

ACA Right of Way - Guide for Right of Way

<https://aca.ci.longmont.co.us/CitizenAccess/>



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont.

This guide demonstrates how to apply for a **Right of Way Permit**. Please describe the work area as well as you can. Our staff will contact you if there are questions about your work area or application.

The Home Page

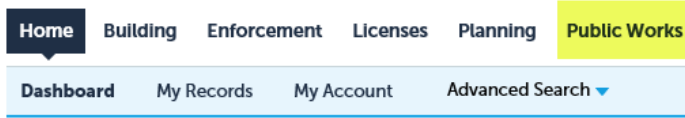
After loading the website, you will be directed to the **home page**. Please log into the account that is registered to you or your company. After logging in the home page will change to a profile page. Which will show all of your permits and applications in progress.

The screenshot shows the user interface of the Citizen Portal. At the top, there is a navigation bar with links for Home, Building, Enforcement, Licenses, Planning, and Public Works. Below this is a secondary navigation bar with Dashboard, My Records, My Account, and Advanced Search. A green box highlights the 'Hello, [redacted]' area, with an arrow pointing to it from the text 'Registered account name'. Below the navigation is a section for 'My Collection (0)' with a 'View Collections' link. A message states 'You do not have any collections right now.' Below this message, a green box highlights the text 'This area shows all permits that have been submitted by this account and all applications that have been saved but not submitted.' At the bottom, there is a 'Work in progress' section with a 'View All Records' link. Below this is a table with the following data:

Record Name	Record ID	Module	Creation Date	Action
RV Permit	18TMP-[redacted]	Licenses	1/2/2018 12:00:00 AM	Resume Application
PV System - Residential	17TMP-[redacted]	Building	12/20/2017 12:00:00 AM	Resume Application

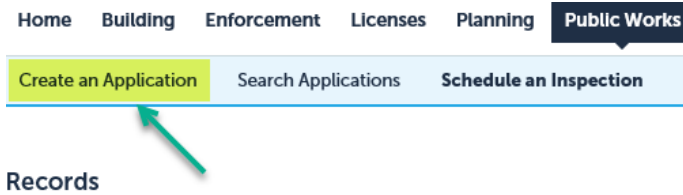
Starting an Application

1. After logging into your account locate the “Public Works” tab and click on it to enter the Public Works page of the system.

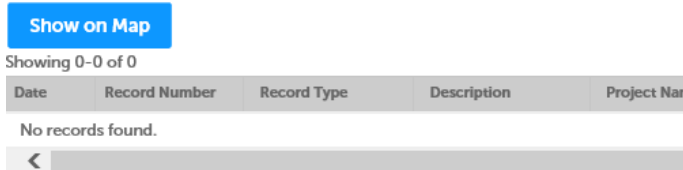


Hello, [blurred name]

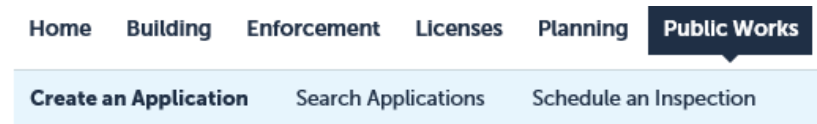
2. On this page you should see any permits that are linked to your account, search fields to look up older permits, and the “Start an Application” text to apply for a new permit. Click on the “Start an Application” text.



Records



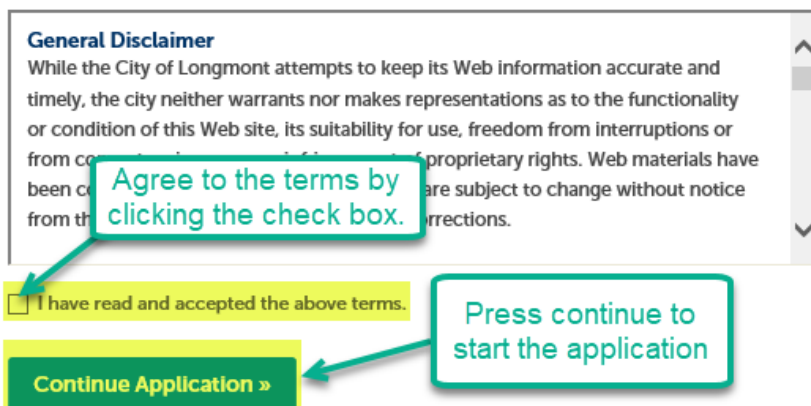
3. Please read and accept the disclaimer to continue to the application.



Online Application

Welcome to Longmont's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.



General Information

Please follow the steps to submit a Right of Way application.

1. On this page there will be an “Address” field that is available. **If your job does not have an address or the job spans an area, please skip this section and use the location description (step 5).** The best way to search for this field is to type the street number without and click search.

The screenshot shows the 'Right-of-Way' application form. At the top, there are navigation tabs: Home, Building, Enforcement, Licenses, Planning, and Public Works. Below these are three buttons: 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The 'Right-of-Way' section has four steps: 1. General Information, 2. Application Details, 3. Documents, and 4. Review. The current step is 'Step 1: General Information > Work Location'. The 'Address' section contains a 'Work Location/Address' label and instructions: 'Please enter the specific address where work will be done. If the work location does not have an address please leave and describe the location in the "Location Description" box.' Below this are two examples: 'Example: Hover St. between 15th and 17th. Inside northbound lane.' and 'Example: Coffman 50ft south of 5th Ave. Manhole access.' The form fields include 'Street No.', 'Direction', 'Street Name', 'Street Type', 'City', 'State', and 'Zip'. A 'Location Description' text area is also present. At the bottom are 'Search' and 'Clear' buttons. Annotations with arrows point to the 'Street No.' field (labeled 'Type the street number only'), the 'Location Description' field (labeled 'Enter this only if you don't have an address to enter.'), and the 'Search' button (labeled 'Click the search button').

2. A screen will appear with all addresses that match the street number or name you provided. For example: “385” resulted in 4 address. Select the address that matches the area of work. For those that have more than one page of addresses please use the “Next” button towards the bottom on the list to advance to the next page of addresses. If the address you are looking for is not found please make sure the address is within the city of Longmont.

The screenshot shows the 'Address Search Result List' modal. At the top, there are navigation tabs: Home, Building, Enforcement, Licenses, Planning, and Public Works. The modal title is 'Address Search Result List' with a close button (X). Below the title is the section 'Addresses'. It shows 'Showing 1-4 of 4' results. The results are displayed in a table with columns: Address, City, State, and Zip. The table contains four rows of results, all for the city of Longmont, CO, 80501. Below the table are 'Select' and 'Cancel' buttons. At the bottom of the modal, there are input fields for 'City', 'State', and 'Zip', and 'Search' and 'Clear' buttons.

Address	City	State	Zip
<input type="radio"/> 385 KIMBARK ST, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, 202, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, B, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, LONGMONT CO 80501	LONGMONT	CO	80501

- After selecting the address that matches the owner fields and parcel information will generate. If everything is correct please click the select button. If your address is not in our system please call Building Inspection to verify the address (3036518332).

Address Search Result List

Address	City	State	Zip
<input checked="" type="radio"/> 385 KIMBARK ST, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, 202, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, B, LONGMONT CO 80501	LONGMONT	CO	80501
<input type="radio"/> 385 MAIN ST, LONGMONT CO 80501	LONGMONT	CO	80501

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 131503407018	23	64	

Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> UMB BANK NA	1670 BROADWAY ST DENVER CO 80202

Please scroll down if you do not see the select button

Click "Select" to move forward

- The address information will populate the fields. Please verify that these are correct.
- Please use the location description if you do not have an address or if your work area is not limited to the address. Please use directions and intersections to describe the work area. Please use feet as a measurement if there's a need for it.

Right-of-Way

1 General Information	2 Application Details	3 Documents	4 Review	5 Pay Fees	6
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Step 1: General Information > Work Location

* indicates a required field.

Address

Work Location/Address:
Please enter the specific address where work will be done. If the work location does not have an address please leave the address fields blank and describe the location in the "Location Description" box.

Example: Hover St. between 15th and 17th. Inside northbound lane.
Example: Coffman 50ft south of 5th Ave. Manhole access.

[Use map to select work location](#)

Street No.: Direction: Street Name: Street Type:

City: State: Zip:

Location Description:

- Please complete the detail information section to fully describe your job. Use the Application name if you have a project name that your company uses. This section is not required. Please use the detailed description to fully describe your job so our staff can review it properly. Failure to complete this section may result in a rejected permit. Press "Continue Application" to proceed.

Detail Information

If your project has a name or number then enter it into the "Application Name" box.
APPLICATION NAME IS NOT REQUIRED

In the "Detailed Description" box please provide a detailed description of the project.

Application Name:

Detailed Description:

Continue Application »

Save and resume later

General Information Pt. 2

On this page you will be required to include contact information for the permit. The required types are "Applicant", "24 Hour Contact", "Contractor", "Owner". If you have contact information saved in your account and you are the contact for the associated type, then choose the "Select from Account" button to bring in that information (Skip to step 6 of this section). If you are not the main contact for the permit please use the "Add New" button to enter the main contact's information.

- To add a new contact please select the "Add New" button.

Home Building Enforcement Licenses Planning **Public Works**

Create an Application Search Applications Schedule an Inspection

Right-of-Way

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Step 1: General Information > Contacts

* indicates a required field.

Contact List

Applicant - The person applying for this permit
Contact - Main Contact and/or Traffic Control Contact
Contractor - Contractor contact
Owner - Infrastructure Owner/Home Owner

Required Contact Type	Minimum
24 Hour Contact	1
Applicant	1
Contractor	1
Owner	1

Select the Add New button

Select from Account

Add New

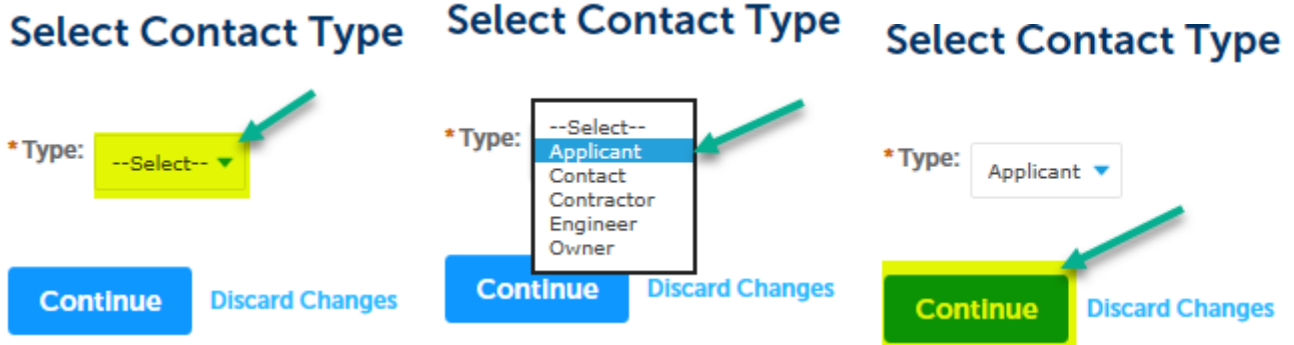
Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application »

Save and resume later

- Select the type of contact you want to add. **Remember that there are several contact types required.** Click "Continue" to proceed.



- Enter the applicant information in the provided fields. Please be aware of spelling. Click continue to proceed.

Contact Information

*First: *Last:

Full Name / Business Name:

*Address Line 1:

*City: *State: *Zip:

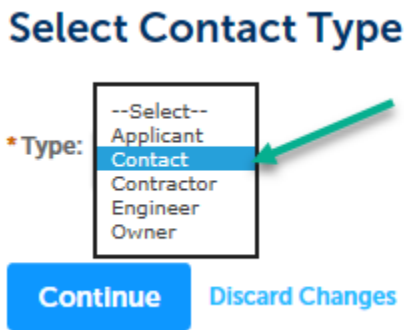
Home Phone: Work Phone: Mobile Phone:

Fax:

E-mail:

[Continue](#) [Discard Changes](#)

- Repeat the process for the other types of contacts required. Enter the contact person's information in the form and click continue to add in the main contact information.



- After doing this for both contact types there should be two green check marks next to each required type. Click the "Continue Application" button to continue. Skip to the next section of this guide.

Right-of-Way

1 General Information 2 Application Details 3 Documents 4 Review 5 Pay Fees 6

Step 1: General Information > Contacts * indicates a required field.

Contact List

Applicant - The person applying for this permit
 Contact - Main Contact and/or Traffic Control Contact
 Contractor - Contractor
 Owner - Owner

24 Hour

Applicant 1
 Contractor 1
 Owner 1

[Select from Account](#) [Add New](#)

✔ Contact added successfully.

Showing 1-4 of 4

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
		24 Hour Contact				Edit Delete
		Applicant				Edit Delete
		Contractor				Edit Delete
		Owner				Edit Delete

[Continue Application >](#) [Save and resume later](#)

6. If you have contact information saved on your account and you are the main contact, please use the “Select from account” button.

Home Building Enforcement Licenses Planning **Public Works**

Create an Application Search Applications Schedule an Inspection

Right-of-Way

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Step 1: General Information > Contacts * indicates a required field.

Contact List

Applicant - The person applying for this permit
 Contact - Main Contact and/or Traffic Control Contact
 Contractor - Contractor contact
 Owner - Infrastructure Owner/Home Owner

Required Contact Type	Minimum
24 Hour Contact	1
Applicant	1
Contractor	1
Owner	1

Select the "Select From Account" button

Select from Account Add New

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Continue Application » **Save and resume later**

7. Choose the associated contact from the list. Click “Continue” to proceed.

Select Contact from Account

Select a contact to attach to this application.
 If the contact has multiple addresses, you can select which to use in the application.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	[Redacted]
<input type="radio"/> Associated Owner	UMB BANK NA	

Continue Discard Changes

8. Next choose the type of contact this person will be. Remember that “Applicant” and “Contact” types are the two required. Click “Continue” to proceed.

Select Contact from Account

*Type: **Con** **Discard Changes**

Select Contact from Account

*Type: Applicant **Continue** **Discard Changes**

9. Repeat steps 6, 7, and 8 but select "Contact" instead of "Applicant". After doing this for both contact types there should be two green check marks next to each required type. Click the "Continue Application" button to continue.

Select Contact from Account

*Type: Contact

Continue [Discard Changes](#)

Right-of-Way

1 General Information	2 Application Details	3 Documents	4 Review	5 Pay Fees	6
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Step 1: General Information > Contacts

* indicates a required field.

Contact List

Applicant - The person applying for this permit
 Contact - Main Contact and/or Traffic Control Contact
 Contractor - Contractor contact
 Owner - I

✓	24 Hour Contact	1
✓	Applicant	1
✓	Contractor	1
✓	Owner	1

Make sure there are check marks by each

Select from Account Add New

✓ Contact added successfully.

Showing 1-4 of 4

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
		24 Hour Contact				Edit Delete
		Applicant				Edit Delete
		Contractor				Edit Delete
		Owner				Edit Delete

Click continue to proceed

Continue Application »

Save and resume later

Licensed Professionals

Home Owners: If your job will not be blocking the street, you will not need to fill out this screen. Press "Continue Application" to proceed.

Contractors: If you are a contractor applying for a permit please look up your **specialty** license with the city. If you do not have a specialty license, please call (303)651-8332 to request one. You may need proof of liability insurance.

1. Click the "Look Up" button

Home Building Enforcement Licenses Planning Public Works

Start an Application Search Applications

Combo Permit -

1 Required Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Required Information > Licensed Professional * indicates a required field.

Licensed Professionals

To find a Licensed Professional, enter the search criteria and click the Search button. To edit an existing Licensed Professional, select the Licensed Professional number in the list.

Look Up

Showing 0-0 of 0

License Number	License Type	Business Name	Contact Name	Home Phone	Fax	Action
No records found.						

< >

Continue Application » Save and resume later

2. Look up your specialty license by typing in the license number and click "Look Up". Another way to search is by name of business. **Note:** Business names could be formatted differently in our system. For example Longs Peak could be spelled as Long's Peak or Longspeak. If you can't find your contractor license please call the building inspection department at (303)651-8332.

Look Up License

License Type:

License Number (As assigned by the City):

Enter license number then click search.

Name of Business:

Use Name of business as a alternate method if you do not have your license number.

Business License #:

Address Line 1:

City: State: Zip:

Phone 1: Phone 2: Phone 3:

E-mail

[Discard Changes](#)

3. After looking up your license number the license will populate in the application. You should see a green checkmark saying that the license was added successfully. Please click "Continue" to proceed. If you get an error saying that you cannot proceed it might mean your contractor license is expired or your insurance is expired. Please update this information with a staff member in the Building department.

Right-of-Way

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Step 1: General Information > Licensed Professional

If you are a home owner and will not have a contractor doing work please skip this page.

If you are a contractor please find your City of Longmont Specialty license. If you do not have a license and want to do work please contact the Building Inspection Department at 3036518332.

* indicates a required field.

Traffic Control Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

✔ Licensed professional added successfully

License Type:Specialty

License Number:18-UL-

Address:

[Edit](#) [Remove](#)

[Continue Application »](#)

[Save and resume later](#)

Application Details

This next section will be everything specific to the type of job you are doing. Please describe the work in detail so our review team can process the application as quickly as possible. Please pay attention to the fields that populate at the bottom of the application. These fields are also required for submittal.

1. Please click on the trash collection date to view what day your work area falls under for Solid Waste collection.

Step 2 : Application Details > Project Details

For trash collection schedule please [click here.](#)

2. Next include any additional information you may have about the work area. Press continue to proceed.

Work Schedule

PW_ROW

Applicant Job:

Start Date:



Work Hours:

Estimated Duration:

Day(s)

Solid Waste Collection:

3. Continue to describe the details of your work area by choosing the appropriate options. Press “Continue Application” to proceed.

Step 2 : Application Details > Project Details Pt. 2

Instructions on types of road and types of ASI fields. Link to pages go here.

* indicates a required field.

Road Class

PWNR ROAD CLASS

- Alley:
- Arterial:
- Collector:
- Local:

Road Type

PWNR ROAD TYPE

- Concrete:
- Asphalt:
- Dirt Shoulder:

Work Location

PWNR WORK LOCATION

- Aerial:
- Crosswalk:
- Manhole:
- Parking Lane:
- Sidewalk:

Work Type

PWNR WORK TYPE

- Bore:
- Drivecut:
- Flatwork:
- Pothole/Core:
- Surface Cut:
- Other:

Equipment

PWNR EQUIPMENT TYPE

- Cone/Barricade:
- Construction Fence:
- Crane:
- Dumpster/Pod:
- Scaffolding:

Traffic Control

PWNR TRAFFIC CONTROL

- Lane Closure:
- Road Closure:
- Utility Access:

[Continue Application »](#)

[Save and resume later](#)

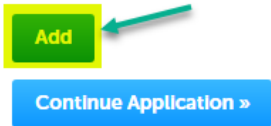
Documents

This section will allow you to upload any documents that need to be attached with the application.

1. To attach documents please click the “Add” button to begin.
Attachment

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

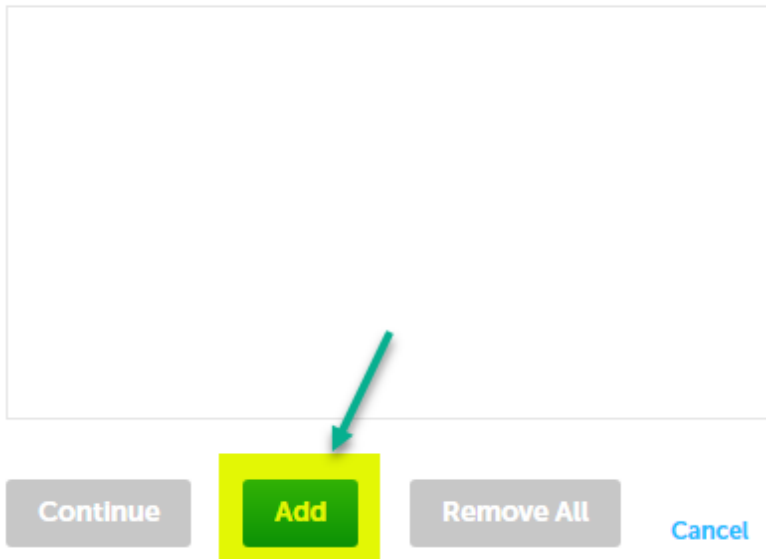
Name	Type	Size	L
No records found.			



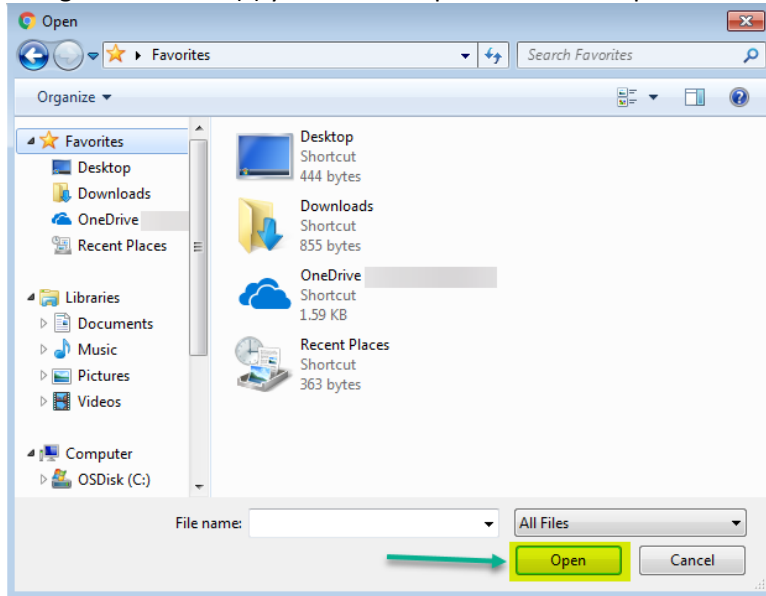
2. Click add again in the window that generates. Please take note that the maximum upload size is 500MB.

File Upload

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.



3. Navigate to the file(s) you want to upload and click open to add it to the application.



4. If you have more documents to add to the application, click the “Add” button again. When you are done uploading documents click the “Continue” button to proceed.

File Upload



The maximum file size allowed is 500 MB.

html;htm;mht;mhtml;exe are disallowed file types to upload.

TEST PDF.pdf	100%
--------------	------

Click to proceed

Continue

Add

Remove All

Cancel

5. The document will be uploaded but not attached to the application. To complete the process please select the type of file it is and describe the file in detail. Most document types can be "Application", but please list drawings as "Drawings" and etc.

Attachment

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type:
--Select--

File:
TEST PDF.pdf
100%

* Description:

Click this button to remove any document you don't want.

Remove

Save Add Remove All
Continue Application »

Save and resume later

6. Click save after entering the information.

* Type:
Application


File:
TEST PDF.pdf
100%

* Description:
Test application PDF]

Save Add Remove All
Continue Application »

7. The page will show you a verification that the document was uploaded. Click “Continue application” to proceed. If you have uploaded a document in error please call the Building Inspection department to get it deleted.

Start an Application Search Applications

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Pay Fees **Upload verification.** Insurance

* indicates a required field.

Attachment

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST PDF.pdf	Application	1.14 MB	04/12/2018	Actions ▼

Add

Continue Application > **Click to proceed** **Save and resume later**

Review

This page will be the last page before your application is submitted. Please look over each section and make sure you have everything correct. To edit a section click the blue "Edit" button to the right of each section. Scroll to the very bottom of the page and click the box under the certification. Click the "Continue application" button to **SUBMIT** your application.

Right-of-Way

1	2 Application Details	3 Documents	4 Review	5 Pay Fees	6 Record Issuance
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Step 4 : Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Right-of-Way

Address

[Edit](#)

Detail Information

[Edit](#)

Contact List

[Edit](#)

	Required Contact Type	Minimum
✓	24 Hour Contact	1
✓	Applicant	1

Crane: No

Dumpster/Pod: No

Scaffolding: No

Traffic Control

PWNR TRAFFIC CONTROL

[Edit](#)

Lane Closure: No

Road Closure: No

Utility Access: No

Attachment

[Edit](#)

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Click to submit application

[Continue Application »](#)

[Save and resume later](#)

Record Submittal

Please keep the record number provided at the end of the application for your records. Please continue to check on your permit status to complete payment and complete the permit issuance.

[Create an Application](#) [Search Applications](#) [Schedule an Inspection](#)

Right-of-Way

1	2 Application Details	3 Documents	4 Review	5 Pay Fees	6 Record Issuance
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Step 6: Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is 18-R521.

Please keep this record number for your records.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Record Details »](#) (You must post the record in the work area.)