

CHAPTER 2 SUBMITTAL REQUIREMENTS & PERMITS

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2.1 INTRODUCTION

This chapter of the Engineering Standards establishes the requirements and review process for preconstruction submittals to the Engineering Division of the Public Works Department. The engineering submittals specified in this chapter are for Planning Development Permits, Infrastructure Permits, Floodplain Development Permits, Right-of-Way Permits, civil construction drawings, Preliminary and Final Drainage Reports, Traffic Impact Studies, and Stormwater Management Plans (SWMP).

The Infrastructure Permit issued by the Engineering Division is generally required for projects involving roadways, sidewalks and trails, stormwater infrastructure, potable water infrastructure, sanitary sewer infrastructure, lighting, irrigation, fiber optic cable and conduit, other utilities, stormwater management, transit facilities, retaining walls, signage, and any other public improvements. Single Family Homes (SFH) typically do not require an Infrastructure Permit, but one may be required by the Town Engineer depending on the project scope.

This chapter also includes the Engineering Division submittal requirements for a Building Permit and a Right-of-Way Permit. Planning submittals, including landscaping, architectural, historical, and mineral rights submittal requirements, can be found in Title 9 the Town Code. See Title 9 of the Town Code for additional information on the Town's planning process, the types of development permits listed below, how to obtain a development permit, scheduling pre-application meetings, and other planning related items. This chapter discusses the submittal and approval process prior to construction for the Engineering Division. Chapter 8 of these Standards details inspections and acceptance during and after construction.

A permit process flowchart is included as an attachment in Appendix B.

2.2 GENERAL FORMATTING

All drawing sheets, regardless of content, shall be scalable, clear and legible when printed on 11" x 17" paper. Drawings shall be prepared in AutoCAD or a compatible program approved by Town in the Colorado State Plane Central (unmodified) coordinate system for easy incorporation into the Town's GIS database.

Contents shall be drawn to a scale of multiples of ten (e.g. 1" = 10'; 1" = 30'). To preserve the scale when plotting at both full size and half size, drawings may be produced in AutoCAD with an 11" x 17" format. A larger exterior border may then be used with a 24" x 36" format, with an effective area of 22" x 34", to result in an exact doubling of the 11" x 17" half-sized drawings.

Hard copies of plans are not required. All plans shall be provided electronically, in DWG and in PDF in a format that will print to scale on 11" x 17" paper. DWG files shall be provided in a version of AutoCAD specified by the Town.

Each drawing sheet shall include a title block, scale, north arrow, original and revision dates, and professional engineer's stamp when applicable. Title blocks shall be along the bottom or right margin of each drawing.

Hard copies of reports and specifications are not required. All reports shall be provided in electronic format in PDF so that pages of report text will print to scale on 8.5" x 11" paper. Exhibits may be created to print to scale on 11" x 17" paper.

2.3 ENGINEERING SUBMITTALS

Table 2.1 summarizes the Engineering Division submittals required for subdivision permits, development permits, engineering permits, building permits, and right-of-way permits. See the Town Code for Community Development and Building Department submittal requirements. See the Town of Breckenridge Water Construction Standards for Town of Breckenridge Water Division submittals. Contact other agencies and utility companies (including Red White & Blue Fire Protection District,

Upper Blue Sanitation District, and Xcel Energy) for applicable codes and design criteria. A brief cover letter should be submitted with all Engineering Division submittals that includes the following information. A cover letter is not required for single family home projects without an infrastructure permit.

1. Project title
2. Project description including street address, subdivision, lot, and block
3. Owner contact information
4. Engineer contact information
5. Written justification for any required items omitted from the submittal.

There are several types of submittals requiring both a preliminary and a final submittal. Requirements for these are specified in Table 2.1 and the respective subsection for each submittal type. All the submittals listed in Table 2.1 may not be required for a specific project; consult with the Engineering Division to confirm which submittals are required for a project. Table 2.2 summarizes which checklists shall be referenced for different types of projects. Checklists are included as attachments in Appendix B. Any work of any nature within the Town must have at least one of the following permits before starting work: an Infrastructure Permit, a Building Permit, or a Right-of-Way Permit. All three may be required depending on the nature of the work. Permits are discussed in more detail in Section 2.4. No work of any kind, including demolition, removal, or grading, may begin until the applicable permit(s) listed above have been obtained.

Table 2.1. Engineering Division Submittal Requirements

Permit Type	Engineering Division Submittals									
	Site & Grading Plans	Civil Drawings	Drainage Report	Geotech Report	Traffic Impact Study	MHT *	SWMP **	CMP ***	Tech Specs	Other Agency Permits
Class A/B Development Permit Preliminary Submittal	X									
Class A/B Development Permit Final Submittal; Class A/B/C Subdivision Permit Preliminary & Final Submittal; & Class C/D Development Permit	X		X							
Infrastructure Permit	X	X	X	X	X	X	X		X	X
Building Permit (without Infrastructure Permit)	X	X		X		X		X		X
Right-of-Way Permit	X	X				X		X		X

*Method of Handling Traffic/ Traffic Control Plan

**Stormwater Management Plan

***Construction Management Plan

Table 2.2. Project Checklist Reference

Project or Permit Type	Checklist
Development/Subdivision Permit	Checklist 1: Site and Grading Plan Requirements
Infrastructure Permit for grading, drainage, utilities, streets, or sidewalks	Checklist 2: Civil Construction Drawings Requirements Checklist 3: Drainage Report Requirements Checklist 4: Traffic Study Requirements Checklist 6: Ownership & Maintenance Plan Requirements
Any land disturbance	Checklist 5: Stormwater Management Plan Requirements
Building Permit (without Infrastructure Permit)	Checklist 7: Building Permit (Without Infrastructure Permit) Requirements

2.3.1 Site and Grading Plans

Site and grading Plans are required to be submitted to the Engineering Division when a Subdivision or Development Permit is required by the Community Development Department. The preliminary site and grading Plans are required for preliminary Development Permit submittals. Final site and grading plans are required to be submitted with the final Development Permit submittal. Requirements for site and grading plans are listed in Checklist 1. Grading and site plans may be combined for small projects where less detail is needed to clearly understand the intent of the grading plan.

The Community Development Department lists Planning requirements for site plans in Title 9 of the Town Code. If the Applicant can satisfy the Engineering and Planning requirements on a single set, then only one site plan is required. If the Applicant cannot satisfy both sets of requirements on one set, then two submittals are required.

2.3.2 Civil Construction Drawings

Complete civil construction drawings are required for any project that includes public infrastructure. Public infrastructure includes roadways, sidewalks and trails, stormwater infrastructure, potable water infrastructure, sanitary sewer infrastructure, lighting, irrigation, fiber optic cable and conduit, other utilities, transit facilities, retaining walls, signage, and any other public improvements. Both a preliminary and a final submittal of civil construction drawings are required for the Infrastructure Permit (discussed later in this chapter). In general, the preliminary submittal of civil construction drawings shall be at least 60% complete while the final submittal shall be construction-ready and stamped by a professional engineer. For small projects that require an Infrastructure Permit, a single submittal is acceptable with prior approval from the Town Engineer.

Civil construction drawing requirements for most types of construction and grading are specified in Checklist 2, Civil Construction Drawing Requirements. The checklist is provided to guide the content and format of the construction drawings. The drawings must meet the minimum content standards so the Town can thoroughly review the design of the improvements and confirm the design is in accordance with these Standards and with all other applicable standards. Adherence to applicable design standards provides for the health, safety, welfare, and property of the Town and its citizens to be safeguarded and protected.

Depending on the scope of the project, the contents of one or more drawings specified by the checklist may be more efficiently shown on a single drawing. Required contents may be combined or separated as necessary to provide a clear and concise set of construction drawings that provides all the required information.

The design of improvements included in the construction drawings must be completed in accordance with these Standards. The plans will be reviewed for compliance and resubmittal will be required if any aspect of the design of the improvements is not in compliance with the applicable standards and criteria.

2.3.3 Drainage Reports

A drainage report is required for new public storm sewer infrastructure or for private storm sewers that connect to existing public storm sewer infrastructure. A drainage report is also required for private infrastructure if a site's impervious area increases by 0.1 acres or more from existing conditions, regardless of whether new infrastructure is constructed. For small projects, an abbreviated drainage memo may be acceptable with prior approval from the Town Engineer. A drainage memo may also be required for commercial redevelopment that does not increase impervious area, but includes site disturbance of 0.15 acres or greater. In general, the preliminary drainage report shall be at least 60% complete while the final drainage report shall be accompanied by construction-ready drawings. Guidance on drainage and water quality design and the Town's drainage and water quality criteria are in Chapter 6 of these Standards.

Both a preliminary and a final drainage report are required. The preliminary drainage report shall be submitted with the final development and final Subdivision Permit applications and shall also meet the requirements of Section 9-1-18 of the Town Code. The final drainage report shall be submitted with the Infrastructure Permit. Requirements for drainage reports are specified in Checklist 3, Drainage Report Requirements. Chapter 6 of these Standards discusses design requirements for stormwater infrastructure within the Town.

2.3.4 Geotechnical Report

A Geotechnical Report is required for an Infrastructure Permit. The Building Department also requires documentation of the bearing capacity of the soils used for foundation design in accordance with the International Building Code (IBC) and the International Residential Code (IRC). The Town may review geotechnical reports and the associated subsurface explorations and analyses to check for slope stability or soil issues, but it shall not be the responsibility or liability of the Town to make an assessment of the soils. It shall be the responsibility of the applicant and their geotechnical engineer to make an assessment of any soil or slope stability issues. The Geotechnical Report shall generally contain the following findings and supporting data. Certain projects may not require all the items listed below depending on the scope of the work.

1. Relative density type and extent of material likely to be encountered.
2. Anticipated excavation issues and proposed solutions.
3. Location and extent of excavation.
4. Suitability of excavated materials for use as backfill or bedding.
5. Compaction characteristics of the soils.
6. Groundwater level and conditions.
7. Soils infiltration testing results if any infiltration facility is proposed.
8. Soils resistivity, moisture content, pH, degree of variation, presence of sulfates, and the likelihood of stray, direct currents.
9. Soil bearing capacity and foundation design recommendations.
10. Recommended pavement type and thickness, base course type and thickness, and any additional subgrade requirements.
11. Test holes to a depth of at least two feet below the subgrade of the proposed improvements; the spacing of test holes shall be as recommended by the geotechnical engineer to adequately define the subgrade.

2.3.5 Traffic Impact Study (TIS)

A Traffic Impact Study (TIS) may be required. Chapter 4 - Traffic Impact Studies of these Standards specifies when a TIS is required. TIS requirements are specified in Checklist 4 of Appendix B.

2.3.6 Method of Handling Traffic (MHT)

A Method of Handling Traffic (MHT) or Traffic Control Plan (TCP) prepared by a certified Traffic Control Supervisor (TCS) is required for work performed within the public right-of-way (ROW) that will impact traffic lanes, shoulders, or sidewalks. A full MHT shall be submitted to the Engineering Division that includes lane closures, vehicular and pedestrian detours, cones, barriers, signage, and any other traffic maintenance devices required. Lane closures, signage, and traffic patterns must meet MUTCD and CDOT requirements. Efforts shall be made to maintain at least one lane of traffic to the extent possible. When one lane cannot safely be maintained, the length and duration of the full road closure shall be minimized to the extent possible. See Chapter 3 of these Standards for additional requirements of when a ROW permit or MHT is required.

2.3.7 Stormwater Management Plan (SWMP)

A Stormwater Management Plan (SWMP) is required when the area disturbed during construction is one acre or more. Construction best management practices must be used to prevent erosion and control sediment. Permanent water quality best management practices are not included in the SWMP but are to be included in the civil construction drawings. Requirements for permanent water quality are specified in Chapter 6 of these Standards. Items required to be included in the SWMP are specified in Checklist 5 - Stormwater Management Plan Requirements of Appendix B. Construction Stormwater Standards are detailed in Section 6.11. See additional permitting requirements in Section 2.4 below for projects disturbing one acre or more.

2.3.8 Construction Management Plan (CMP)

A Construction Management Plan (CMP) is required for projects disturbing less than one acre during construction. Projects disturbing less than one acre, but part of a larger project or development disturbing one acre or more, will still require a SWMP to be submitted. The CMP must be developed to prevent erosion and control sediment. Permanent water quality best management practices are not included in the CMP but are to be included in the civil construction drawings. The CMP shall show the following at a minimum:

1. Best Management Practices (BMPS) to prevent erosion and control sediment from leaving site.
2. Revegetation notes or other final stabilization plans.
3. Construction fencing location.
4. Material and equipment staging locations.
5. Dumpster and portalet locations
6. Vehicle parking locations and construction access location.

2.3.9 Construction Specifications

The Town has adopted standard construction specifications that shall be used on all projects. Project special provisions that vary from the Town Specifications shall be included with the Infrastructure Permit application. For special conditions or construction types which are not addressed by the Town Specifications, the Applicant shall submit proposed specifications for the Town's review.

2.3.10 Subsurface Utility Engineering (SUE)

Colorado Senate Bill 18-167 amended Title 9, Article 1.5 of the Colorado Revised Statutes to improve safety by modifying the requirements associated with the location of underground utilities prior to construction and implementing an enforcement program associated with the new requirements. The new requirements must be met if a project meets all four of the following criteria:

1. Project involves a construction contract with a public entity, construction in the public ROW, infrastructure that will be dedicated to the Town, or other work as determined by the Town Engineer.
2. Project primarily involves horizontal construction and does not primarily involve the construction of buildings.
3. Anticipated excavation footprint exceeds two feet in depth and is at least a contiguous 1,000 square feet (excluding fencing and signing projects) or involves utility boring.
4. Project requires the design services of a licensed professional engineer.

If all the above criteria are met, subsurface utility engineering documentation shall be provided with the Infrastructure Permit application that includes:

1. Notification to 811 that there is an upcoming SUE required project.
2. Depiction of utilities on stamped plans in such a way that they meet or exceed ASCE 38 or provide documented reasons from a licensed professional engineer why they do not meet or exceed Quality Level B.
3. Meeting or exceed Quality Level A for underground facilities at the point of a potential conflict with a gravity fed system including sanitary and/or stormwater facilities.

Quality-level requirements for subsurface utility engineering vary by project phase and are as follows:

1. Project Planning – Quality Level D
2. Preliminary Design – Quality Level B
3. Final Design – Quality Level A

The above Quality Levels provide general guidance for project planning. Refer to Colorado Senate Bill 18-167 for exact Quality Level requirements. Quality Level A is generally required at potential conflicts for gravity fed utilities. Quality Level A may not be required in areas without any sanitary sewer, storm sewer, other potential utility conflicts, or grading conflicts. A Colorado licensed Professional Engineer must determine the appropriate Quality Level based on Colorado Senate Bill 18-167 and document the reasons why any facilities were not located to the particular Quality Level.

Definitions of the Quality Levels are as follows:

1. Quality Level D is the most basic level of investigation and includes verbal recollections and review of existing records such as as-built drawings, utility system drawings, permit logs, field sketches, site visit log books, old surveys, one-call marks, and prior SUE investigations by others.
2. Quality Level C includes surveying those utilities that are visible above ground and use of surface features that indicate subsurface alignment such as valve covers, fire hydrants, pull boxes, manholes, and telephone pedestals. These should be reconciled to ASCE Quality Level D records.

3. Quality Level B includes the use of geophysical methods to determine the existence and horizontal position of all subsurface utilities. Quality Level B can be assigned to a utility segment or subsurface feature whose existence and position are based upon geophysical methods combined with professional judgment and whose location is tied to the project survey datum. Quality Level B is sometimes referred to as designating.
4. Quality Level A requires precise mapping via exposure of the utility. It provides type, size, condition, and material of the utility. Quality Level A includes using nondestructive excavating equipment at critical points to determine the precise horizontal and vertical position, type, size, condition, material, and any other characteristics of underground utilities. The utility should be vertically and horizontally tied to the project datum. Quality Level A is sometimes called locating.

2.3.11 Permanent Survey Monumentation

Permanent survey monuments are required in accordance with Chapter 3 of these Standards. A brief narrative covering the procedures and pertinent information used to establish permanent monumentation must be submitted to the Town Engineer as part of the Infrastructure Permit. GPS survey data shall include a detailed description of the post processing procedure which was used to establish the monument. Permanent survey monuments shall be considered properly positioned and represented only after the Town Engineer has approved all survey procedures and calculations and has verified conformance to standards and specifications for Class 2 surveys or greater. If found to be deficient, the Land Surveyor submitting the final plat and documentation may be required to perform additional work to bring the monumentation into conformance, regardless whether the final plat is recorded or not.

Survey control points, permanent monumentation, and the basis of horizontal and vertical control shall be shown on all plans. Property corners and other survey monuments shall be shown on the plat in accordance with the Town Code.

2.3.12 Ownership and Maintenance Plan

An Ownership and Maintenance Plan (O&M Plan) is required for all detention and permanent water quality facilities. An example O&M Plan, including a template for required plan notes, is included as an attachment to this chapter. Checklist 6, O&M Plan Requirements, is also included as an attachment to this chapter. O&M plans may be required by the Town Engineer for other public or private infrastructure.

2.4 PERMITS

A development permit must be issued by the Community Development Department prior to the applicant applying for any of the permits listed below; an exception may be granted for projects consisting of work contained entirely within Town right-of-way. Any work within the Town must have at least one of the following permits before starting, and all three may be required depending on the nature of the work. Exceptions may be made for Class D minor permits; contact the Engineering Division prior to beginning work to confirm permitting requirements. Additional permits may be required in addition to the three permits listed below.

1. Infrastructure Permit
2. Building Permit
3. Right-of-Way Permit
4. Floodplain Development Permit

Additionally, work within 30' of a special flood hazard area (SFHA) will require a Floodplain Development Permit as part of the permitting process. Table 2.3 summarizes the types of permits that are required for different types of projects and the subsections below discuss each of these in more detail.

All applicable county, state, and federal permits must be obtained and submitted to the Engineering Division prior to the Town issuing the Infrastructure, Building, or Right-of-Way Permit.

Table 2.3. Project Permits

Project or Permit Type	Permit
Any infrastructure improvements	Infrastructure Permit
Any building construction, remodel, or addition	Building Permit
Any work within the public right-of-way	Right-of-Way Permit (ROW Permit)
Any work within 30' of a SFHA	Floodplain Development Permit

2.4.1 Infrastructure Permit

An Infrastructure Permit is required for projects that occur within public right-of-way, projects that disturb one acre or more, and for public & private developments that involve public roadways, sidewalks, trails, stormwater infrastructure, potable water infrastructure, sanitary sewer infrastructure, lighting, irrigation, fiber optic cable and conduit, heated paver, asphalt, and concrete snowmelt systems, other utilities, stormwater management, transit facilities, retaining walls, signage, and any other improvements. If infrastructure is being installed on private property and is being connected to public infrastructure, an Infrastructure Permit will be required. An Infrastructure Permit may also be required for other types of work at the discretion of the Engineering Division. An Infrastructure Permit may be obtained at the same time or prior to the Building Permit if a Building Permit is required. Refer to the permit process flow chart in the attachments to this chapter for the permitting process. The Infrastructure Permit application form is also included as an attachment to this chapter. The Engineering Division will review each Infrastructure Permit application and issue the Infrastructure Permit once the application is approved. If any work is proposed within existing Town right-of-way, a separate Right-of-Way Permit will be required in addition to an Infrastructure Permit.

Work exempted from an infrastructure permit includes single-family homes with a building permit, driveway repaving, and minor work entirely within a right-of-way.

A list of submittals required for the Infrastructure Permit is listed on the Infrastructure Permit Application form attached to this chapter.

2.4.2 Building Permit (without Infrastructure Permit)

If the Engineering Division determines that an Infrastructure Permit is not required, final construction plans shall be approved through a Town Building Permit. Refer to the Town Code for other Town Division submittal requirements. A Building Permit or Infrastructure Permit must be obtained prior to beginning any construction activities (including any staging, demolition, excavation, removals, or grading).

In cases where an applicant desires to begin demolition prior to a building permit or infrastructure permit, they shall contact the Building and Engineering Divisions for approval. Engineering will review these requests and will only allow a demolition permit if the associated site and grading work is minimal.

A checklist of Engineering Division submittals required for Building Permits (Without Infrastructure Permit) is listed in Checklist 7 at the end of this chapter.

2.4.3 Right-of-Way Permit

Any excavation or encroachment into the Town right-of-way requires a Town Right-of-Way Permit from the Public Works Department. The Right-of-Way Permit shall be obtained prior to starting any work within Town right-of-way. Right-of-way regulations are specified in Chapter 3. The permit application and guidance can be found at the Town of Breckenridge Public Works website.

A list of submittals required for the Right-of-Way Permit is listed on the Right-of-Way Permit Application form on the Town website.

2.4.4 Floodplain Development Permit

All work within a Special Flood Hazard Area (SFHA), often referred to as the floodplain, and within areas removed from the floodplain by the issuance of a FEMA Letter of Map Revision based on Fill (LOMR-F) must meet the requirements of the 2018 Breckenridge Flood Damage Prevention Ordinance. A Floodplain Development Permit is required for all work in these areas, regardless of whether a building is being constructed or redeveloped. Work includes, but is not limited to, subsurface and surface utilities, grading, changes to surfacing, infrastructure of any kind, and signage. The Floodplain Development Permit application is included as an attachment to this chapter.

If work in the floodplain will cause any increase in the regulatory floodplain elevation or any decrease in the regulatory floodplain elevation of more than 0.3 feet, a Conditional Letter of Map Revision (CLOMR) issued by FEMA is required. If a CLOMR is issued, the permittee must also submit a Letter of Map Revision (LOMR) to FEMA, and receive approval, once the work has been completed, for the work to be accepted by the Town. The CLOMR submittal and approval from FEMA is required prior to CO or final permit signoff.

A list of submittals required for the Floodplain Development Permit is listed on the Floodplain Development Permit Application form attached to Appendix B.

2.4.5 Additional Local Permits

Work within Summit County right-of-way requires a Summit County Right-of-Way Permit. The application for this permit and submittal instructions are available on the County website via an internet search for "Summit County ROW Permit." Other local permits include a Summit County Grading and Excavation Permit and Summit County Development Permits. Applicants shall review jurisdictional boundaries shown on the Summit County GIS website and determine if their property and adjacent road or the jurisdiction of Town of Breckenridge or Summit County.

2.4.6 State Permits

There are several state permits that may be required. A CDOT Utility/Special Use Permit is required for the installation of utilities and the performance of any other types of work within the state highway right-of-way. A CDOT Access Permit is required to construct or new access to a state highway or to modify an existing access to a state highway.

The Colorado Department of Public Health and Environment (CDPHE) issues several permits to maintain a high level of water quality during construction activities that include one or more acres of disturbance. The two most common permits are for stormwater discharges associated with construction activities and construction dewatering. Information on the various permits issued by the CDPHE and their applicability can be found via an internet search for "CDPHE construction permits."

The Applicant shall submit copies of all required state permits to the Town Engineering Division.

2.4.7 Federal Permits

In addition to the FEMA requirements for working on floodplains discussed above, the most common federal permit is the US Army Corps of Engineers Section 404 Permit. A 404 Permit is required to

discharge fill material into waters of the US. Waters of the US include tributaries, lakes, rivers, streams, creeks, and wetlands. The Applicant shall submit copies of all required federal permits to the Town Engineering Division.

2.5 EMERGENCY WORK

Emergency work is defined as work of an urgent nature to repair or mitigate damage that is creating an immediate hazard to the community, including hazards to the health, safety, and welfare of the Town, environment, or citizens. If emergency work is required, the Engineering Division shall be contacted immediately and all pertinent information shall be conveyed. The Engineering Division will expedite a review of the information and determine if the work qualifies as emergency work. If an emergency work determination is made, the Engineering Division will expedite the review process and may not require all submittals and reviews listed in this chapter. The permit process may be abbreviated, but permits shall still be required in most cases. The review process and required submittals will be determined on a project basis dependent on the nature of the hazard and the work.

2.6 ENCROACHMENT LICENSE AGREEMENTS

The Town does not generally allow private structures, landscaping, or other private improvements within Town right-of-way or easements. If the Town Engineer reviews and approves private improvements within the Town right-of-way or easement, a revocable encroachment license shall be submitted to the Town. The encroachment license agreement shall be acceptable in form and substance to the Town Attorney for the improvements extending into the right-of-way or easement and must be approved by the Town and executed prior to the issuance of a Building Permit, Infrastructure Permit, or Right-of-Way Permit. See Sections 10-2-1-2 and 11-6 of the Town Code for additional information on encroachment license agreements.

2.7 POST-CONSTRUCTION SUBMITTALS (SEE CHAPTER 8)

Post-construction inspections and documentation are discussed in Chapter 8.