



Application Date: _____

Issue Date: _____

Permit #: _____

Date Installed: _____

PUBLIC WORKS DEPARTMENT

340 W Hwy 291
Salida, CO 81201
Phone (719)539-6257

PERMIT TO WORK IN CITY RIGHT-OF-WAY

APPLICANT: _____ Property Owner Only *(Please Print)*

ADDRESS: _____ PHONE _____

Applicant *or* Agent Picking up Permit: _____ EMAIL _____

I have received the corresponding brochure: ___YES ___NO

Print Name _____ Signature _____

Note: Property Owner is the Applicant and is responsible for satisfactory completion of work. If a Contractor performs the work, the City views that Contractor as a Sub-contractor for property owner.

BILLING NAME / ADDRESS: _____

Type of Work

Sewer Alley One Lane Two Lane

Water Alley One Lane Two Lane

Sidewalk

Curb and Gutter

Driveway

Other _____

Location of Work _____

Contractor Name SELF OTHER

(Must have inspection prior to payment)

Name: _____

Permit Fee _____

Address _____

Date Paid _____

Phone: _____

Signature of Clerk _____

Email: _____

Check No: _____

Date _____

Work is to be Completed _____

(30 Day – See Fee Schedule for Deposit)

Expected Road Closure ___YES ___NO

Insurance required ___YES ___NO

(Must be on file with PW)



PERMIT TO CUT CITY RIGHT-OF-WAY
INSPECTION LIST

PRE-CONSTRUCTION INSPECTION: (Prior to Permit Issued)

Date _____ Inspector _____ OK to Proceed _____

Permit Inspection Acknowledgement Signature _____

INSPECTION: (Prior to Backfill)

Date _____ Inspector _____

Approved YES NO

Notes _____

FINAL INSPECTION:

Date _____ Inspector _____

Approved YES NO

Notes _____

If NOT Approved - Follow up inspection: Approved: YES NO

Warranty period due: _____ (One year after inspection)

DEVELOPMENT FEES PAID N/A YES NO

NOTICE OF COMPLETION TO PUBLIC WORKS DIRECTOR _____ DATE

TAPS: Water Schedule Date _____ Completion Date _____ By _____

TAPS: Sewer Schedule Date _____ Completion Date _____ By _____

PUBLIC WORKS DEPARTMENT
340 W Hwy 291
Salida, CO 81201
Phone (719)539-6257



**GENERAL PROVISIONS FOR CUTTING IN CITY RIGHT-OF-WAYS
AND CITY CURB AND GUTTER**

SAFETY

Any person cutting a City right-of-way, sidewalk, or curb and gutter, shall be responsible for establishing safety measures sufficient to protect the public from any and all harm during the full period of construction, and are liable for any damage or injuries incurred during the project. Safety Measures shall include signage, barricades and notification to local authorities

LOCATES

After you receive the City Cut Permit, but before cutting, you must call the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 or 811. This is a law enforced by the State of Colorado. After receipt of the call, UNCC will request line locates from all utility companies in the Salida area. Once the Utility locates are done then you are allowed to cut.

INSPECTIONS

Any person who is granted a City Cut Permit shall receive a minimum of two inspections. The first inspection is the Preliminary inspection. This inspection is to meet on site to discuss the project and any requirements for the project and to list required follow up inspections. The lead-time on a preliminary inspection is a minimum of 24-hours after permit has been filled out and returned to the Public Works Department. Inspections will be performed during the hours of 8:00 AM to 3:00 PM. A City Cut permit is not considered valid and no work shall be performed until this meeting has been held. A final inspection is required upon completion of the work to ensure work is satisfactory to the City. Applicant shall call and schedule inspections with the Public Works Inspector at (719) 539-6257.

SIDEWALK

Applicants that receive permits that will affect existing sidewalks must understand that the existing sidewalk once disturbed shall be replaced and not reused.

PAVEMENT CUTTING

Any cuts made across a paved road must first be cut with a PAVING SAW or SPADE BIT, no wider than is necessary to allow for excavation. It is not permitted, under any circumstances, to use a backhoe, trencher, or ripper to dig through the pavement portion of the roadbed.

TRENCH

The person making the cuts in the right-of-way shall ensure all trenches are protected from the general public and are dug with appropriate safety measures. Trenches in excess of five (5) feet shall have an approved shoring device. The fill used in the rehabilitation of a trench shall be class 6 road base full depth on paved streets. Compacted in one-foot lifts. Non-paved alleys or right-of-ways shall be native materials crushed or screened to 2-inch minus and have the top six (6) inches filled with class 6 road base. Areas around meter pits shall be full depth class 6 road base. No trench shall be left open overnight without prior approval of the Inspector.



PUBLIC WORKS DEPARTMENT
340 W Hwy 291
Salida, CO 81201
Phone (719)539-6257

REHABILITATION

The person cutting the right-of-way shall rehabilitate the work area within thirty days of permit issuance to include all surfaces (road base, asphalt, or concrete) affected by the right-of-way cut to original condition. If the cut is to be repaired with asphalt and hot mix asphalt is not available, there are two temporary alternatives for interim rehabilitation of the top three (3) inches of the cuts:

- (1) Repair the street cut with cold mix asphalt and as soon as hot mix is available, remove the cold mix and replace it with hot mix.
- (2) Repair the street cut with flow fill and as soon as hot mix asphalt is available, remove the flow fill and replace it with hot mix asphalt.

From the date of completion of the rehabilitation, the permittee shall be held responsible for any and all repairs to said street cut for the period of one (1) year. Should a complaint be made with regard to the street cut, it must be repaired within fifteen (15) days of notification or the City will make the necessary repairs and bill the applicant for the work.

Should the City of Salida be required to repair and/or maintain a City right-of-way cut, due to failure of the contractor or property owner to repair and/or maintain a right-of-way cut, the contractor or property owner will be billed for labor, materials, and equipment costs involved in the repair and/or maintenance of the right-of-way cut. Contractors that fail to repair cuts shall lose their privilege to work in the City Limits of Salida for one year.

BURIED UTILITIES

Any wires, cables, gas lines, or any other buried item must be buried to that utilities specifications. Any waterline or sewer line must be buried per City Code. All such buried items must be suitably identified so as to be easily located. The City of Salida is in no way to be held liable for any damage to any items buried within the City right-of-way during the normal course of permittee's maintenance and/or repair.

CROSSING CULVERTS

In crossing any culvert, the buried items must be **AT LEAST TWELVE (12) INCHES BELOW THE BOTTOM OF THE CULVERT**. Buried items will not be permitted on top of a culvert under any circumstances. The Public Works Director or his designate must approve any items that are to be attached to any City Right-of-Way.

DAMAGES

If in the process of cutting in the City Right-of-Way, any water or sewer service is damaged, Section 13-2-60 of the City Code (attached, Exhibit "A") will be enforced.



2023 Fees and Charges for Public Works Services

TYPE OF PERMIT / SERVICE / RENTAL	Fee
Sidewalk Permit <i>\$1,000 Deposit Required</i>	\$40.00
Driveway Permit	\$50.00
Street Cut Permit (One Lane), <i>\$1,000 Deposit Required</i>	\$200.00
Street Cut Permit (Two Lane) <i>\$1,500 Deposit Required</i>	\$300.00
Alley Cut Permit	\$125.00
Curb & Gutter Permit <i>\$1,000 Deposit Required</i>	\$45.00
Lateral Cuts in Asphalt	\$1.00/ft (\$40 min)
Boring under Asphalt Streets	\$150.00
Fire Hydrant Meter Rental	\$ 75(SET) + \$25/WK
Water Line Tap at Main Line – Physical Connection Fee (up to 1”)	\$300.00
Sewer Line Tap at Main Line – Physical Connection Fee (4”)	\$240.00 - \$400.00
Temporary Water Disconnection Fee (other than for non-payment on account)	1x annually – no charge; \$40.00/occurrence thereafter
Permanent Disconnection of Water Line	\$100.00
Municipal Worker Hourly Charge	\$45.00 / hr
Public Works Truck Charge	\$50.00 / hr
Public Works Equipment Charge	\$100.00 / hr

NOTES:

- 1) Any application may incur the cost of one or more of the above listed items.
- 2) In the event the City must retain professional services to process or evaluate an application, the applicant shall bear the costs for the review, including engineers, consultants and attorney review time. A deposit of 2x the application fee to cover the reasonable anticipated costs for publication of notice and outside professional services shall be required from the applicant at the time of the application. Any balance of the deposit remaining after completion of the review shall be refunded. If the deposit is insufficient for the costs incurred, the Applicant shall pay the additional amounts within fifteen days (15) of invoice.
- 3) All other fees are nonrefundable.
- 4) Permit fees shall be increased by the greater of \$100 or double the normal fee if work is started prior to issuance of permit.
- 5) Deposit of \$1,000 for Street cut /1-lane, Curb and gutter, or Sidewalk
- 6) Deposit of \$1,500 for Street cut /2-lanes.
Street cuts will not be permitted from November 15th to March 31st unless emergency repair.
- 7) Public works municipal worker, trucks, and equipment charges apply to repairs to public property damage or other similar events.

PUBLIC WORKS DEPARTMENT
340 W Hwy 291
Salida, CO 81201
Phone (719)539-6257



EXHIBIT A

Sec. 13-2-60. Damage to water or sewer lines.

- (a) Report of damage. Any person who, in any manner, damages or injures any water or sewer pipes within the City shall, within twenty-four (24) hours after said damage has occurred, report said damages to the City, giving the following details:
 - (1) The name and address of the person committing the damage;
 - (2) The name and address of the person on whose property the damage has occurred;
 - (3) The location of the damage; and
 - (4) The time at which the damage occurred.
- (b) Inspection of damage, bill for repair. All reports of damage to water and/or sewer pipes received pursuant to Subsection (a) above shall be referred to the Public Works Director. The Public Works Director or his or her designee shall examine the damage and, if the damaged water and/or sewer pipes belong to the City, he or she shall, on the basis of the report made, send a bill to the person causing the damage for the amount of money reasonably required to repair said damage. Said bill shall be sent to the person within ten (10) days after the report of damage is received.
- (c) Payment of repair costs. The person receiving the bill referred to in Subsection (b) above shall pay the same in full to the Finance Department within fifteen (15) days after receiving said bill. (Ord. 11, 2004 § 1)