bilobran@state.co.us

Region 5: 3803 N Main Avenue, Suite 300
Durango, CO 81301
970-385-8360
randee.reider@state.co.us

# INSURANCE REQUIREMENTS FOR CDOT UTILITY AND SPECIAL USE PERMITS

A. The Permittee shall obtain and maintain insurance at all times during the performance of work authorized by the Permit, in the following kinds and amounts. The Permittee shall require any Contractor working for them within the State Highway Right of Way to obtain like coverage. The Permittee shall also require any Contractor or Consultant performing work described in sub-paragraph 4) below, to obtain Professional Liability Insurance.

1) Workers' Compensation Insurance as required by state statute and Employer's Liability Insurance covering all employees acting within the course and scope of their employment and work on the activities authorized by the Permit.

2) Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent Consultants, products and completed operations, blanket contractual liability, personal injury and advertising liability with minimum limits as follows:

a. $1,000,000 each occurrence;

b. $2,000,000 general aggregate;

c. $2,000,000 products and completed operations aggregate; and

d. $50,000 any one fire.

e. For any permanent Permittee-owned installations located within the State Highway Right of Way, highway repairs, or site restoration, Completed Operations coverage shall be provided for a minimum period of one year following final acceptance of work.

If any aggregate limit is reduced below $1,000,000 because of claims made or paid, the Permittee, or as applicable - their Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to CDOT a certificate or other document satisfactory to CDOT showing compliance with this provision.

3) Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: $1,000,000 each accident combined single limit.

4) For any: a) engineering design; b) construction inspection; or, c) traffic control plans approved by a Traffic Control Supervisor; done in association with the operations or installations authorized by the permit, Professional Liability Insurance with minimum limits of liability of not less than $1,000,000 Each Claim and $1,000,000 Annual Aggregate. If the policy is written on a Claims Made Form, the Permittee, or, as applicable – their Consultant or Contractor, shall renew and maintain Professional Liability Insurance for a minimum of two years following final acceptance of the work, or provide a project specific Policy with a two year extended reporting provision.

5) Pollution Legal Liability Insurance with minimum limits of liability of $1,000,000 Each Claim and $1,000,000 Annual Aggregate. CDOT shall be named as an additional insured to the Pollution Legal Liability policy. If the Policy is a component of the Professional Liability Policy, the Additional Insured requirement is waived, and the Policy shall be written on a Claims Made Form, with an extended reporting period of at least two year following final acceptance of the work.

6) Umbrella or Excess Liability Insurance with minimum limits of $1,000,000. This policy shall become primary (drop down) in the event the primary Liability Policy limits are impaired or exhausted. The Policy shall be written on an Occurrence form and shall be following form of the primary. The following form Excess Liability shall include CDOT and Concessionaire, if applicable as an additional insured.



Previous editions of this form are obsolete and may not be used.

B. CDOT and Concessionaire, if applicable, shall be named as additional insured on the Commercial General Liability and Automobile Liability insurance policies. Completed operations additional insured coverage shall be on endorsements CG 2010 11/85, CG 2037, or equivalent. Coverage required by the Permit will be primary over any insurance or self- insurance program carried by the State of Colorado.

C. The Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to CDOT, and Concessionaire, if applicable, by certified mail.

D. The Permittee, or, as applicable – their Contractor or Consultant, will require all insurance policies in any way related to the Permit and secured and maintained by the Permittee, Contractor or Consultant, to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against CDOT, its agencies, institutions, organizations, officers, agents, employees and volunteers.

E. All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to CDOT.

F. The Permittee, or as applicable - their Contractor or Consultant, shall provide certificates showing insurance coverage required by the Permit to CDOT, and Concessionaire, if applicable, prior to commencing work. No later than 15 days prior to the expiration date of any such coverage, the Permittee, Contractor or Consultant, shall deliver to CDOT, and Concessionaire, as applicable, certificates of insurance evidencing renewals thereof. At any time during the term of this contract, CDOT may request in writing, and the Permittee, Contractor or Consultant, shall thereupon within 10 days supply to CDOT, evidence satisfactory to CDOT of compliance with the provisions of this section.

G. Notwithstanding subsection A of this section, if the Permittee is a “public entity” within the meaning of the Colorado Governmental Immunity Act CRS 24-10-101, et seq., as amended (“Act’), the Permittee shall at all times during the term of this permit maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by CDOT, the Permittee shall show proof of such insurance satisfactory to CDOT. Public entity Permittees are not required to name CDOT as an Additional Insured.

H. If the Permittee engages a Contractor and/or Consultant to act independently from the Permittee on the permitted work, that Contractor and/or Consultant shall be required to provide an endorsement naming CDOT, and Concessionaire if applicable, as Additional Insured on their Commercial General Liability, Auto Additional Insured on their Commercial General Liability, Auto Liability, Pollution Legal Liability and Umbrella or Excess Liability policies.