



**ARAPAHOE COUNTY**  
COLORADO'S FIRST

Arapahoe County Public Works & Development  
Engineering Services Division  
6924 S Lima St  
Centennial CO 80112  
Phone 720-874-6500 Fax 720-874-6611  
[www.arapahoegov.com](http://www.arapahoegov.com)  
[PWDPermits@arapahoegov.com](mailto:PWDPermits@arapahoegov.com)

**ANNUAL UTILITY MAINTENANCE PERMIT**

ANNUAL UTILITY PERMIT NO. \_\_\_\_\_

Date Submitted \_\_\_\_\_

AC Reference No. \_\_\_\_\_

Parcel # \_\_\_\_\_

AC Project No. \_\_\_\_\_

AC Project Name \_\_\_\_\_

Filing/Phase \_\_\_\_\_

Project Address/Intersection \_\_\_\_\_

**CONTACT INFORMATION**

Utility Company \_\_\_\_\_

Contractor \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**GENERAL DESCRIPTION OF ANTICIPATED WORK** \_\_\_\_\_

**NOTE: THIS PERMIT ALLOWS THE HOLDER TO DO MAINTENANCE WORK ONLY.**

**REQUIRED ATTACHMENTS**

- 1. Traffic Control Plans for each anticipated configuration of traffic impact which may be encountered during the term of this permit.

**SPECIAL TERMS AND CONDITIONS - Implemented by Arapahoe County for this permit.**

- 1. Work that interferes with traffic is restricted to 8:30 am through 3:30 pm.
- 2. The permittee must notify to Arapahoe County, Engineering Inspection Section before the work activities begin.
- 3. Occurrence of three cases of failure to properly notify the intent to work will constitute sufficient cause for revocation of the Permit.

**Applicants Acceptance of Terms & Conditions.** I have read and understand this Permit and related Terms and Conditions. I understand that work which will impact in any form the Right of Way will require a separate Street Cut and Right-of-Way Use Permit. Special Traffic Control Plan may be required in cases which do not fit the anticipated configurations mentioned above.

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

**PERMITEE SHALL CALL, E-MAIL or MAIL THE INSPECTOR OF THE PERMIT UPON COMPLETION OF THE WORK**

Engineering Services Inspector \_\_\_\_\_ Date \_\_\_\_\_

This permit expires on or before December 31, \_\_\_\_\_.

TOTAL AMOUNT DUE \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Issued by \_\_\_\_\_

## ANNUAL MAINTENANCE PERMIT TERMS AND CONDITIONS

1. This annual maintenance permit is valid from the date of issuance through December 31<sup>st</sup> of the year indicated on the application. Applicant must provide the name, address and field contact phone number of the contractor(s). Bond must be verified.
2. A copy of this permit and provisions shall be kept on-site at all times that work is in progress.
3. This annual maintenance permit does not authorize any concrete or pavement disturbance; excavation or installation of new facilities. Existing facilities may be removed and replaced with new facilities of the same size. Upgrades of cabinets are not permitted.
4. Applicant/Contractor shall contact Arapahoe County, Public Works and Development, Engineering Services Division, Inspections via telephone (720) 874-6500 before work activities begin. Such notification shall include an estimated construction schedule related to specific locations and applicable traffic plan to be utilized at each location, as well as contact information for the on-site superintendent.

**NOTE: Occurrence of three cases of failure to properly notify Arapahoe County of applicant's intent to work will constitute sufficient cause for revocation of said permit. Arapahoe County at that time will reserve the right to require another annual maintenance permit or separate Right-of -Way permits for each project.**

5. Applicant/Contractor shall modify the proposed schedule as necessary to prevent multiple contractors working simultaneously too closely together to allow for proper traffic control
6. Applicant/Contractor shall have traffic control plans, per Manual on Uniform Traffic Control Devices (MUTCD), for each different type of working condition and sites, which can reasonably be anticipated for the extent of the permit. For work within 300 LF of signalized intersections, applicant shall have an **approved traffic control plan** specific to the signalized intersection. Maximum length of the work zone area for lane closures shall not exceed 200 lineal feet.
7. For any work on rural roadways, which requires any portion of the traffic lanes to be utilized, the Applicant/Contractor shall have an approved traffic control plan specific to said roadway. Maximum length of lane closure to be determined by field conditions. No traffic control devices will be left standing on any project overnight.
8. Sidewalk closures shall be per MUTCD, with signage at nearest controlled crossing notifying pedestrians of closure and directing them to cross over.
9. No vehicles larger than 1 ton pickups with 10,000 pound GVW shall be allowed on sidewalks without prior notification to Arapahoe County. Applicant is responsible for all damage to sidewalks as observed by Arapahoe County unless such damage was documented with pre-construction inspection.
10. If landscaping/irrigation becomes damaged during work activities, Applicant shall notify the County of impacts to areas and restore the area under a separate ROW permit for the restoration work.
11. Parking is not permitted on streets of insufficient width. Side street parking is encouraged as Parking is not permitted on thoroughfares.
12. Hours of work in residential areas are Monday thru Saturday. 8 am to 6 pm, Sunday 10 am to 6 pm, unless otherwise approved by the inspector. Any night work will require special notification. **Unless otherwise noted, lane closures are permitted only between 8:30 a.m. and 3:30 p.m.**



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## ARAPAHOE COUNTY PUBLIC WORKS & DEVELOPMENT OPEN SPACE SALES & TAX USE

Date	AC Project #	AC Permit #	
Purchaser	Business Name	Tax Exempt Y      N	Colorado Sales Tax #
Street Address	City	State	Zip
Job Site Address & Location			
Project Description			

LIST INVOICE COSTS FOR CONSTRUCTION AND BUILDING MATERIALS USED WITH THIS PERMIT			
Invoice Date	Vendor Name/Address	Amount	
	<b>SUBTOTAL</b>		
	<b>Tax Rate = 0.25%</b>		<b>0.25%</b>
	<b>TOTAL Tax Due</b>		

- ✓ **Tax is due if -**
  - Your items purchased were construction and building materials and/or supplies used or consumed in Arapahoe County.
  
- ✓ **Rounding –**
  - Entries on this form should be rounded to the nearest dollar.
  
- ✓ **PAYMENT –**
  - Is due at the time of permit issuance
  - Make Checks or Money Orders payable to **ARAPAHOE COUNTY**