



CITY OF ASPEN ENGINEERING DEPARTMENT
RIGHT-OF-WAY PERMIT APPLICATION CHECKLIST

The following items must be submitted **before** a Right-of-Way Permit application will be processed.

- Completed Application Form** (*do not leave blank spaces*).
- Valid Maintenance Bond** (*the original bond must accompany this application form or electronic copies must be accompanied by a letter from the insurance company stating that the electronic copy will be honored*).
- Non-refundable \$473.70 fee** is due at the time of permit application submittal. (*an additional \$72 Parks Major Review Fee will be required for work with a valuation exceeding \$50,000.*)
- Professionally drawn detailed **traffic control plan (TCP)**, prepared by a certified traffic control supervisor. This plan should also account for pedestrian routes that could be affected by the work and must identify an alternate ADA accessible route.
- Site plan** or sketch that illustrates the existing site conditions including trees, ditches, utilities, etc., as well as, the proposed work. This drawing should be submitted on a sheet **no larger than 11"x17"**, full size plan sets will not be accepted.

Please allow a **minimum of 5** business days for review.

- Applicant is required to coordinate parking spaces with **CoA Parking Dept.** Any parking spaces required to perform the work or to park construction vehicles associated with the Right of Way work must be paid for and reserved at least 72 hours in advance.
UNCC (800) 922-1987



City of Aspen

130 South Galena Street, Aspen, Colorado 81611

THE CITY OF ASPEN

Phone (970) 920-5080 Fax (970) 920-5440

Right-of-Way Permit

PERMIT NO. _____

Project Address:		Master Building Permit #:
Owner :	Owner's Mailing Address:	Owner's Phone:
Applicant:	Applicant's Email Address:	Applicant's Phone:
Excavator & Contact:	Excavator's Contact Email Address:	Excavator's Phone:

Include in description, plans to abandon, repair, replace, or new installation of:

**Sanitary Sewer/Storm Water/Water/Irrigation/Curb & Gutter/Sidewalk
Driveway/Telecom Cable-Fiber/TV Cable-Fiber/Electric/Gas/Other**

Description of Work:

Valuation of Work:

Proposed Date(s) of Work:

through

Applicant shall notify City of Aspen Engineering Department (970-920-5080) no less than 24 hours prior to commencement of work. This permit is issued with the specific understanding that it is subject to suspension or revocation for failure to comply with the terms and conditions of Title 21 of the City of Aspen Municipal Code, and upon any other conditions upon which it is approved. The City Engineer or Designee is authorized to inspect the project site.

Owner / Applicant's Signature:

Print Name:

Date:

For Office Use Only:

Permit Fees Paid Date Received: ___ / ___ / ___

Bond # _____ Date Received: ___ / ___ / ___

STAMP OF JUDGMENT

MAINTENANCE BOND

City of Aspen, Pitkin County, Colorado

KNOW ALL MEN BY THESE PRESENTS That we, the undersigned, as, _____,

(Legal Business Officer, etc.)

of _____ as Principal, hereinafter referred to as "Contractor" and

(Company's Name)

_____, a corporation organized under the laws of the

(Surety's Name)

State of _____, and qualified to transact business in the State of Colorado, as "Surety", are held and firmly bound unto the City of Aspen, Colorado, as obligee, hereinafter referred to as "Owner", in the penal sum of (the greater of \$2,500 or the total value of work to be performed _____

_____ Dollars (\$ _____), lawful

money of the United States of America, for the payment of which sum, well and truly to be made to the Owner, we bind ourselves, and our heirs, executors, administrators, successors, and assignees, jointly and severally, by these presents:

SIGNED AND SEALED this _____ day of _____, 200__

WHEREAS, said Contractor has made or about to make application to said obligee for Right-Of-Way permit for disturbing public right of way, public easement, or public ground, for a term beginning on _____, and ending on _____, for furnishing all equipment, labor, tools, and materials for completion of work in accordance with detailed plans and specifications satisfactory to the Engineering Department, City of Aspen, Pitkin County, Colorado.

NOW THEREFORE, The conditions of the foregoing obligations are such that if said Contractor shall well and truly perform all the covenants and conditions of the for the said work to be performed, and repair or replace all defects for a period of two years as provided herein, and protect and save harmless the City of Aspen, Colorado from all losses and damages to life or property suffered or sustained by any person, firm or corporation, caused by said Contractor or its agents of its employees, in the performance of said work, or by, or in consequence of any negligence, carelessness, or misconduct in guarding and protecting same, or from any improper or defective equipment or materials used in the work, or other damages, then this obligation shall be void, otherwise it shall remain in full force and effect in law.

This Bond is for; **Single project**, **Multiple Occurrence Work**, **Blanket Coverage** (check only one category) and guarantees that the material and equipment is furnished and used, and the workmanship employed in the performance of the work described in the right of way permit will be of such character and quality as to insure it to be free from all defects and in continuous good order and in a condition satisfactory to the Governing Body of the City of Aspen for a period of two years from the date of issuance of the final *Inspection Log* indicating 100% satisfactory completion of work. This bond shall be non-cancelable for two full years from the date of issuance.

Insurance Company's Name

By: _____
Attorney-In-Fact (Name and Signature)

ENG-Policy-205-A