

City of Cherry Hills Village ROW Permit Checklist

ITEMS NEEDED FOR APPROVAL OF CHV ROW PERMIT

☐ **A fully submitted Permit Application**

Includes:

- 1.) Application fully filled out
- 2.) COI (naming CHV as an additional insured)
- 3.) Performance Bond - 2 year
- 4.) Certified Traffic Control Plan

See details in below check boxes.

☐ **Certificate of Insurance**

Needs: Name the City of Cherry Hills Village as an additional insured and needs to have an issue date within 30 days..

☐ **Performance Bond**

2-year bond in the amount of \$5,000.00 (Trail access/ Trail Excavation bonds are \$10,000.00). Riders on existing permits are **not allowed**. (1) original bond per/ permit.

☐ **Certified Traffic Control Plan (TCP)**

Needs to be submitted for permit/work taking place in City ROW. Is required for all road closures and/or detours. **Will only accept certified Traffic control plans.** See page 19 of C&E Standards.

☐ **Work Start Date**

Work must take place on the proposed start date (weather permitting).

☐ **Flash Fill Requirement**

If permit is identified as a street cut, flash fill must be scheduled for the proposed day in which work is being performed. It is the responsibility of the contractor to schedule work in accordance with requested start date & needed restoration practices identified in the CHV construction & excavation standards.

☐ **Work End Date**

Work is to be completed on the end date. That includes final restoration. If work is not completed an extension request will need to be made.

☐ **Final Approval/Inspection**

Upon completion of approved work, it is the contractor's responsibility to call: **303-783-2741** for a final inspection

☐ **Holiday Date Check**

Verify that the approved work identified on the permit isn't taking place during a state/federal holiday and/or on a Sunday.

☐ **Cherry Hills Village "Construction and Excavation Standards"**

Obtain from village website, review and have on file.

ADDITIONAL ITEMS

☐ **Permit Extensions**

Additional extensions will be granted on a case-by-case basis. It is expected that all permits meet the proposed state and end dates identified.

☐ **Major Permit Request**

In the event that a permit is being requested and work identified is more than 50 in length or 200 square feet, a major permit will be required. Please let Project and Operations Manager know and the permit requestor will be contacted

☐ **VTC (Vehicle Tracking)**

A VTC will be needed for all (unless otherwise approved) construction access permits. Please see page 8 of CHV construction & excavation standards for additional information.