

## CHAPTER 13 - FORMS

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## **CHAPTER 13 FORMS**

### **13.1 GENERAL**

This chapter outlines the various forms and permits along with fees required. All forms shown herein are subject to alteration and update upon approval of the Director, PWD. Fees are subject to revision by resolution of the Arapahoe County Board of County Commissioners. A current fee schedule is available by contacting the Engineering Division at 720-874-6500.

### **13.2 STREET CUT AND ROW USE PERMIT**

The following procedure applies to the preparation of this form.

**13.2.1** Fill out applicant and job data section and questionnaire section.

**13.2.2** Sign and submit to County.

**13.2.2.1** Requires developer to co-sign application if Final Acceptance of Subdivision has not been granted by the County.

**13.2.2.2** Attach a location or construction plan.

**13.2.2.3** Attach a traffic control plan compliant to MUTCD Section 6, for traffic control during construction.

**13.2.2.4** If a "road closure" is needed attach a road closure request form.

**13.2.3** County will review application, calculate fees, and approve if all conditions are met. Upon approval the County will contact the applicant.

**13.2.4** Fees must be paid to obtain permit.

**13.2.5** Permittee shall notify County Inspection Section prior to commencement of work in accordance with permit terms and conditions (typically 48 hours prior to starting work).

**13.2.6** The permittee shall return green copy to Arapahoe County upon completion of work. The one-year warranty period for the permitted work shall not commence until the green copy is received by Arapahoe County Public Works and Development.

### **13.3 PUBLIC IMPROVEMENTS CONSTRUCTION PERMIT**

The following procedure applies to the preparation of this form.

**13.3.1** Fill out application and job data section and general scope of improvement section.

**13.3.2** Sign and submit to County with appropriate enclosures and attachments.

**13.3.3** County will review applicant, calculate fees, and approve if all conditions are met.

**13.3.4** Fees must be paid to obtain permit.

**13.3.5** Permittee shall notify County Inspection Section prior to Commencement of work in accordance with permit terms and conditions.

### **13.4 GESC (GRADING, EROSION AND SEDIMENT CONTROL) PERMIT**

The following procedure applies to the preparation of this form.

**13.4.1** Fill out permit.

**13.4.2** No grading, excavating or filling is allowed until permit is approved and issued by the County.

**13.4.3** The County shall notify applicant when permit has been approved.

**13.5 TRAFFIC SIGNING, STRIPING AND SIGNALIZATION PERMIT**

The following procedure applies to the preparation of this form.

**13.5.1** Fill out all information on applicant section, and sign.

**13.5.2** Attach approved plans or sketch of work to be performed.

**13.5.3** Attach traffic control plan during construction compliant with MUTCD, Section 6.

**13.6 FLOODPLAIN DEVELOPMENT PERMIT**

The following procedure applies to the preparation of this form.

**13.6.1** Fill out applicant, project and flood hazard data information.

**13.6.2** Attach support documentation or reference for flood hazard data.

**13.7 ROAD CLOSURE FORM**

The following procedure applies to the preparation of this form.

**13.7.1** Fill out applicant information and justification for request.

**13.8 APPLICATION FOR REVIEW AND APPROVAL**

The following procedure applies to the preparation of this form.

**13.8.1** Fill out all information.

**13.8.2** Sign and submit to County with appropriate submittals.

**13.8.3** County will review the submittals and notify the applicant when the review is done.

**13.9 OVERSIZE/OVERWEIGHT VEHICLE PERMIT**

**13.9.1** Fill out all information and description of the route.

<b>FORMS REQUIRED AND AREAS OF APPLICATION</b>		
<b>TITLE</b>	<b>USED BY</b>	<b>WHEN USED</b>
Street Cut and ROW Use Permit	Permittee	When applying to construct, install, remove or repair, a utility line, signs and other facilities within the County ROW or easement.
Public Improvements Construction Permit	Permittee	When applying to construct any street or storm drainage Improvements in the County ROW or easement.
GESC (Grading, Erosion and Sediment Control) Permit	Permittee	When applying for approval to move any earth, either cut, excavation, or fill on County ROW or on private property.
Traffic Signing, Striping and Signalization Permit	Permittee	Any request for a private contractor to install, remove or otherwise modify signs, traffic striping, or signals maintained or to be maintained by Arapahoe County.
Floodplain Development Permit	Permittee	When applying to perform any grading, excavation or installation of facilities within an established floodplain.
Road Closure Form	Permittee	When no other options are available and the road must be closed overnight to perform the necessary work. This form is necessary not only as an application for County Approval but for referral to other agencies using this roadway, including school districts, police, fire and other agencies.
Application for Review and Approval	Applicant	Any submittal of engineering plans, reports, cost estimates, etc., directly to the PWD for review and comment or approval.
Oversize/Overweight Vehicle permit	Permittee	Any request for transportation of vehicles or material, which exceed size or weight requirements as established by the State of Colorado or Arapahoe County.
Open Space Tax Form	Permittee	A completed Open Space Tax Form shall accompany any Request for Permits. The Open Space Tax shall be paid as part of the Permitting Fees.

**Table 13-1**