



2025 RIGHT-OF-WAY-PERMIT

**** NO WORK IN RIGHT-OF-WAY NOVEMBER 1st TO APRIL 30th****

Start Date:	Fines Incurred:	Permit Fee: <input type="checkbox"/> \$386.00
Completion Date:	Other:	
*must email all required submittals at least 5 calendar days prior to the start of work.		Payment Type:

Applicant Information	Contractor Information
Name:	Name:
Address:	Address:
Email:	Email:
Phone:	Phone:

Project Location(w/ nearest cross street):	Bus Route? Yes No
Job Contact(best contact person on job site): Name:	Phone:
Will work require closure of roadway? Yes No	
Will work require closure of sidewalk? Yes No	
Will alley, and/ or sidewalk be opened at the end of the day? Yes No	

Signature:	Title:	Date:
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THE APPLICANT CERTIFIES THAT THE INFORMATION PROVIDED IS CORRECT AND THAT THIS APPLICATION DOES NOT AUTHORIZE WORK IN THE RIGHT-OF-WAY UNTIL AN APPROVED PERMIT HAS BEEN SIGNED AND ISSUED BY THE TOWN. APPLICANT CERTIFIES TO MEET ALL REQUIREMENTS OF THE PERMIT AND TOWN STANDARDS. APPLICANT CERTIFIES TO CONTACT THE TOWN CONSTRUCTION INSPECTOR FOR INSPECTIONS PER THE GENERAL PERMIT

Work Description (List type of work being completed, limits of disturbance, impacts to ROW, and traffic control)

Explain (Add additional pages if needed):

Submitted Materials (Required)	Work Type	(Check all that apply)
<input type="checkbox"/> Breckenridge Business License <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> TWO YEAR Cash Bond <input type="checkbox"/> Payment <input type="checkbox"/> Traffic Control Plan <input type="checkbox"/> Plans: <input type="checkbox"/> Site <input type="checkbox"/> Utility <input type="checkbox"/> Grading	<input type="checkbox"/> Utility <input type="checkbox"/> Construction Staging/Encroachment <input type="checkbox"/> Public Improvements <input type="checkbox"/> Access Change (Road or Driveway) <input type="checkbox"/> Drainage (Culverts, Ditch, etc.) <input type="checkbox"/> Landscaping <input type="checkbox"/> Other	<input type="checkbox"/> Asphalt <input type="checkbox"/> Cut <input type="checkbox"/> Remove <input type="checkbox"/> Replace <input type="checkbox"/> Sidewalk, Curb & Gutter <input type="checkbox"/> Cut <input type="checkbox"/> Remove <input type="checkbox"/> Replace <input type="checkbox"/> Shoulder/Landscaping/Unpaved Area



Right of Way Bond Requirements (Check, Credit Card, or Cash)
Amount Due: \$ Disturbance of Project (sf): Is this over 100sf? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, calculate full bond amount below: $\$1,000 + (\$10)(\text{Disturbance Area} - 100\text{sf}) = \$1,000 + (\$10)(\quad \text{sf} - 100\text{sf}) = \$$ (\$1000 minimum on all projects- if disturbance is over 100sf, an additional \$10/sf is required)
General Conditions:
1. Work must only be done pursuant to the Permit Monday through Friday (except holidays) between 7 A.M. and 7 P.M. No work allowed from November 1st to May 1st. Any work done outside of these hours is a violation of this Permit.
2. All work done pursuant to the Permit shall be performed in accordance with all applicable standards and specifications. This includes, but is not limited to, Town, County, State, and Federal standards. It is the responsibility of the Applicant to determine which standards and specifications are applicable to the work to be done pursuant to this Permit.
3. Applicant assumes full responsibility for any and all damages or claims resulting from the performance of work for which the Permit was issued. Applicant agrees to indemnify and hold the Town of Breckenridge harmless from any and all claims, demands and suits, including Town's attorneys' fees, arising from or related in any way to the performance of work for which the Permit was issued.
4. Applicant represents to the Town that its employees, agents and subcontractors who will perform the work for the Permit has been issued will be fully covered by Worker's compensation insurance when performing the work.
5. At all times when performing the work for which the Permit was issued, Applicant shall maintain a policy of general liability insurance with limits of liability of not less than \$150,000 for any injury to 1 person in any single occurrence and \$600,000 for an injury to 2 or more persons in a single occurrence. Applicant shall file an insurance certificate with the Town Clerk prior to commencing the work for which the Permit was issued.
6. Applicant is responsible for all utility locates.
7. The Permit is valid for only the dates of work specified on the Permit. If changes or extended work dates are necessary to complete the work, the Applicant is required to inform the Public Works Department immediately in writing. The Applicant may be required to resubmit a new permit for the work and pay fees associated with the Permit. Permits will not be extended for any work beyond October 31st. Fines for work occurring after approved permit dates will be assessed per the schedule below.
8. Excavations completed pursuant to the Permit must have a temporary patch (cold patch) applied within 72 hours of the completion of the work for which the Permit was issued. Fill shall be placed in lifts not to exceed 8". Fill shall be placed to a uniform depth and compacted to 95% Standard Proctor relative density using mechanical compaction methods to ensure satisfactory results. The Town may waive any required testing if it deems the compactive effort and quality to be satisfactory. Native material for backfill shall be reasonably dry; however, if deemed necessary, Applicant may be required to introduce additional moisture to ensure reasonable compaction. No rock larger than 6" in diameter shall be acceptable for backfill. In traveled roadways, the final lift of backfill shall consist of one 6" lift of Class 6 aggregate base course placed and compacted 6" minimum below finished asphalt grade to facilitate paving. All excavations, which are made in paved Town streets, shall be restored with hot bituminous pavement patch within fifteen (15) calendar days of the completion of the work for which the Permit was issued. Any variance from these requirements must be approved by the Town's Engineering Division.
9. Applicant is required to contact the Town Engineering Division 48 hours before completion of backfill and 48 hours prior to placement of concrete or asphalt to schedule an inspection with the Town construction inspector. Email ROWPermits@townofbreckenridge.com or call (970) 453-3163.
10. Applicant shall restore all slopes and drainage ditches to original condition prior to the permitted work. Slopes in excess of 3:1 require netted erosion control protection. Drainage ditches shall have netted erosion control, check dams, or other bmps to prevent erosion.
11. Applicant shall stabilize all disturbed areas. Unpaved areas shall be revegetated with 3" minimum weed-free topsoil, native seed mix per Town Standards, and mulch/tackifier.
12. Applicant agrees to guarantee the work for which the Permit has been issued for a period of 2 years from completion; and to immediately repair or replace same, at the option of the Town, should the work become unsatisfactory to the Town within such 2 year period.
13. The Permit may be suspended or revoked, or work authorized to be done pursuant to the Permit temporarily halted, by the Town Engineer or the Director of Public Works, or their designee, if it is determined that the Applicant has violated any of the terms and conditions of the Permit.


For questions and inspections, contact: ROWpermits@townofbreckenridge.com or (970) 453-3163.

General Conditions CONTINUED:
14. It is the responsibility of the Applicant to ensure that work being done does not adversely impact water quality. Erosion control bmps shall be installed around the site and no sediment shall leave the site. In some cases a water quality control plan maybe required.
15. Requirements of Breckenridge Dig Once Ordinance have been verified and met. Town of Breckenridge and other utilities have been contacted to install their utilities while trenching or pavement removal operations are being completed.
16. Utility potholing shall be conducted with non-destructive methods. Potholes shall not be located in wheel paths of roadways. Potholes and borings shall be backfilled with low strength flowable fill. Native material shall not be reused in the excavations.
17. Pavement cuts shall be mechanically cut to form a clean vertical edge. Final pavement cuts shall not be made until immediately prior to paving. Pavement cuts shall be a minimum width of two feet and extend 12 inches minimum beyond the edge of trenching or excavation. Pavement cuts shall be exactly perpendicular or parallel to the travel lane. Parallel pavement cuts shall not be located in wheel paths for vehicles or bicycles. Any asphalt removal in drive lane will require asphalt patch from edge of pavement to centerline.
18. If a pavement cut parallel to the travel lane exceeds 150 linear feet, the pavement for the entire lane width shall be milled and overlaid or removed and replaced. This includes directional drilling(boring) over 150ft.
19. Pavement patch depth shall match the existing pavement depth or 4" minimum, whichever is greater.
20. Transverse joints on pavement patches shall be perpendicular to travel lane and shall be constructed using a transverse butt joint or "tee patch" detail.
21. If the roadway has been paved in the previous 36 months, then all patches shall be full lane width and shall be patched with infrared patching equipment. If a pavement patch exceed 500 square feet, a "tee patch" detail may be used in place of an infrared patch.
22. The surface of the finished pavement shall be free from any depression exceeding 3/16" as measured by a 10' straight edge.
23. Applicant shall complete material testing for any pavement cuts (roadway or sidewalk) per Town Standards. Testing shall be completed for compaction of backfill material, density testing of asphalt, and strength testing of concrete. Applicant shall submit test results to ROWpermits@townofbreckenridge.com.
24. All disturbance in the ROW shall be repaired upon completion of permit, including pavement, landscaping, utilities, irrigation, street lights, shouldering, signage, and striping.
23. The Town of Breckenridge reserves to right to not issue new ROW permits for prevoius incomplete ROW permits, restorations, or unpaid fines.
25. Any street, which is excavated pursuant to the Permit, must be opened to traffic and drivable by 7:00 p.m. each day. AS\$150 fine per day will be assessed the street is not open and drivable by 7:00 p.m.
26. A \$100 fine per day will be assessed for patch violations (concrete paving, cold patch, and HMA requirements).
27. It is the Applicant's responsibility to ensure that the street and sidewalk are kept free of debris. If the Applicant's job area requires sweeping by the Town, a fine of \$100 per hour will be assessed.
28. Approved traffic control must be maintained at all times. Any revisions shall be resubmitted for approval. Road closures and detours shall have an approved AASHTO and MUTCD compliant traffic plan. Traffic Control Supervisor (TCS) required for work in the ROW. Inadequate traffic control will result in a \$300 fine per day .
29. Any work occurring in the ROW after the completion date listed on this permit will incur a \$300 fine per day , unless a new completion date is approved by the Town Engineer to extend the permit. Any work occurring in the ROW after October 31st will incur a \$500 fine per day . Permits not completed by November 1st may incur additional fines as determined by the Town Engineer.
30. Other Conditions as determined by the Town Engineer:

Do Not Write Below - Office Use Only		
ROW Permit Approved By	Signature:	
Engineering Division	Date:	
Completion Inspection (OFFICE USE)		
Date: _____ Inspector: _____ <input type="checkbox"/> Pass <input type="checkbox"/> Fail Geotechnical Report <input type="checkbox"/> Yes <input type="checkbox"/> No		
Notes (Attach additional pages if needed):		
2 - Year Bond Re-Inspection (OFFICE USE)		
Date: _____ Inspector: _____ <input type="checkbox"/> Pass <input type="checkbox"/> Fail		
Notes (Attach additional pages if needed):		
Right of Way Bond Release (OFFICE USE)		
Date	Name	
Amount	Address	
Notes (Attach additional pages if needed):		