Engineering Department
281 North College Avenue - PO Box 580
Fort Collins, CO 80522-0580
(970) 221-6605
FAX: (970) 224-6134

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

Minimum of 10 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 & Read Sections 1 – 5 Only

1.

Applicant Name: _____
Company: _____
License #: _____ Phone: _____
Email: _____
Address: _____
City/State/Zip: _____
Sub-Contractor: _____
License #: _____ Phone: _____
Do both contractor and sub-contractor possess license & proper endorsement to work in the Public Right-of-Way? Yes: ____ No: ____
Job Contact: _____
Phone: _____

2.

Customer Work Order Number: _____
Is this a City project? Yes: _____ No: _____,
Project Manager's Name: _____
Phone: _____ Email: _____
New Development? Yes: _____ No: _____,
Development Name: _____

3.

Excavation Address: _____
Scheduled Start Date: _____ Final Date: _____
Temp. Patch Date: _____ Back Fill: _____
Excavation Type: Open Cut (SF): _____ Boring (LF): _____
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: _____ Electric: _____
Gas: _____ Communications: _____ Telephone: _____
Other: _____

4.

Applicant is responsible to notify the following departments:

- **Utilities -** 700 Wood St., 970-221-6700, Coordination of new utilities with existing utilities
- **Traffic –** 626 Linden St., 970-221-6630, For TCP submittal & coordination of signalized intersections
- **Parking -** 210 E. Olive, 970-221-6617, Work in Downtown or at CSU
- **Parks** - 413 S. Bryan, 970-221-6660, Work in a Downtown or Park
- **Forestry -** 413 S. Bryan, 970-221-6660, Trees, Shrubs, Bushes
- **City Floodplain –** 700 Wood St., 970-416-2632, Flood Permitting

City Use

Permit #: _____
Approval Date: _____
Expiration Date: **30 DAYS FROM APPROVAL**

Fees:

Application Fee: $ 45.00
Non-Refundable

Excavation Inspection Fee: $ _____
$50.00 / 1000 ft²

Boring Inspection Fee: $ _____
$0.40/LF, $50.00 Minimum

Utility Locate Potholing Fee: $ _____
$30.00 per Pothole

Pavement Impact Fee: $ _____

_____ x _____

Excavation ft²	x	Cost/ ft²
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: $ _____

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 06/2022