



**PERMIT FOR EXCAVATION ON PUBLIC PROPERTY IN THE RIGHT-OF-WAY**

Minimum of 5 Working Days Required for Approval.  
 Plans that clearly show the proposed work must be included with the permit.  
 Emergency Excavation Permits may be obtained next business day.

**Applicant: Fill out sections 1 – 5 only**

**City Use**

**1.** Applicant Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Sub-Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Do both contractor and sub-contractor possess license & proper endorsement to work in the Public Right-of-Way? \_\_\_ Yes \_\_\_ No

Permit #: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 Expiration Date: 30 DAYS FROM APPROVAL  
 Reviewed By: \_\_\_\_\_  
 Review Date: \_\_\_\_\_  
 Development Review Permit  
 Project Name: \_\_\_\_\_

**2.** Is this a City project? \_\_\_ Yes \_\_\_ No  
 If so, Project Manager's Name: \_\_\_\_\_  
 Is this project for a new development? \_\_\_ Yes \_\_\_ No  
 If so, Development Name: \_\_\_\_\_  
 Field Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Fees:**  
 Application Fee: \$ 30.00  
 Non-Refundable  
 Inspection Fee: \$ \_\_\_\_\_  
 \$50.00/1000 ft<sup>2</sup>  
 Utility Locate Potholing Fee: \$ \_\_\_\_\_  
 \$10.00 per Pothole  
 Pavement Impact Fee: \$ \_\_\_\_\_  
 \_\_\_\_\_ x \_\_\_\_\_

**3.** Excavation Address: \_\_\_\_\_  
 Scheduled Start Date: \_\_\_\_\_ Final: \_\_\_\_\_  
 Temp. Patch Date: \_\_\_\_\_ Back Fill: \_\_\_\_\_  
 Excavation Type: Open Cut: \_\_\_\_\_ Boring: \_\_\_\_\_  
 Excavation Size:  
 \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Depth  
 Total Sq. Ft. Pavement Removed: \_\_\_\_\_  
 Existing Surface Type: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_  
 Gravel \_\_\_\_\_ Soil \_\_\_\_\_ Grass \_\_\_\_\_  
 Purpose of Excavation:  
 \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_ Telephone \_\_\_\_\_ Electric  
 \_\_\_\_\_ Gas \_\_\_\_\_ Communications \_\_\_\_\_ Other

| Excavation ft <sup>2</sup> | x | Cost/ ft <sup>2</sup> |
|----------------------------|---|-----------------------|
| 1 to 100                   |   | \$ 3.85               |
| 101 to 500                 |   | 2.75                  |
| 501 to 3,000               |   | 2.20                  |
| over 3,000                 |   | 1.65                  |

Impact Fee Tripled if pavement is less than 5 years  
 Pavement Age: \_\_\_\_\_  
 Sub-total \$ \_\_\_\_\_  
 Previous Payments - \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Cash \_\_\_\_\_ Check # \_\_\_\_\_  
 Account # \_\_\_\_\_

**4.** Applicant is responsible to notify the following departments:

- Utilities** - 700 Wood St., 221-6700  
For coordination of new utilities with existing utilities
- Traffic** - 625 Ninth St., 221-6630  
For traffic control plan submittal and coordination of signalized Intersections.
- Parks** (if applicable) - 413 S. Bryan, 221-6660  
For work in the park system
- Parking** - 210 E. Olive, 221-6617  
For work downtown or at CSU
- Forestry** - 413 S. Bryan, 221-6660  
For trees, shrubs or other vegetation

**Mark box next to department after notification.**

Field verification of excavation size: \_\_\_\_\_  
 \_\_\_\_\_  
 Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Engineering Approval: \_\_\_\_\_  
 Date: \_\_\_\_\_

**5.** Applicant has read this permit and agrees to abide by the City of Fort Collins Standard Plans and Specifications and to any ordinances, special conditions, restrictions, and regulations that may be imposed by the Department of Engineering.  
 Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notify the Engineering Inspection Recorder at 416-2779  
 48 hours prior to any construction in the public right-of way.**

Revised 5/08