

Appendix B-3/Larimer County

NOTE: Appendix Forms and Information are for Reference Only. Contact Local Entity Engineer for Original Forms and Current Information.

Permits – Larimer County

- Development Construction Permit
- Temporary Development Construction Permit



Permit # _____

Expiration Date _____

Development Construction Permit

PROJECT INFORMATION

Project Name _____
 Project Location _____
 Section _____ Township _____ Range _____
 Phase(s) _____ of _____ Phase _____ Description _____

PRINCIPAL CONTACT

Company _____ Phone: Office _____ Cell _____
 Contact _____ Fax _____ Other _____
 Address _____ E-Mail _____

PERMIT CHECKLIST

- Approved Plan Set Approval Date _____ (review engineer) _____
- Plat Recorded Recording Date _____ (planner) _____
- Copy of collateral letter Project Completion Date (from Development Agreement) _____
- Three signed & stamped copies of approved plans provided to Larimer County Engineering
- Signed Development Agreement with Cost Estimate

FEES (fees charged if preliminary approval by BCC is after March 1, 2001, or admin approval for site plans)

No. of single family units: _____ x \$150.00 = \$ _____
 No. of duplex units: _____ x \$ 75.00 = \$ _____
 No. of multi-family units: _____ x \$ 50.00 = \$ _____
 No. of commercial lots: _____ x \$ 400.00 = \$ _____ Total DCP Fees: \$ _____
 Pavement Impact Fees (requires separate check from DCP fees) _____
 Total Pavement Impact Fees: \$ _____

CONDITIONS OF PERMIT

Permit expires sixty days after issuance; if work has not begun on site prior to expiration of permit fees may be applied to revised permit within 180 days of issuance.
 Approved as-built drawings must be submitted to and approved by Larimer County prior to release of collateral.
 Materials test reports, as per Larimer County standards, must be submitted to and approved by Larimer County prior to release of collateral.
 Colorado registered engineer's certification letter and inspection reports must be submitted to and approved by Larimer County prior to release of collateral.
 An additional permit (Right of Way Construction Permit) is required for all construction activities within the Larimer County Right of Way.
 An additional permit (Access Permit) may be required to tie in to Larimer County roads.
 This permit is granted expressly subject to the provisions of the Larimer County Land Use Code.
 Work must be performed in compliance with all applicable Federal, State, and Local Regulations.
 This permit may be revoked for failure to comply with the terms of the permit and/ or the Larimer County Land Use and Development Standards.
 Applicant shall be responsible for any repairs to any damaged Utilities, County Road, or other County properties.
 Larimer County and its officers and agents shall be fully defended and indemnified against any claim for injury or damage to property sustained by reason of the exercise of and use of this permit by Applicant and applicants actions pursuant thereto.
 This permit is not valid until signed by a duly authorized representative of Larimer County.
 Applicant shall be responsible for establishing safety procedures sufficient to protect the traveling and general public from any and all harm during construction.
 Applicant shall inform Larimer County of construction methods, equipment, and operational procedures that will be utilized and obtain the County's concurrence.
 Applicant shall advise the Larimer County Inspector 48 hours in advance of the date work will be started and shall notify the Larimer County Inspector a minimum of 12 hours in advance if this date is changed.
 Applicant shall be responsible for any repairs necessary as a result of construction. The maintenance responsibility of work repairs shall be an obligation of the applicant for two years after final acceptance of the work has been made by the County.
 Applicant shall hold Larimer County harmless from any and all claims, which may arise from the construction and maintenance of the Applicants development covered by this permit.
 If subsequent inspection determines that additional corrective measures are necessary, such corrective measures shall be completed within 30 days of notification.
 Applicant must submit revised drawings and other documents as required for the review and approval of the Larimer County Engineering Department in the event that the applicant wishes to modify, alter, or deviate from the original approved construction drawings. Any such change in the approved plans shall not be constructed without the written approval of the Larimer County Engineering Department.
 In accepting this permit the undersigned, representing the Applicant, verifies that he has read and understands all of its provisions; that he has the authority to sign for and bind the Applicant; and that by virtue of his signature the Applicant is bound by all the conditions set forth herein.
 This permit, when signed and issued by Larimer County, constitutes written notice to proceed with construction.

Permit Approved Larimer County _____ Date _____

Applicant Signature _____ Date _____

Final Inspection Approved Larimer County _____ Date _____

Applicant Printed Name _____

Warranty Inspection Approved Larimer County _____ Date _____

Title _____

As-builts received and reviewed by _____

Applicants Address _____

Engineer's certification received and reviewed by _____

Applicants Address _____

Material test results received and reviewed by _____

Applicants Phone Number _____



Permit # _____

Expiration Date _____

Temporary Development Construction Permit

PROJECT INFORMATION

Project Name _____

Project Location _____

Section _____ Township _____ Range _____

Phase(s) _____ of _____ Phase _____ Description _____

PRINCIPAL CONTACT

Company _____ Phone: Office _____ Cell _____

Contact _____ Fax _____ Other _____

Address _____ E-Mail _____

SCOPE OF WORK ALLOWED UNDER TEMPORARY DEVELOPMENT CONSTRUCTION PERMIT

Work performed under this temporary permit shall be limited to: _____

FEES (fees charged if preliminary approval by BCC is after March 1, 2001, or admin approval for site plans)

No. of single family units: _____ x \$150.00 = \$ _____

No. of duplex units: _____ x \$ 75.00 = \$ _____

No. of multi-family units: _____ x \$ 50.00 = \$ _____

No. of commercial lots: _____ x \$ 400.00 = \$ _____ Total DCP Fees: \$ _____

Pavement Impact Fees (requires separate check from DCP fees) _____

_____ Total Pavement Impact Fees: \$ _____

CONDITIONS OF PERMIT

This temporary permit shall be valid for only the work described above. No further work shall be performed prior to the issuance of a full Development Construction Permit. Permit expires sixty days after issuance; if work has not begun on site prior to expiration of permit fees may be applied to revised permit within 180 days of issuance. Approved as-built drawings must be submitted to and approved by Larimer County prior to release of collateral. Materials test reports, as per Larimer County standards, must be submitted to and approved by Larimer County prior to release of collateral. Colorado registered engineer's certification letter and inspection reports must be submitted to and approved by Larimer County prior to release of collateral. An additional permit (Right of Way Construction Permit) is required for all construction activities within the Larimer County Right of Way. An additional permit (Access Permit) may be required to tie in to Larimer County roads. This permit is granted expressly subject to the provisions of the Larimer County Land Use Code. Work must be performed in compliance with all applicable Federal, State, and Local Regulations. This permit may be revoked for failure to comply with the terms of the permit and/ or the Larimer County Land Use and Development Standards. Applicant shall be responsible for any repairs to any damaged Utilities, County Road, or other County properties. Larimer County and its officers and agents shall be fully defended and indemnified against any claim for injury or damage to property sustained by reason of the exercise of and use of this permit by Applicant and applicants actions pursuant thereto. This permit is not valid until signed by a duly authorized representative of Larimer County. Applicant shall be responsible for establishing safety procedures sufficient to protect the traveling and general public from any and all harm during construction. Applicant shall inform Larimer County of construction methods, equipment, and operational procedures that will be utilized and obtain the County's concurrence. Applicant shall advise the Larimer County Inspector 48 hours in advance of the date work will be started and shall notify the Larimer County Inspector a minimum of 12 hours in advance if this date is changed. Applicant shall be responsible for any repairs necessary as a result of construction. The maintenance responsibility of work repairs shall be an obligation of the applicant for two years after final acceptance of the work has been made by the County. Applicant shall hold Larimer County harmless from any and all claims, which may arise from the construction and maintenance of the Applicants development covered by this permit. If subsequent inspection determines that additional corrective measures are necessary, such corrective measures shall be completed within 30 days of notification. Applicant must submit revised drawings and other documents as required for the review and approval of the Larimer County Engineering Department in the event that the applicant wishes to modify, alter, or deviate from the original approved construction drawings. Any such change in the approved plans shall not be constructed without the written approval of the Larimer County Engineering Department. In accepting this permit the undersigned, representing the Applicant, verifies that he has read and understands all of its provisions; that he has the authority to sign for and bind the Applicant; and that by virtue of his signature the Applicant is bound by all the conditions set forth herein. This permit, when signed and issued by Larimer County, constitutes written notice to proceed with construction.

Permit Approved Larimer County _____ Date _____

Applicant Signature _____ Date _____

Applicant Printed Name _____

Title _____

Applicants Address _____

Applicants Address _____

Applicants Phone Number _____

Appendix B-3/Loveland

NOTE: Appendix Forms and Information are for Reference Only. Contact Local Entity Engineer for Original Forms and Current Information.

Permits – City of Loveland

- Development Construction Permit Application
- Development Construction Permit
- Right-of-Way Work Permit
- Agreement for Right-of-Way
- Grant of Easement
- Grant of Temporary Turnaround Access
- Encroachment Permit
- Resolution for Eminent Domain (Example)
- Approval of Traffic Control Plan
- Application for Building Permits
- Grading, Excavation and Fill Permit
- Permit to Move a Building
- Agreement for Incomplete Public Improvements surety Bond
- Agreement for Incomplete Public Improvements surety Bond (Example)
- Erosion Control Procedures



DEVELOPMENT CONSTRUCTION PERMIT APPLICATION

CITY OF LOVELAND

FOR CITY USE ONLY	Application Number: _____
	Application Date: _____
	Permit Application Fee: _____
	Received by: _____
	Construction Coordination Meeting Date: _____

INSTRUCTIONS:

1. Complete this form and attach all necessary documents.
2. If you have any questions or need additional information, contact the Public Works Department – Transportation Development Review Engineering Division at (970) 962-2501.
3. Submit the Application and pay the Permit Fee at the Public Works Department – Transportation Development Review Engineering Division Counter, which is located at 500 East 3rd Street, Ste 300.

PROJECT INFORMATION:

Project Name (as approved by the City):

Project A.K.A. (Marketing name if different from Project Name):

Project Location:

Property Owner (At the time of this permit issuance):

Individual Name: _____

Company Name: _____

Address: _____

Phone number(s):

Office: _____

Cell: _____

Fax: _____

Email: _____

Applicant/Project Manager (The primary contact person for all matters regarding this project, and the person responsible for all matters referencing “the Developer” in the Development Agreement for this project):

Individual Name: _____

Company Name: _____

Address: _____

Phone number(s):

Office: _____

Cell: _____

Fax: _____

Email: _____

Project Engineer (A Colorado licensed professional engineer who is the civil engineer, the person responsible for the design of this project, responsible for certification that improvements are constructed in accordance with approved plans, responsible for making revisions to plans with City approval and for providing record drawings):

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Developer (The party or parties referenced in the Development Agreement who are responsible for the Developer's obligations contained in the Agreement – add additional names below):

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

General Contractor (The contractor in overall charge of the public infrastructure construction):

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

If you have no General Contractor, list all other contractors below.

Grading contractor:

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Utility contractor:

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Concrete contractor for flat work:

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Concrete contractor for structures:

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Paving contractor:

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Landscape contractor:

Individual Name: _____
Company Name: _____
Address: _____
Phone number(s):
Office: _____
Cell: _____
Fax: _____
Email: _____

Other contractors and parties involved in the project:

SUBMIT THE FOLLOWING ITEMS WITH A COMPLETED APPLICATION FORM:

- 8½"x11" copy of a Vicinity Map
- Mylar and copies of the approved Public Improvement Construction Plans for the project
- Proposed Project Schedule
- Project quantities and cost estimate for **all** of the public improvements to be constructed. This information must be submitted in the format shown on the attached form titled "Project Quantities and Cost Estimate Sheet." The estimate shall be prepared and stamped by a Professional Engineer. These quantities and costs are also to be submitted in an electronic spreadsheet format.
- Traffic control plan(s) for the project
- Right-of-Way work permit from the Traffic Division
- Certificate of Insurance
- Copy of approved Development Agreement (if applicable)
- Copies of any Easements for the project
- Proposed haul routes shown on a City map (if applicable)
- Shop drawings (if applicable)
- Other: _____

CONSTRUCTION COORDINATION MEETING: A construction coordination meeting to discuss plans and special requirements for your project is optional for all development projects. If held, the people required to attend the meeting are the Project Manager, Project Engineer, Developer, Architect/Land Planner and General Contractor (if no General Contractor, representatives for each of the contractors expected to work on this project). A construction coordination meeting will only be held at the request of the Applicant.

People to attend: List the people's names and their respective title for those who will attend the construction coordination meeting:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ESTIMATED COST OF INFRASTRUCTURE IMPROVEMENTS: Provide the estimated value of all public infrastructure improvements that will be constructed and accepted by the City to own and maintain. The estimate shall be in the same format as the attached sheet titled "Project Quantities and Cost Estimate Sheet."

Public infrastructure estimated cost: \$ _____

I certify that the information on this permit application along with the required additional submittals are true and correct to the best of my knowledge, and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having legal or equitable interest in the real property, as defined in Section 1.04.020 of the City Code; and including common areas legally connected to or associated with the property which is the subject of this application) without whose consent and authority the requested action could not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for purposes of inspection and, if necessary, to enter upon such property to perform work required of the applicant if the applicant were to fail to perform the required work.

Applicant Signature: _____ Date: _____

PUBLIC IMPROVEMENTS OPINION OF COSTS

Erosion Control

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Stockpile Topsoil	CY			
Straw Bales	Ea			
Inlet Protection	Ea			
Silt Fence	LF			
Sediment Trap	Ea			
Vehicle Tracking Pad	Ea			

Street Improvements

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Clearing and Grubbing	Lump Sum			
Removal of Structures and Obstructions	Ea			
Subgrade Preparation	SY			
Excavation	CY			
Borrow	CY			
Fill	CY			
Rock Excavation	CY			
Filter Material	CY			
Lime Treatment	SY			
Asphalt Patching	Tons			
Asphalt Pavement	Tons			
Base Course	Tons			
Concrete Pavement	SY-IN			
Geo-textile	SY			
Riprap	CY			
Survey Monuments	Ea			
Adjust Manholes	Ea			
Adjust Valves	Ea			
Adjust Monuments	Ea			
Median Cover Material (Concrete)	SY			

Structures

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Bridge Structure	Ea			
Culverts	Ea			
Guardrail	LF			
Railing (Pedestrian)	LF			
Railing (Traffic)	LF			
Headwalls	Ea			

Pedestrian and Bikeway Facilities

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Sidewalk Grading	SY			
4-Inch Thick Sidewalk	SY			
6-inch Thick Sidewalk	SY			
Directional Curb Ramp	SY			
Corner Curb Ramp	SY			
Mid Block Ramp	SY			
Concrete Bikeway	SY			
Sidewalk Chase	Ea			
Curb & Gutter Grading	LF			
Curb & Gutter –Type II	LF			
Curb & Gutter – Type I	LF			
Glue-down Curb	LF			

Street Lighting – Local & Minor Collector Streets in Loveland (City Limits Only)

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Standard Pedestrian Light	Ea			
Standard Street Light	Ea			

Traffic Signals, Signing & Striping

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Standard Street Signs	Ea			
Standard Sign Posts	Ea			
Standard Regulatory Signs	Ea			
Standard Speed Limit Signs	Ea			
Latex Paint (4 inches)	LF			
Latex Paint (8 inches)	LF			
Latex Paint (12 inches)	LF			
Latex Paint (18 inches)	LF			
Latex Paint (24 inches)	LF			
Epoxy Pavement Marking (4 inches)	LF			
Epoxy Pavement Marking (8 inches)	LF			
Epoxy Pavement Marking (12 inches)	LF			
Epoxy Pavement Marking (18 inches)	LF			
Epoxy Pavement Marking (24 inches)	LF			
Preformed Tape for Symbols & Crosswalks	LF			
Preformed Thermoplastic	SF			
Traffic Signals	Ea			

Work Zone Traffic Control

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Traffic Control	LS			

Storm Drainage Facilities

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Grading	SY			
Inlets	Ea			
Manholes	Ea			
Pipe (Material Type – Size)	LF			
Trickle Channel (width)	LF			

Removal and Repair

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost
Asphalt Patching	SY			
Concrete Sidewalk R&R	SY			
Concrete Curbwalk R&R	LF			
Milling	SY			
Asphalt Removal	SY			

Construction Surveying/Staking

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost

Material Testing

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost

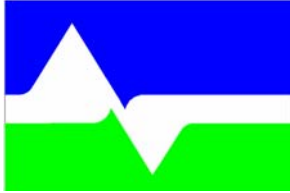
Record Drawings

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost

Construction Management

Public Improvement Item	Units	Unit Cost	Estimated Quantity	Item Cost

The units presented here are intended to assist the Developer in providing consistent units and quantities for review by the Local Entities. The Local Entity will approve unit costs used to determine the Opinion of Costs. There may be additional items that are not shown. The Developer should show each of those items, with their units, unit prices, quantities, and item cost. Separate summaries shall be provided for phases when applicable. In addition, separate summaries shall be provided for adjacent, on-site and off-site public improvements.



DEVELOPMENT CONSTRUCTION PERMIT

CITY OF LOVELAND

Permit Number: 00-00

Issuance Date: 00/00/00

Project Name: _____
Project A.K.A.: _____

Project Location: _____

Permittee: _____

City and developer contacts: *See attached Exhibit "A" for names and phone numbers of all contact persons for this project.*

Fees: Permit Application Fee (paid at the time of application) \$ _____

Development Bond or other approved security:

Amount of security deposited with the City to guarantee the completion of all public improvements to be constructed as shown on the approved plans for the development. \$ _____

Form of security deposited with the City: _____

PERFORMANCE REQUIREMENTS OF THIS PERMIT:

1. The Permittee shall be responsible to require their Project Engineer to incorporate into all design drawings and specifications the certification of all materials testing by an Engineer. The Permittee shall have an Engineer prepare revised design drawings and secure City approval for all revisions to the Utility Plans and related documents. The Permittee shall have an Engineer represent, as required by the City in the Development Agreement, that the improvements are constructed in conformance with the approved Utility Plans and the standards and specifications of the City. The Permittee shall provide record drawings prepared by an Engineer prior to the City's acceptance of the constructed public improvements. (All reference above to the terms "Project Engineer" and "Engineer" shall mean a Professional Engineer licensed in Colorado.)
2. All contractors who perform work on this project must be bonded and licensed in conformance with City requirements.
3. Construction time restrictions: _____

4. The applicant understands that additional permits may be required for this development project and the applicant shall secure those permits directly from the issuing departments.

5. This permit, along with a complete set of all approved plans and documents for this project (utility plans, site plan, landscape plan, development agreement, soils report, pavement design, traffic study, drainage report, plat easements and any other official documents), shall be kept on the development site available for use by City staff doing inspections.
6. Permit Expiration (in accordance with Chapter 6 of the Larimer County Urban Area Street Standards):
 - a. If construction has not begun within sixty (60) days from the date of issuance of this permit, this permit shall expire and the applicant will **forfeit the permit fee** paid for this permit, whereupon the applicant must re-apply for a new permit.
 - b. In addition, this permit shall expire one year from the date of issuance. The applicant may apply for an extension by reapplication at least two weeks prior to the expiration date. Such application shall contain information sufficient to justify the granting of the extension. An extension may be granted for up to six months.
7. Building permits and certificates of occupancy will only be issued when all conditions contained in the Development Agreement and Section 16.40.010 of the City Code are met. If the Development Agreement does not specify times for completion of public improvements, or if there is no Development Agreement, then the improvement requirements specified in Section 16.40.010 of the City Code shall apply, which provides that construction of all improvements shall be required prior to the time of issuance of the first building permit.
8. Acceptance by the City of the public improvements shall be after (1) final inspection has been conducted by the City; (2) punch list items from the final inspection are completed and accepted by the City; and (3) required certifications from the licensed professional engineer that improvements are completed to City standards, specifications and approved Utility Plans; and the record drawings have been received and accepted by the City.
9. The warranty on street improvements is for two (2) years from the date of initial acceptance by the City of the completed improvements, in accordance with Section 24.3 of the Larimer County Urban Area Street Standards, as applicable.
10. The Public Works Inspector must be notified at least twenty-four (24) hours prior to any planned construction on this project. All required perimeter silt fencing and other erosion/sediment control best management practices (BMP's) that can be installed prior to construction must be in place and inspected by the Public Works Inspector before any land disturbing activity begins.
11. No work (including grading) shall be started in State Highway right-of-way until a permit is issued by the Colorado Department of Transportation to allow such work to begin.
12. Other conditions: _____

Permittee's acknowledgement signature:

By signing this permit, I acknowledge that I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having legal or equitable interest in the real property, as defined in Section 1.04.020 of the City Code; and including common areas legally connected to or associated with the property which is the subject of this application) without whose consent and authority the requested action could not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for purposes of inspection and, if necessary, to enter upon such property to perform work required of the applicant if the applicant were to fail to perform the required work. I also acknowledge that I have read this permit document with all its requirements and conditions, and I agree to all of the terms and conditions so stated in this permit.

Applicant/Project Manager's Signature

Date

Approval for issuance:

City Engineer Approval

Permit Issuance Date

EXHIBIT "A"

DEVELOPMENT CONSTRUCTION PERMIT
LIST OF PROJECT CONTACT PERSONS

PROJECT NAME: _____

Developer's Contact Persons:

Applicant/Project Manager:

Office: _____
Cell: _____
Pager: _____
Fax: _____
E-mail: _____

Project Engineer:

Office: _____
Cell: _____
Pager: _____
Fax: _____
E-mail: _____

Developer:

Office: _____
Cell: _____
Pager: _____
Fax: _____
E-mail: _____

General Contractor:

Office: _____
Cell: _____
Pager: _____
Fax: _____
E-mail: _____

City Staff Contact Persons:

Transportation Development Review Engineer:

City of Loveland
500 East 3rd Street
Loveland, CO 80537

Phone Numbers:
Office: _____
Fax: (970) 962-2904
E-mail: _____

Public Works Inspector:

City of Loveland
500 East 3rd Street
Loveland, CO 80537
Phone Numbers:
Office: 970-_____
Cell: 970-_____
Pager: 970-_____
Fax: (970-962-2508
E-mail: _____

Storm Water Engineer:

Kevin Gingery
Senior Civil Engineer
City of Loveland
200 North Wilson Avenue
Loveland, CO 80537
Phone Numbers:
Office: (970) 962-3571
Fax: (970) 962-3400
E-mail: gingek@ci.loveland.co.us

Water/Wastewater Engineer:

Rod Hamilton
Civil Engineer
City of Loveland
200 North Wilson Avenue
Loveland, CO 80537
Phone Numbers:
Office: (970) 962-3712
Fax: (970) 962-3400
E-mail: hamilr@ci.loveland.co.us

Water/Wastewater Construction Inspector:

Joe Bocson
Construction Inspector
City of Loveland
200 North Wilson Avenue
Loveland, CO 80537
Phone Numbers:
Office: (970) 962-3725
Cell: (970) 679-7989
Fax: (970) 962-3400
E-mail: bocsoj@ci.loveland.co.us

Power:

Kathleen Porter
Field Engineer Supervisor
City of Loveland
200 North Wilson Avenue
Loveland, CO 80537
Phone Numbers:
Office: (970) 962-3561

Fax: (970) 962-3400
E-mail: portek@ci.loveland.co.us

Current Planner:

Greg George
Planning Manager
City of Loveland
500 East 3rd Street
Loveland, CO 80537
Phone Numbers:
Office: 970-962-2521
Fax: (970) 962-2904
E-mail: georgg@ci.loveland.co.us

Traffic Operations:

Bill Hange
Traffic Engineer
City of Loveland
105 West 5th Street
Loveland, CO 80537
Phone Numbers:
Office: (970) 962-2528
Fax: (970) 962-2907
E-mail: hangeb@ci.loveland.co.us

Development Construction Permit Coordinator:

Diana Montgomery
Community Services Department
Transportation Development Review Engineering Division
City of Loveland
500 East 3rd Street
Loveland, CO 80537
Phone Numbers:
Office: (970) 962-2501
Fax: (970) 962-2904
E-mail: montgd@ci.loveland.co.us

CITY OF LOVELAND TRAFFIC OPERATIONS

01-20-2000

RIGHT-OF-WAY WORK PERMIT REGULATIONS

ALL work done on City of Loveland right-of-way shall have an approved right-of-way permit prior to commencement of the work. This includes work done off the street/highway including sidewalks and parkways, driveway approaches, curb and gutter, etc.

Contractors apply for a right-of-way permit from the city of Loveland Traffic Operations office located at 105 West 5th Street, Loveland. Permits will NOT be issued until a traffic control plan has been submitted and approved by Traffic Operations. The city requires forty-eight (48) hours for approval of the permit prior to the start of work.

Traffic control firms will NOT set out signage until they have received an approved copy of the right-of-way permit and traffic control plan. Traffic control will be set up according to the time and stipulations on the permit. There can be no variation from this regulation – without prior approval by the Loveland Traffic Operations office. If traffic control on any project is found to be in violation of the permit issued, city inspectors will shut the project down and all traffic control will be removed. Repeated violations could result in a ban from work in the city of Loveland rights-of-way.

The city of Loveland right-of-way work permit form has been revised. It is now a one page, two sided form. Certain items have been changed or subtracted, and new stipulations added. PLEASE READ THE NEW FORM CAREFULLY. If you have any questions you should contact our office.

TRAFFIC CONTROL PLANS SUBMITTED

CHECK LIST:

1. Plans must show:
 - a) transition or taper lengths
 - b) street names and location of work
 - c) north arrow
 - d) distances between warning signs, cones, barricades, etc
 - e) types of devices must be labeled and listed
 - f) street and lane widths, flow line to flow line or edge of pavement to edge of pavement
 - g) divided highway – (medians) must have dual signings
 - h) whether there is a state highway permit
 - i) posted speeds
 - j) if arrow boards are required
 - k) if message boards are required
 - l) if affected properties have been given 48 hours notice
 - m) if any “special” signs are required
 - n) if emergency services and school districts have been notified of closures

CITY OF LOVELAND RIGHT-OF-WAY WORK PERMIT

PERMIT NO.: _____ DATE OF APPLICATION: _____
 APPLICANT'S
 NAME: _____
 COMPANY
 NAME: _____
 ADDRESS: _____ CITY: _____

 STATE: _____ ZIP: _____ BUSINESS
 PHONE: (____) _____
 EMERGENCY PHONE: (____) _____ FAX
 PHONE: (____) _____

STARTING DATE OF WORK: _____ COMPLETION
 DATE: _____

If exact date(s) are unknown at the time of application, applicant must notify the city 24 hours prior to start of work or when inspection is requested so that it can be noted on the permit. If project goes past completion date, applicant must obtain approval from the city.

WORK SITE
 LOCATION: _____
If a State Highway, a CDOT permit must be obtained prior to this permit.
 STREET & NUMBER/OR LEGAL
 DESCRIPTION: _____

Is this a City of Loveland Project: Yes ___ No ___ City Project Manager's Name:

If the city project was bid with the specific department taking responsibility for permit fees, the application must be initiated by that department. The TCP, Contractor's insurance requirements, and transfer of funds form must be submitted before the issuance of the permit.

TYPE OF WORK

Excavation Type: _____ Open
 Cut:* _____ Boring: _____

Description of
 Work: _____
 Dimensions: Length: _____ Width: _____ Area: _____ sf _____ Pavement
 Depth: _____

Roadway Surface:
 Asphalt: _____ Concrete: _____ Gravel: _____ Other: _____

Purpose of
 Project: Water: _____ Sewer: _____ Telephone: _____ Electric: _____ Gas: _____ Other: _____

*City of Loveland regulations call for flow fill to backfill trench. Asphalt thickness = existing thickness plus 1" when patching.

CONCRETE FLATWORK

Remove and Replace: _____ New
 Placement: _____ Other: _____
 Sidewalk: ___ If ___ Curb & Gutter: ___ If ___ C. G. & S. ___ If ___ Drive
 Approach: ___ If

TRAFFIC CONTROL PLAN

TCP approved for date(s) and time
only _____
TCP provided
by _____
Notes _____

PERMIT FEE:

_____ \$30.00 Application and Inspection Fee for Excavation and/or Flat Work
_____ Open cut area (sf) multiplied by \$2.50 - \$7.50 if paved within the last 5 years
_____ TOTAL PERMIT FEE

Contractor states that he has read and understands the regulations printed on the backside of this application.

Certified Traffic Engineering Rep/Date Applicant's Signature/Date

APPLICANT CERTIFIES BEFORE SIGNING PERMIT THAT ALL THE FOLLOWING CONDITIONS ARE UNDERSTOOD::

1. IN ACCORDANCE WITH CITY OF LOVELAND ORDINANCE , ANY AND ALL WORK DONE ON STREETS, CURB & GUTTER, SIDEWALKS, AND PARKWAYS, REQUIRES A RIGHT-OF-WAY PERMIT. THE CITY REQUIRES A FORTY-EIGHT (48) HOURS NOTICE FOR APPROVAL OF THE PERMIT.
2. ANY WORK DONE ON A STATE HIGHWAY WITHIN THE LIMITS OF THE CITY OF LOVELAND REQUIRES BOTH A COLORADO DEPARTMENT OF HIGHWAYS PERMIT AND A CITY OF LOVELAND RIGHT-OF-WAY PERMIT. THE CDOT PERMIT MUST BE OBTAINED FIRST AND PRESENTED AT THE TRAFFIC DEPARTMENT OFFICES WHEN APPLYING FOR THE CITY RIGHT-OF-WAY PERMIT. THE CITY OF LOVELAND WILL NOT ISSUE A RIGHT-OF-WAY PERMIT WITHOUT DOCUMENTATION FROM THE STATE.
3. A COPY OF THE RIGHT-OF-WAY PERMIT MUST BE KEPT ON THE CONSTRUCTION SITE AT ALL TIMES.
4. ALL AFFECTED PROPERTY OWNERS/RESIDENTS ALONG WITH ALL EMERGENCY SERVICES AND SCHOOL DISTRICT; WILL BE NOTIFIED AT LEAST 48 HOURS PRIOR TO ANY LANE OR ROAD CLOSURE UNDER THIS PERMIT.
5. APPROVED CERTIFICATE OF INSURANCE , OR BOND EQUAL TO THE VALUE OF THE WORK DONE, IS IN FILE WITH THE CITY OF LOVELAND TRAFFIC OPERATIONS OFFICE.
6. APPLICANT WILL CALL FOR UTILITY LOCATES BEFORE DIGGING.
7. APPLICANT WILL CALL FOR AN INSPECTION 24 HOURS IN ADVANCE. LEAVE A DETAILED MESSAGE AT 962-2640.

ALL FOREGOING PROVISIONS HAVE BEEN READ AND UNDERSTOOD AND AGREED TO. CONTRACTOR WILL COMPLY WITH ALL CITY ORDINANCES, STATE LAWS, AND PROVISIONS REGARDING SUCH CONSTRUCTION AND ACTIVITIES PURSUANT TO THIS PERMIT.

AGREEMENT FOR RIGHT-OF-WAY

THIS AGREEMENT FOR RIGHT-OF-WAY (“Agreement”) is made and entered into this _____ day of _____, 200_____ by and between _____, _____ and _____.

WITNESSETH:

WHEREAS, _____ is the contract purchaser of a portion of that certain real property comprising approximately _____ acres situated in the City of Loveland, Larimer County, Colorado, legally described in Exhibit “A” attached hereto (“Property”);

WHEREAS, _____ is the owner of real property legally described in Exhibit “B” attached hereto which is adjacent to the Property (“Right-of-way Area”);

WHEREAS, the City of Loveland requires _____ to obtain a Right-of-way from _____ across the Right-of-way Area for the extension of _____: and

WHEREAS, _____ is willing to dedicate, and _____ is willing to purchase such a Right-of-way upon the terms and conditions set forth herein below.

NOW, THEREFORE, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Upon receipt by _____ of Final Development Plan and Development Agreement approval from the City of Loveland for development of the Property, _____ shall grant a Right-of-way for the extension of _____ Street across the Right-of-way Area (“Right-of -Way”). Such grant shall be made in the standard form utilized by the City of Loveland for such purposes at that time.

2. _____ shall pay to _____ as full compensation for the Right-of-way the sum of _____ Dollars (\$ _____) in _____ (_____) (____) equal installments. The first such installment shall be due and payable within _____ (____) days of the date on which the Right-of-way is granted and the second installment shall be due and payable twelve (12) months thereafter.

3. This Agreement is entered into, and shall be interpreted in accordance with, the laws of the State of Colorado.

4. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto and their respective heirs, successors and assigns.

5. This Agreement sets forth the entire understanding of the parties with respect to the matters addressed herein, and may only be modified by a written amendment signed by all of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement or caused it to be executed as of the date first written herein above.

By: _____

Under Agreement Dated: _____

(Company or individual)

By:

Title:

Appendix B-3 Item: City of Loveland Right-of-Way Agreement

I, _____, an attorney licensed to practice law in the State of Colorado, certify, that I have examined title to the above described land dedicated to the City of Loveland, Colorado, and that the parties executing the dedication are owners thereof in fee simple, and the dedicated land is free and clear of all liens and encumbrances.

So sworn this _____ day of _____, 200__.

Attorney at Law, # _____

EXHIBIT “A”
(Legal Description)

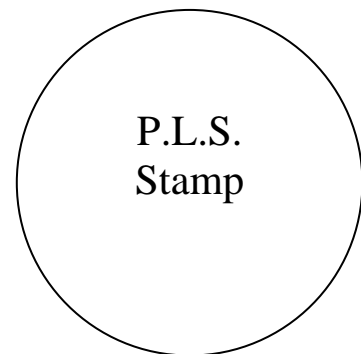


EXHIBIT “B”
(Map)

EXHIBHT "A"
(Legal Description)

P.L.S.

Stamp

GRANT OF TEMPORARY TURNAROUND ACCESS

THIS INDENTURE, made this _____ day of _____, 200____, by and between _____ as their interest may appear, as party of the first part, and the CITY OF LOVELAND, COLORADO, a municipal corporation , hereinafter referred to as “City”, WITNESSETH:

FOR GOOD AND VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, first party has this day bargained and sold, and by these presents does bargain, sell convey, transfer and deliver unto the City, its successors and assigns, a temporary turnaround access, in, over and across the real estate hereinafter described, including the perpetual right to enter upon said property at any time that it may see fit, and to use a temporary turnaround for vehicles provided however, that the City shall restore the ground surface after installation of the temporary turnaround to its prior condition after disturbing same. This easement will be null and void upon acceptance by the City of the extension of the roadway which negates the need for the temporary turnaround, to the approval of the City Public Works Street Inspector.

The temporary turnaround access easement hereby granted, situated in Larimer County, Colorado, is described as follows:

SEE TEMPORARY TURNAROUND ACCESS EXHIBIT “A”

TO HAVE AND TO HOLD said temporary turnaround access easement unto the City, its successors and assigns forever.

The first party does hereby covenant with the City that it is lawfully seized and possessed of the real property above described, that it has a good and lawful right to convey the temporary turnaround easement herein granted, that the said temporary turnaround access easement is free and clear of all encumbrances, and that it will forever warrant and defend the title thereto against lawful claims of all person whomsoever.

**CITY OF LOVELAND
ENCROACHMENT PERMIT APPLICATION**

DATE: _____

ATTENTION: _____

TOTAL PAGES: _____

PLEASE REFAX THIS FORM WITH COMMENTS WITHIN TWO (2) WEEKS OF RECEIPT TO:

PHIL LINDGREN, ASSOCIATE TRAFFIC ENGINEER
CITY OF LOVELAND TRAFFIC
1-970-962-2907 FAX TELEPHONE: 1-970-962-2516

ENCROACHMENT PERMIT APPLICATION FOR: _____

TYPE OF STRUCTURE: _____

LEGAL DESCRIPTION OF PROPERTY: _____

APPROVED? _____

COMMENTS: _____

Date: _____

ENCROACHMENT PERMIT REVIEW ROUTING LIST:

Please return to: Jane E. Conklin, Engineering Technician
Loveland Traffic Operations
105 West 5th Street
Loveland, CO 80537
Telephone: 962-2535 FAX: 962-2907

NAME OF APPLICANT: _____

WORK LOCATION: _____

ENGINEERING: _____

Signature/Date

Comments: _____

LIGHT AND POWER: _____

Signature/Date

Comments: _____

STREETS: _____

Signature/Date

Comments: _____

WATER & WASTEWATER: _____

Signature/Date

Comments: _____

**CITY OF LOVELAND TRAFFIC OPERATIONS
105 W. 5TH ST., LOVELAND, CO 80537
(970) 962-2535 FAX: (970) 962-2907**

DATE: _____

APPROVAL OF TRAFFIC CONTROL PLAN SUBMITTAL

PLAN SUBMITTED BY _____

FAX NO. _____ DATE SUBMITTED _____

LOCATION SUBMITTED FOR _____

CONTRACTOR/ENTITY SUBMITTED FOR _____

DATES T.C.P. IS NEEDED _____

NOTES: _____

TRAFFIC CONTROL PLAN IS:
APPROVED _____ **NOT APPROVED** _____

IF NOT APPROVED FOLLOWING CHANGES / CORRECTIONS / ADDITIONS / DELETIONS MUST BE MADE AND THE PLAN RE-SUBMITTED TO CITY OF LOVELAND TRAFFIC:

Plan clean/legible _____

Transition or Taper Lengths _____

Street Names (Location of work) _____

North Arrow _____

Distance between warning signs, cones, barricades _____

Type of device _____

Street and lane widths, flowline / flowline, or edge of pavement / edge of pavement _____

Divided Highway/Dual Signage (Medians) _____

State Highway Permit _____

Posted Speed _____

Arrow Boards Required _____

Message Boards Required _____

Notification of Affected Properties _____

Notification of Emergency Services/School District _____

Special Signs Needed _____

Special Instructions: _____

RIGHT-OF-WAY PERMIT NUMBER FROM CITY OF LOVELAND _____

Authorized Representative/City of Loveland Traffic Operations

City of Loveland Application for Building Permits

Building Division * 500 E 3rd St * Loveland, CO 80537
General Information (970)962-2505 * Inspection Line (970)962-2100 * TDD (970)962-2620 * FAX (970)962-2904

Address: _____		Lot Size: _____ sf	
Lot: _____	Block: _____	Subdivision: _____	
Owner Name: _____		Phone: _____	
Address: _____			
(Street)		(City)	
(State)		(Zip Code)	
Contractor Name: _____		License Number: _____	
		Phone: _____	
<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> New Building <input type="checkbox"/> Alteration <input type="checkbox"/> Addition			
Proposed Use:	Existing Use:	Building Height:	Construction ft. Type:
Occupancy Group:	Occupant Load:		
Number of Units:	Number of Stories:	Number of Bedrooms:	Number of Bathrooms: Full- 3/4- 1/2-
Fireplace? Y N #	Gas Logs? Y N	Type of Heat: Gas Electric	Electric Service Size: Amps
Water Meter Size: inch	Number of Meters Electric: Water:		
Garage (Detached / Attached) sf	Basement (sf) Fin Unfin	1st Floor (sf) Fin Unfin	2nd Floor (sf) Fin Unfin
			3rd Floor (sf) Fin Unfin
Carpport sf	Porch sf (Roof? Y N)	Deck sf (Roof? Y N)	Storage sf (Proposed Use:)
Foundation Plans? <input type="checkbox"/> Received <input type="checkbox"/> At Issuance			Valuations
Master Plan Number: _____		<input type="checkbox"/> Full Permit <input type="checkbox"/> Traffic Impact Study <input type="checkbox"/> Fig. & Fndn. <input type="checkbox"/> Traffic Worksheet	Total Valuation \$
Describe Work/List Options:			Electrical Subcontractor Valuation \$
			Mechanical Subcontractor Valuation \$
			Plumbing Subcontractor Valuation \$
I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws and building codes.			
Signature _____		Date _____	Received By _____
		Date _____	
*** Office Use Only ***			
Staff Comments:	Application Information		
	LID No.:		F & F Total
	Zoning:	Fees:	
	Insp. Area:	Date:	
SR No.:			
Building Official:	Variance No.:	Application Number:	



CITY OF LOVELAND
COMMUNITY SERVICES
Development Center

500 East Third • Loveland, Colorado 80537 • FAX (970) 962-2904 • TDD (970) 962-2620
Building Current Planning Engineering Land Records
(970) 962-2505 (970) 962-2525 (970) 962-2501 (970) 962-2645

GRADING, EXCAVATING AND FILL PERMIT

The city of Loveland has adopted Chapter 15 of the Loveland Municipal Code through which construction practices and building codes are administered. The grading, excavating and fill provisions are contained in the building code. The purpose of these guidelines is to safeguard life, limb, property and the public welfare by regulating the movement of dirtwork on private and surrounding property.

Exemptions from this permit include:

- >Grading in isolated, self-contained areas where there is no danger to public or private property.
- >Excavation activity when it is part of a project requiring a building permit (review and approval will be part of the building permit approval process).

For a complete list of exceptions, refer to the currently adopted building code.

Permit applications may be obtained at the Development Center, Building Division or contact (970) 962-2505.

Application information must include:

- >Name and address of the property owner and applicant.
- >Legal description and address of the property.
- >Vicinity map showing important physical features such as creeks and streams, etc.
- >Three (3) sets of construction documents which indicate property boundaries, location of structures on the property or within 20 feet of the property, location of the excavation site, existing and proposed final contours of the site, detailed plans showing provisions for on site stormwater detention and runoff.
- >Completion of the following ancillary documents to be completed with each grading permit application is required:
 - U.S. Army Corp of Engineers Pre-Construction Notification (PCN) and a copy of 404 Permit and/or correspondence from the Corp.*
 - State of Colorado General Permit Application, Stormwater Discharge Permit and a copy of permit acceptance letter from the State.*
 - Colorado Department of Public Health & Environment Air Pollutant Emission Notice-Dust Control Plan-and-Application for emission permit and copy of permit acceptance letter from the State.*



Plan Review and Permit Fees

Fees for both the plan review and permit are established in accordance with the most currently adopted building code and per the Table on the reverse of this sheet. To compute these fees, the total number of cubic yards of material involved as well as valuation of the project is needed.

Inspections

The City of Loveland will inspect the site during the review and during the construction process as well as after the project is complete.



Printed on
Recycled Paper

Appendix B-3 Item: City of Loveland Permit to Move a Building

APPLICATION FOR A PERMIT TO MOVE A BUILDING

On Streets, Alleys and Other Public Ways in the City of Loveland

Date: _____

A. OWNER AND BUILDING INFORMATION

Owner of Building:			Type of Building:	
Size of Building:	Length:	Width:	Ht.:	Loaded Ht.:
Present Location:				
To Be Moved To:			Date/Time of Move:	
Route to be Used:				

B. BUILDING MOVER INFORMATION

Name of Mover:	PUC License No.:
Type of Insurance Coverage/Amount Carried:	
Insurance Company:	Date Insurance Filed with City Clerk:

C. NOTIFICATION OF CITY DEPARTMENTS AND UTILITY COMPANIES (see attached list):

City Department/ Utility Company	Person Coordinating	Est'd Cost to City Dept./Utility Co.	Comments (i.e. any further notice, meeting places/times)
City of Loveland Water and Power Dept.			
City of Loveland Police Department			Call dispatch prior to move at 667-2151.
U.S. West Communications, Greeley			
Public Service Company, Fort Collins			
Comcast Communications Longmont			
Poudre Valley REA, Fort Collins			1 day notice prior to move.
City of Loveland Engineering Division, Traffic Engineer			

D. If the date/time of move changes or at the time of application the date/time is unknown, it is the mover's responsibility to notify all the above agencies. The mover assumes all responsibility for damages resulting from the moving of the building in the City of Loveland. A FAX copy of the permit is acceptable in order to get agencies signatures, but we require the permit to have the mover's original signature on it.

Mover: _____

City Engineer Approval: _____

EROSION CONTROL PROCEDURES

Erosion Control is required for any of the following operations: (1) The new construction of 3plex or larger residential or non-residential buildings and/or all non-residential building additions. (2) Land development earth work for subdivisions.

(1) Building Construction - Grading and Building Permit Application:

At Permit Application the "Applicant" shall submit an Erosion Control Plan to the Building Division.

Routing and Review requires 15 Working Days: Two Copies of Plan Required

The Building Division routes one plan to Public Works Stormwater Engineering (Kevin Gingery @ 962-3571) at the Service Center for review & comments. Stormwater Engineering will contact the "Applicant/Contractor" if revisions are required. The other plan is routed to Public Works Engineering.

(2) Land Development Earth Work:

Earth Work may begin once the "Contractor" has installed an accepted Erosion Control Plan and been issued a Grading Permit by the City of Loveland.

Routing and Review:

An Erosion Control Plan is required to be submitted with the final construction plans for public improvements. The Community Services Planning Division routes the plans to Public Works Stormwater Engineering (Kevin Gingery @ 962-3571) at the Service Center for review & comments. Stormwater Engineering will contact the "Applicant" if revisions are required. Stormwater Engineering also contacts Public Works Engineering once the plan is accepted.

Field Installed Erosion Control:

The accepted Erosion Control Plan is installed at the work site. Once installation is complete the "Contractor" calls Public Works Engineering Two-Working-Days in advance for an inspection, (Dave DeBaere @ 962-2510). The Public Works inspector will inspect and list the inspection results on the AS-400 (the City's Computer System) and contact the "Contractor".

Acceptance: Once Erosion Control measures have been properly installed in the field. The Public Works Engineering Inspector will release that portion of the requirement for a grading and/or building permit.

Erosion control **NOT** properly installed:

The Public Works Engineering Inspector will notify the "Contractor" of what is required to correct the plan.

Permit Issued:

The Public Works Engineering Inspector will perform random inspections of temporary erosion control during construction. The "Contractor" is required to maintain temporary erosion control measures during construction, if temporary erosion control measures are not properly maintained the "Contractor" will be subject to a "Stop Work Order".

Request for final inspection:

Inspection of all **permanent** erosion control improvements. The "Contractor" shall call Public Works Engineering for final inspections.

Appendix B-4

NOTE: Contact Local Entity Engineer for Current Fees.

Fees:

- City of Fort Collins (Add When Available)
- City of Loveland (Add When Available)
- Larimer County (Add When Available)