



CITY OF LONGMONT | Utilities & Public Works – January 2023

Engineering Services – Work in City Property / Infrastructure Permit Guide

When is an Infrastructure Permit required?

- For Any Private Utility Installation, whether underground or above ground, within City property. The City is exempt from this requirement except the City's telecommunications utility, Nextlight.

This permit is issued to the owner of the infrastructure for a permit lifespan of 20 years.

Infrastructure Permit Information

- Obtain a Utility Map of the project area. Requests may be made by submitting an engineering ticket through Colorado 811 at Colorado811.org. The City will receive the request, and respond with the documents, through the Colorado 811 system. This will require going back into the Colorado 811 ticket to retrieve the documents requested: the City will not email the documents directly to you. **NOTE: Private water and sewer services are not shown on utility maps, but property owners should be notified of work.**
- Provide Insurance (See **Insurance** below).
- Apply for, and obtain, a Work in the Right of Way Permit (For potholing utilities).
- Privately locate and pothole all public and private existing utilities in City ROW that are within the project limits. See **Pothole Locates** on the top of the next page.
- Complete and submit to the City an Infrastructure Permit application for utility installation approval, complete with plan and profile based on utility locates and field potholing.
- If a preconstruction meeting is requested by the applicant, contact the City of Longmont System Operations Supervisor by calling the Longmont Customer Service Center at (303) 651-8416.
- The application will be scheduled for plan review.
- Approval will be issued to the applicant after staff review is complete.

After approval:

- Apply for, and obtain, a second Work in the Right of Way Permit (For installing infrastructure).
- Provide a Traffic Control plan (See **Traffic Control** below).
- Contact 811 for Utility Locates for installation of infrastructure.
- Pay Fees (Infrastructure – ROW permits) as per fee schedule.
- Complete Permits and Applicant's Obligations (see Guide below) as applicable.

Authority

City of Longmont Municipal Code: Title 13 – Streets, Sidewalks, and Public Places, Chapter 13 Sections 13.04.010 and 13.04.300.

Fee Schedule and Permit Hours

ROW Permits will be issued, and payments made, Monday to Friday, from 8:30 am to 9:30 am and from 1:30 pm to 2:30 pm; 385 Kimbark Street, Longmont, CO. Staff assistance will also be available during these hours.

- Initial Plan Review:
 - Sixty minute maximum:.....\$25.00
 - Additional Plan Review:.....\$25.00/hr

- Construction inspections: Three (3) per Permit.....\$30.00
- Additional Inspections:.....\$25.00/hr.

Payment Options: Payments may be made in person by cash, check, or credit card.

Pothole Locates

As a utility installer working in publicly owned right-of-way, it is the applicant's responsibility to privately locate utilities for potholing/engineering in connection with the Infrastructure Permit process. When the potholing locate is received, City staff will arrive on site and confirm that privately located utilities are marked correctly and reply to the ticket. This is a verification step to ensure the locates are marked correctly. The City may provide known private water lines and valves in the 811 utility map as a courtesy. Failure to privately locate utilities for this potholing process will result in a delayed approval or the revocation of the related ROW permit. For questions, assistance, or to schedule a field meeting to ensure the pothole/infrastructure installation area has been located properly, please contact the City of Longmont Customer Service Center at (303) 651-8416.

Infrastructure Application Instructions

1. File an Infrastructure Permit / application with City of Longmont's Public Works Department. A hard copy of the application has been included in this package. An electronic copy of the form can be found in the City's website or can be requested via phone at 303-651-8330 or via e-mail at PWEng@longmontcolorado.gov. The applicant must include one (1) electronic or hard copy of engineering construction drawings or site plans for the proposed infrastructure, further explained in steps 2, 3, and 4. In addition to the drawing set, the application must include the following information:
 - a. Date of Application.
 - b. Name and address of the applicant.
 - c. Name and address of the owner of the infrastructure being installed. Note: Any repairs, upgrades, and/or maintenance on existing systems require ROW permits.
 - d. The location and type of existing public infrastructure (street pavement, curb and gutter, sidewalks, or utilities) impacted by the construction, excavation, or work. This information will be field verified during permit review.
 - e. Location, purpose, size, and type of the proposed infrastructure.
 - f. Evidence that all other permits or licenses (including required insurance, deposits, bonding, and warranties) required for the proposed work under the laws of the United States, the State of Colorado, or this code, have been or will be issued before work begins.
 - g. Evidence of membership with the Utility Notification Center of Colorado, (303) 205-6367.
 - h. A satisfactory plan of work showing protection of the subject property and adjacent properties, unless the Director of Engineering determines such protection is unnecessary.
2. The applicant must include one (1) electronic or hard copy of engineering construction drawings or site plans for the proposed infrastructure and they must show existing utilities. It is the applicant's responsibility to locate all existing utilities within the limits of the project prior to submitting Work on City Property / Infrastructure Permit applications. The applicant must follow the ensuing steps, in order of sequence:
 - a. Obtain a Utility Map of the project area. Maps may be acquired through the Colorado 811 system. **Note: Private water and sewer services are not shown on utility maps.**
 - b. Apply for, and obtain, a Work in the Right of Way Permit (for Potholing).
 - c. Privately locate and pothole the affected utilities, per **Pothole Locates** above.
3. The engineering construction drawings/site plans must include detailed plan and profile(s) for the proposed new private infrastructure, subject to the following additional requirements:
 - a. The Plan view must show **all** existing utilities within the limits of the project and must have dimensioned clearances from the proposed infrastructure to each meeting the minimums provided in step 4, below.

- b. The Profile view must show ***all*** existing utilities being crossed by the proposed infrastructure and must have dimensioned clearances to each meeting the minimums provided in step 4, below.
 - c. An example of the required plan and profile is attached to this guide for your reference. This example is provided for illustrative purposes only.
- 4. Minimum Utility Clearances: All minimum clearances are from the closest edge of the City's utilities to the closest edge of the applicant's infrastructure. Minimum Required horizontal and vertical clearances, per the City of Longmont Design Standards and Construction Specifications, latest edition, are as follows:
 - a. Maintain 18 inches min. vertical clearance between existing utilities and the private infrastructure. Be aware of sanitary sewer and water services located perpendicular to or near proposed bores.
 - b. A minimum of 10 feet separation from the edge of existing or proposed storm sewer lines. This may be increased due to the depth of a storm sewer line.
 - c. A minimum of 10 feet of separation from the edge of all existing or proposed sanitary sewer lines. This may be increased due to the depth of a sanitary sewer line.
 - d. A minimum of 5 feet separation from the edge of all existing or proposed water lines. This may be increased due to the depth of a water line.
 - e. Maintain a minimum of 5 feet of horizontal separation between the private infrastructure and above-ground utilities, including fire hydrants, inlets, and valves.

Any deviations from the standards must be approved by the City of Longmont.

Resolution of Comments/Permit Approval

Any comments resulting from the review process will be forwarded to the applicant for resolution. It is the applicant's responsibility to address all comments in writing and through a revised set of plans and/or as required. An infrastructure Permit will be issued once all conditions / comments have been satisfactorily addressed. City Operations will field verify the applicant's private locating of utilities and potholes during the review process. Review of new applications typically requires ten (10) days to complete. Larger projects may require additional review time.

What happens after Infrastructure Permit Approval?

- 1. The applicant must apply for a second Right of Way Permit to install the new private utility and must include any applicable traffic control plans.
- 2. Call for 811 Utility Locates at least 3 days before you intend to dig. Locates over 1000 feet will need to be scheduled as a multiday locate ticket for locate completion prior to project commencement.
- 3. Pay Permit Fees as per Fee Schedule.

Permits and Applicant's Obligations

The Infrastructure Permit Review does not substitute or replace any additional permits that may be required as part of this process. It is the responsibility of the Applicant to ensure that all required permits are obtained before work begins.

As part of the Infrastructure Permit application, the applicant is subject to the following obligations:

- 1. If Right of Way (ROW) work is to be done on a State Highway, a State Highway Access/Utility Permit must be obtained from the State Department of Transportation prior to applying for a City of Longmont ROW permit.
- 2. Infrastructure Permit approval does not constitute approval for any work on, in, under, or over private property, including easements. The applicant must obtain direct approval from the owner for work within private property.

3. Private irrigation ditches: If the applicant's project involves work on private irrigation ditches, please note that ditches and their associated infrastructure are privately owned by the Ditch Company. Requests to cross or modify the Ditch Company's easement and/or its associated infrastructure must be submitted to the appropriate Ditch Company for their review and approval. Contact the City of Longmont Water Resources at (303) 774-4516 with any questions.

Insurance and Indemnification

1. Before a Right-of-way permit is issued, the applicant shall provide current information including a Certificate of Insurance in the amount of:

Commercial General Liability
\$1 Million per Occurrence
\$2 Million aggregate

2. The Certificate of Insurance shall explicitly name the City of Longmont Public Works Engineering Dept. as additional insured with the following address referenced:

City of Longmont
Public Works Engineering Dept
385 Kimbark Street
Longmont, CO 80501

Insurance certificates in electronic format may be emailed to PWEng@longmontcolorado.gov.

Please refer to City of Longmont Municipal Code: Title 13 – Streets, Sidewalks and Public Places, Chapter 13.04.010 for additional information.

Traffic Control Requirements

A traffic control plan is required as part of obtaining a Work in the Right of way permit if work impedes vehicular and bicycle traffic or disrupts pedestrian walkways. All traffic control plans shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition. Assistance with traffic control plans will be available during permit hours only. A traffic control plan shall include contact names, applicant name, phone numbers, location, type of work, limits of work, estimated dates for beginning and ending construction activity, the width of streets involved, traffic lanes, the size and location of the work areas including distance from the curb, distance to adjacent intersections, and proposed traffic control devices.

Terms and Conditions

All work within the public right-of-way shall conform to the City of Longmont Construction Specifications and Design Standards, latest edition.

The applicant shall be fully responsible for the cost and actual performance of all work in the streets. The applicant shall do all work in conformance with all applicable laws, regulation, codes, rules, engineering regulations, construction specifications and design standards adopted by the city. These standards shall apply to all work in the street unless otherwise indicated in the permit. All restoration by the applicant shall result in a work site condition equal to or better than that which existed prior to construction.

By accepting the permit, the applicant warrants and guarantees, upon relocating, removing, or abandoning the infrastructure, to restore the surface area in a manner that is acceptable to the City. If the applicant fails to do so, the City may restore the

surface area at the applicant's expense.

During construction, the applicant shall maintain the infrastructure in a condition that does not represent a hazard or a nuisance to the public. In addition, the proposed work should not interfere with other infrastructure or use of the property by the City.

The applicant shall provide and always maintain a code-compliant, adequate, safe, and unobstructed walkway around the construction site or blocked sidewalk.

The applicant shall provide employee and construction vehicle parking so that neighborhood parking adjacent to a work site is not impacted.

The applicant may be required, at the applicant's expense and upon thirty (30) day's written notice, to remove or relocate their infrastructure for the following reasons:

1. Change in street grade.
2. Relocation or vacation of the street.
3. To improve, repair, construct, reconstruct, or maintain the street or utilities.
4. Installation, removal, or relocation of utilities or other public apparatus.
5. Burial of aboveground utilities or public apparatus.
6. Public health or safety concerns.

The applicant shall remove or relocate the infrastructure no later than three working days before the City intends to commence its work.

In case of an emergency, the City may ask the applicant to remove or relocate the infrastructure immediately and / or without prior written notice. If the applicant fails to remove or relocate the infrastructure, the City may perform the work needed in the applicant's place, billing the applicant for all associated costs incurred by the City. The applicant shall be required to reimburse the City for all expenses within thirty (30) days after receipt of a written invoice.

The City may revoke or suspend any permit according to the provisions of City of Longmont Municipal Code: Title 13 – Streets, Sidewalks, and Public Places, Chapter 13.04.010. The City reserves the right to terminate a permit if:

1. The applicant does not commence work within six months after the permit is issued and / or does not diligently pursue the work to completion.
2. The applicant fails to install the infrastructure per the approved engineering plans.

Any appeal to the City's decision to revoke or suspend the permit shall be according to City of Longmont Municipal Code: Title 13 – Streets, Sidewalks, and Public Places, Chapter 13.04.010

The City shall be exempt from section 13.04.300; except the city's telecommunication utility (ord. No. O-2007-44, section 9).

Water, Sewer, and Sanitary Utility Notes:

A Temporary Water Use Permit is required when construction water is needed to complete the work. Please contact City of Longmont’s Customer Service Center to schedule a hydrant meter pick-up by calling (303) 651-8416.

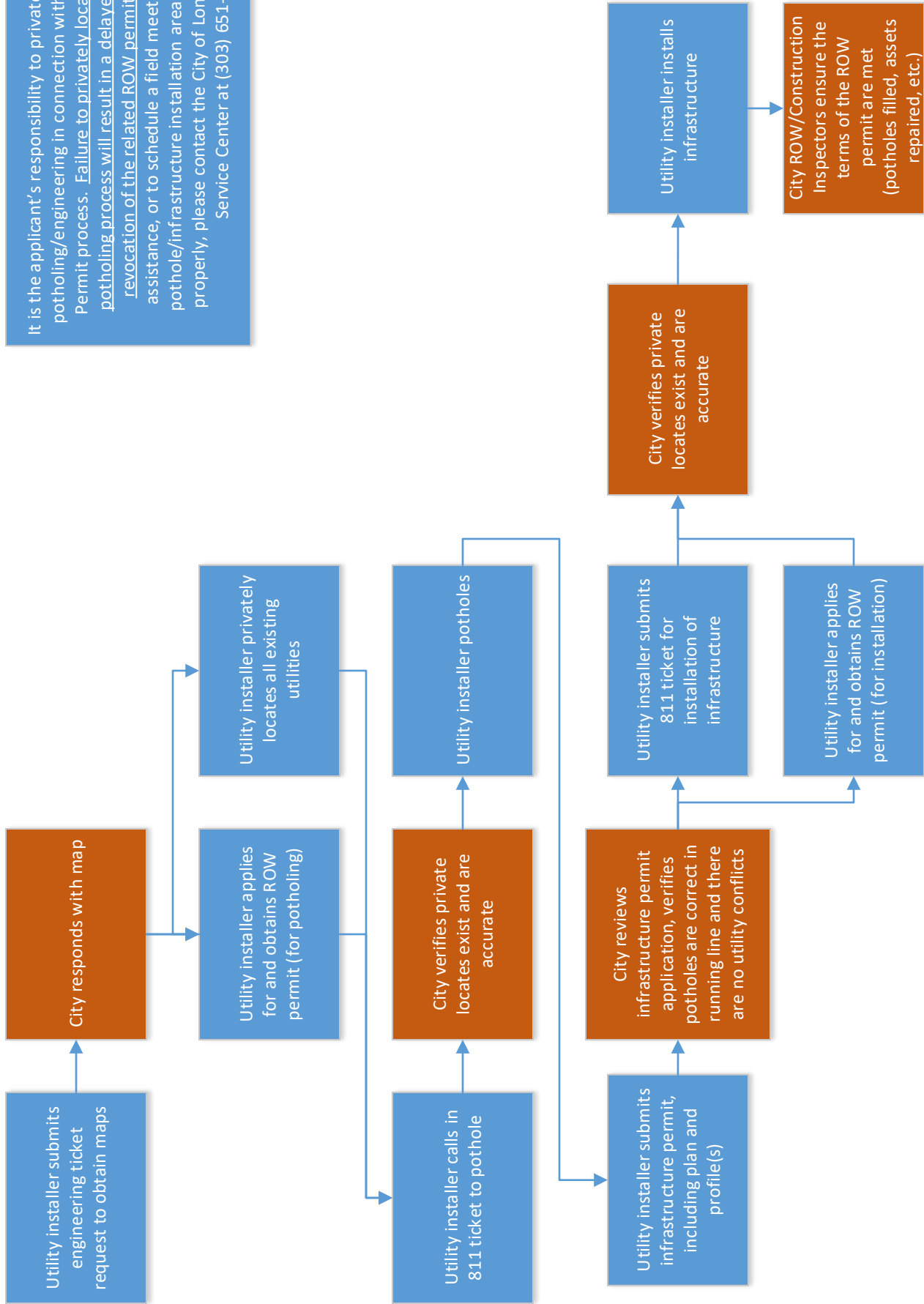
The applicant’s infrastructure shall be installed following a reasonable installation sequence and without affecting the City’s ability to place city utilities in their normal location, including depth.

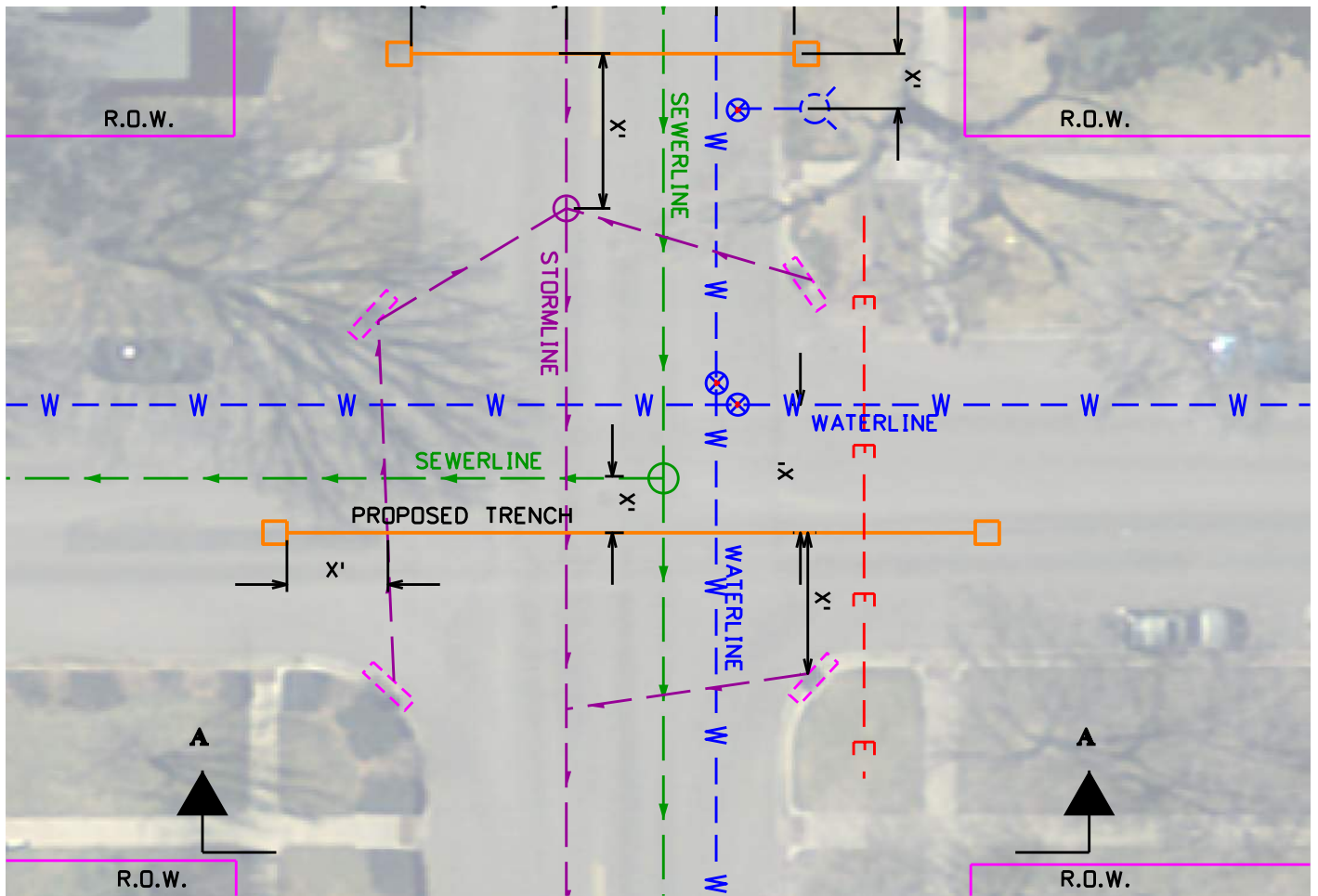
The Applicant assumes full responsibility for all damages incurred to City of Longmont utilities due to activities authorized by the approved plans.

Important Phone Numbers

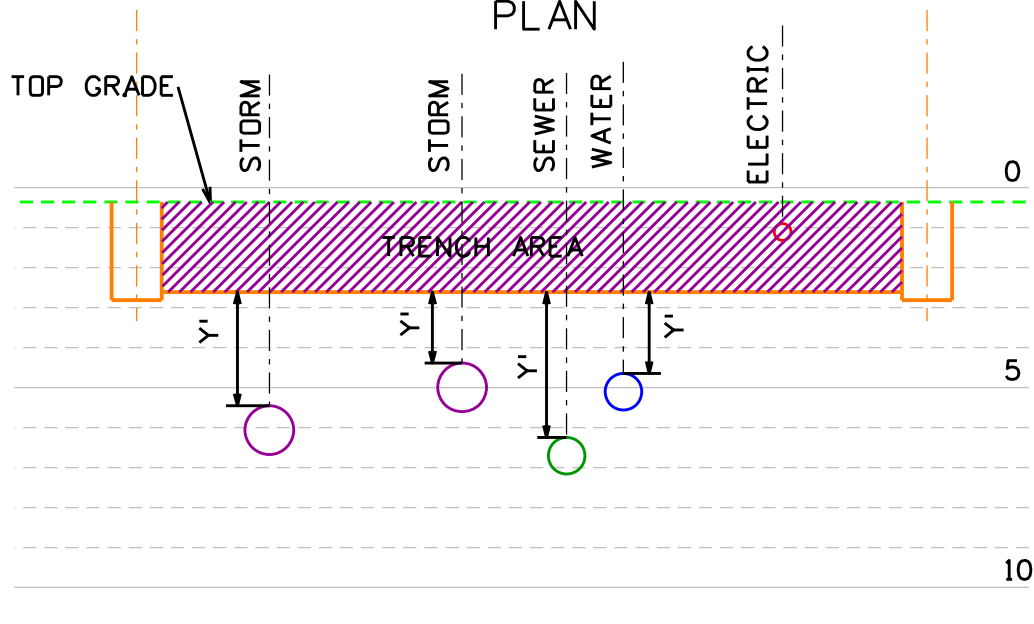
- Utility Notification Center (CALL BEFORE YOU DIG)-----811
- Customer Service Center----- (303) 651-8416
- Left Hand Water District ----- (303) 530-4200
- Longs Peak Water District----- (303) 776-3847
- Platte River Power Authority ----- (970) 226-4000
- Northern Colorado Water District----- (800) 369-7246

It is the applicant's responsibility to privately locate utilities for potholing/engineering in connection with the Infrastructure Permit process. Failure to privately locate utilities for this potholing process will result in a delayed approval or the revocation of the related ROW permit. For questions, assistance, or to schedule a field meeting to ensure the pothole/infrastructure installation area has been located properly, please contact the City of Longmont Customer Service Center at (303) 651-8416.





PLAN



SECTION A-A
PROFILE
TRENCH

NOTES:

- 1) SHOW ALL HORIZONTAL AND VERTICAL DIMENSIONS BETWEEN ALL EXISTING UTILITIES AND APPURTENANCES IN TRENCH AREA.
- 2) SHOW ALL EXISTING UTILITIES WITHIN PROJECT LIMITS ON THE DRAWINGS.
- 3) SHOW APPROXIMATE RIGHT OF WAY OR PROPERTY LINE.

