



Permitting Requirements for Activities within Public Space, Utility Easements and/or Landgrading Activities

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Purpose

The purpose of this document is to help guide the permitting process related to activities being completed within the public space and/or the land grading process that is used to ensure compliance with water quality regulation within the City of Greeley. The permitting process has been developed to ensure public safety, protect the environment and protect the City of Greeley's infrastructure which includes but is not limited to water lines, sewer lines, stormwater infrastructure, fiber, roadways, irrigation and sidewalks. The guidelines in this document have been developed to help those planning to work or hold events in/on Public Space in the City of Greeley and includes the tools and information needed to facilitate safety and compliance.

Permitting ensures that any work done and/or activities within the public space, such as excavation, construction, repair, or special events is done in a manner that is safe for both the public and the workers involved. The permitting process also ensures that any work done within the public space and/or easements complies with city codes, standards, regulations and industry best practices.

This guidance is in addition to all 811 requirements and is not meant to replace.

Definitions

Public Holding

Real estate dedicated to the City for public use (i.e., streets, open space and/or parks dedicated in plat).

City-Owned Property

Real estate assets granted to the City in fee simple/ title owner and/or permanent easements granted to the City (i.e., property titled in City name).

Public Space

Public Holding and/or City-Owned Property. This is commonly referred to as Right of Way (ROW).

Purposes

Public Use for Transportation

Public Space dedicated or granted for the use by a governmental agency or a property owner to a public entity, intended to be occupied by a street, sidewalk, utilities or for similar transportation use.

Public Use for City Operations

Public Space dedicated to or acquired for use from a governmental agency or a property owner to a public entity, intended to be occupied by a city facility, open space or park.

Permit

A permit is a process utilized by the City of Greeley to regulate a short-term activity with defined time limit for activity (i.e., construction, block party, event downtown, etc.) within City-Owned Property and/or Public Holding.

License or Franchise Agreement

A license or franchise (required per code for electric, gas or cable utilities) agreement is used for an identified use by an entity other than the City of Greeley within the utility easements, Public Holdings and City-Owned Property. A license or franchise agreement facilitates a longer-term use of Public Holdings and/ or City-Owned property with a purpose of public use for transportation. Conditions can include term, annual fee, insurance requirements, fee, etc. Licenses that are in both Public Space and Private property and/or physically installed (e.g., patio, fence) will be recorded. Licenses that are fully within the Public Space are not recorded.

Utility Easement

A utility easement is an identified portion of a property granted to the City or other owner in fee simple/ title owner, identified on a plat for the placement of utilities.

Colorado 811

811 is a process dedicated to protection of the states' infrastructure through the location of underground facilities prior to excavation. The City of Greeley follows and expects all contractors, residents and/or anyone else working within the City of Greeley to follow all 811 requirements. For assistance with these requirements visit the CO811 website [here](#). Additionally please find more information about CO811's procedure and excavator handbook [here](#).

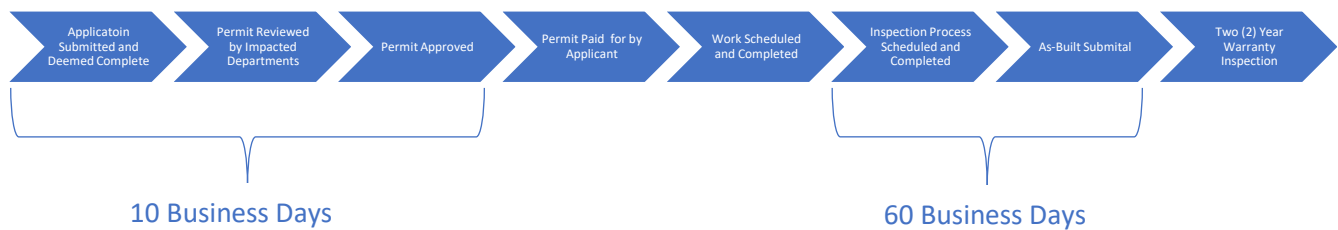
Colorado Department of Transportation (CDOT)

CDOT does have roadways within Greeley that are managed by them as part of their permitting. A CDOT permit will need to be obtained prior to any work within or use of these corridors. More information can be found [here](#). A map can be found [here](#). CDOT's permitting process can take up to six (6) weeks.

Process

All permitting processes within the City of Greeley utilize the same software – [eTrakit](#). A help page for eTrakit can be found [here](#). Please know new contractors will have to contact the City to be setup within eTrakit as a contractor. Although larger and/or more complex projects/events should submit permit applications well in advance to allow for review and adjustments, overall, those completing work in the public space and/or an easement can expect their permit to be issued on average within 10 business days of permit submittal. It is required per code that those planning larger events such as parades or large downtown events submit for a permit months in advance. Please note, applications deemed incomplete and/or required revisions to permits will impact this review time.

A high-level overview of the process for construction permits can be found below.



It is important to note that both public space and land grading permits may require additional inspections and approvals during the construction process. It is essential to adhere to all city regulations and requirements to ensure the safety of the public and the integrity of the city's infrastructure. As an Event Permit requires additional time per code for review, please ensure you plan ahead and review the section for Event Permits.

Hours of Construction Work

As documented within the [Traffic Control](#) section of this document, certain roadways have more restrictions on when construction activities can be performed within the public space; however, generally outside of these requirements, construction work within the public space can be only completed between the hours of 7:00 AM and 7:00 PM. Exceptions may be granted as part of the permitting process (e.g., emergency permits, reduce total project length to lessen mobility impacts, etc.).

Emergency Permits

The City understands that there are emergency situations that require work within public space to be completed in advance of an issued permit and/or outside business hours. As such, the following section has been developed to ensure consistency in how emergency situations/ permitting are handled and provide guidance on what is considered an emergency.

Emergency Permit Definition

An emergency permit is a type of permit that allows temporary use of a public space to address an emergency situation. The emergency situation could be a natural disaster, a utility outage, or any other

situation that requires immediate action to protect persons or property from imminent exposure to danger or potential danger (Sec. 18-69. – Emergency work).

Emergency Permit Process

1. For emergency situations, the **Licensed Contractor** shall call Weld County Dispatch (911) and email COG.Permits@greeleygov.com immediately to notify the City of the situation and planned work.
2. Complete necessary work.
3. Submit a permit through the normal permitting process within 24 hours. Notate on the permit that this was an emergency permit and status of the work (i.e., restoration not complete).

Amending a Permit

Adjustments are sometimes required in the field and, as such, the City does allow for permit amendments. Permit amendments will be managed by your designated Civil Inspector. If deemed minor by the City's Civil Inspection team, certain field adjustments (e.g., adjusting the number of potholes) may be approved immediately by your inspector. Other, more substantial changes may take longer as the Civil Inspector will be required to coordinate with impacted departments. The Civil Inspector will document the decision within eTrakit and provide formal notice to the contractor. Only fee changes greater than \$100 as a result an amendment will be adjusted, either up or down, within eTrakit.

Permit Extensions

The City understands that situations occur that may require the original permit timeline to be extended. As such, the City does allow the applicant to apply for up to two (2) permit extensions by emailing COG.Permits@greeleygov.com , at least five (5) days in advance of the original permit expiring. Permit extension fees may be applied. No extensions will be granted to permits that have expired and the applicant will need to reapply for the permit. Previously paid fees for work not done will be credited to the new permit application.

Permit Timeline and Scheduling of Work

Dates requested on permit applications have to be reasonable to allow for the work to be completed. Applications with timelines that are not reasonable (e.g., 180 days to replace a sewer line to a home) will be returned for incompleteness. As construction work has many variables, contractors are asked to give a date range that includes contingencies. The contractor is required notify the City through eTrakit, at least two business days prior to starting work or as documented during the permitting process. Proposed work dates may be approved or denied due to other construction work and/or events in the same area (e.g., Greeley Stampede).

Permit Payment Options

Payment can be made within the Permit Portal Etrakit one of two ways shown below. Either option facilitates same day permit issuance

- Credit Card – 2.8% convenience fee applies.
- ACH – E Check (No Fee)

If payment is desired to be made via check or cash, one of the two options below can be utilized. Permit issuance is made the same date the payment is received.

- Mail or hand deliver a check to the City at 1100 10th Street Attention Permit Payment. Please ensure the permit number is written on the check. Cash can also be accepted at the above address. Any payment over \$100,000 will need to be made by check or E Check.

Permit Types

A list and description of all permits can be found below with a quick guide for permits found [here](#).

Potholing

Potholing is a construction activity to determine that results in a small cylindrical hole being cored and removed to determine the depth of other utilities. Potholing is required for all excavation or boring work within the public space or within utility easements and must be completed in advance of any general construction work that involves crossing any utilities. Please reference the below table for additional information regarding potholing permits.

Key Areas	Standards
Process for Inability to Find City Utility	City of Greeley will make all reasonable efforts to mark out buried facilities to the best of our knowledge. In the event the utility cannot be found using 811 best practices for potholing, contractor will need to notify the City and we will dispatch personnel to verify marks are accurate. If buried utility still cannot be found, City will request contractor to expose 24" under their utility being installed, and proceed with reasonable caution, while having City staff on stand-by for entire work. City reserves the right to deny continuation of work, if the buried utility is designated as critical infrastructure during the permitting process, so the affected parties can re-evaluate and redesign if necessary.
Potholing Requirements	<ul style="list-style-type: none"> • All hydro-vac activities require an oscillating tip, and pressure at the tip 800PSI or less. Air forced excavation is an acceptable process also. • Steel Transmission lines required 500 PSI or less, also with an oscillating tip. • No stabbing, poking or metal probing is allowed on any Transmission lines.
Standby Requirements	<ul style="list-style-type: none"> • City of Greeley requires stand-by on Water and Sewer mains, Fire Hydrant laterals and critical services as outlined during the permitting process for potholing activities. • City of Greeley Water and Sewer has specific stand-by requirements for all Transmission lines, which are classified as 12" or larger. The City reserves the right to require stand-by at other locations as deemed necessary based of infrastructure type, age, etc. This will be outlined on your permit. • Please click here to schedule Stand-by for potholing or crossing of ANY City owned utility.
Potholing Temporary Fill Requirements	Potholes shall be temporarily backfilled with pea gravel if flowable fill is not readily available. The contractor is responsible and liable for maintaining integrity of temporary fill.

	<p>The use of temporary steel plate covers, during the winter when snow is predicted, is <u>prohibited</u> due to the safety hazards of snowplows hitting and/or throwing temporary covers.</p> <p>Temporary covers and patches, when utilized in walkways and bike lanes must not present a trip hazard, must comply with all ADA guidance. Temporary plates are to be painted a bright color (i.e., orange). Temporary measures may only be used for a total of 30 days.</p>
Potholing Permanent Fill Requirements	Permanent patches should be made within 30 days of the temporary patch. The backfill shall be flowable fill, capped with non-shrink grout. The caps shall be 5 ½ inches thick in local streets, 7 ½ inches thick in other streets and shall be finished between flush and no greater than ¼ inch below adjacent pavements.
Potholing Core Size	Core sizes larger than 8 inches will need to be preapproved by Civil Inspections before proceeding.
Potholing Log	Please remember, with the submission of your General Construction and/or Development permit, a pothole log for all potholing must be included with your permit application for all completed potholes. This requirement will help build out a map that contractors and the city can utilize to determine utility type, depths and location.

Traffic Control

A traffic control permit is required anytime work within the public space will impact the mobility of those who drive, walk, bike or otherwise use the space to move within the City of Greeley. To ensure consistency and provide additional guidance for those planning on completing work within the public space, the Barricade Manual was developed. For the safety of those working in public space and the traveling public, a contractor is expected to understand and follow the guidance outlined within this document. Key points from this document can be found in the below table. Apply for this permit type when only impacting traffic and no ground disturbance is occurring. If ground disturbance is part of the scope of work, apply for the corresponding permit.

Key Areas	Standards
Arterial and Collector Roadways	No work can be started before 8:30 AM or extended past 4:30 PM. Exceptions may be granted by Public Works.
Work Around Schools	Additional time restrictions may be placed on work in proximity schools while school is in session.
Lane Closures	Type C arrow boards <u>MUST</u> be used on <u>ALL</u> Arterial and Collector roadways for through lane closures. More extensive traffic control setups may require an approved TCS to remain on site.
Road Closures and/or Significant Access Impacts	Require public notification processes and shall be planned for accordingly. For Full Closures and/or Significant Access Impacts we require a 7-day minimum advance public notification and may require additional neighborhood communication.
Impacts on Time Restricted Parking	Greeley offers a pay-to-stay option for contractors who need to stay longer than the time parking allows. Any needs beyond this will need to be

	accounted for within a formal traffic control permit for which the contractor will pay the per day amount for the space.
Dumpster and/ Moving Container Placement within Public Space and Roadways	Placement of dumpsters within Public Space and Roadways require traffic control permits and proper signage.
Food Carts / Trucks	Any Food Truck parked in a diagonal parking space needs a Traffic Control Permit. Food Trucks parked in parallel parking do not need a traffic control permit; however, food service must be provided from the curb side of the vehicle. At no time can a food cart block a sidewalk. All food trucks are required to have all required business and food licensing.

Development

This permit type is use for Development Construction within Public Space, Easements and/or alterations to public infrastructure. This permit is obtained after the potholing scope of work is completed and the necessary documents are obtained.

Key Areas	Standards
Permit Submittal Timing	<p>The City requires the following steps, documents, and information prior to the issuance of a permit:</p> <ol style="list-style-type: none"> 1. The associated land use case (subdivision, site plan review, etc.) is complete. 2. A full size copy of the final, City-accepted plans delivered to Engineering Development Review (EDR). 3. A preconstruction meeting scheduled. 4. An engineer's estimate of construction cost estimate for financial and landscaping guarantee. 5. Financial Guarantee/Surety for the work to be performed in the ROW or City easement. <p>To expedite the permit review process, a permit application may be submitted when the plans have been routed for City final signatures. However, the approval and issuance of the permit shall be dependent upon the final acceptance of the land use case.</p>

General Construction

This permit type is used for construction within Public Space, easements and/or alterations to public utilities and or other related construction activities like driveways, concrete work within the right of way, etc. For any subsurface work or boring, this permit is obtained after the potholing scope of work is completed and the necessary plan and profile documents are obtained if required for underground infrastructure.

Oversize/Overweight Load Permit

An oversized permit is required for movement of an oversized load within the City of Greeley. This ensures the safety of the traveling public and follows CDOT’s guidelines for Oversize/ Overweight permitting.

Forestry Tree Removal and/or Trimming Permit

Trimming or removal of trees within the public space requires issuance of a Tree Trimming/Removal permit to a Greeley licensed arborist. The cost of the trimming or removal permits can be found in provided fee schedule or the Forestry Program Standard Operating Procedures.

Key Areas	Standards
Notice	Parkway trees to be removed must be posted with a removal notice for a minimum of seven (7) days prior to removal
Traffic Control	<ul style="list-style-type: none"> A traffic control permit will need to be submitted as part of the trimming/removal permit to ensure the safety of those who drive, walk, bike or otherwise use the public space to move within the City of Greeley. Pedestrian and vehicular traffic shall not be allowed to pass through the work areas. Appropriate sidewalk warning devices shall be in position as required at all times when permitted work on street trees is being performed. When safety is compromised, sidewalks are to be kept closed at all times.
Tree Trimming	Permit authority to trim street trees does not authorize the cutting back of sound, healthy tree limbs in excess of six (6) inches in diameter (outside bark) unless specifically described and written in the permit form by the Forestry Manager.

Land Grading Permits

A contractor will apply for and obtain a Public Works Land Grading permit when the following occur:

- Sites with land disturbance activity including clearing, grading, and excavation activities that result in the disturbance of one (1) acre or more of total land area OR,
- Sites less than one (1) acre that are part of a larger common plan of development or sale OR,
- Sites less than an acre but have been determined by City staff to have the potential to cause a significant negative impact to the City's stormwater facilities or receiving waters. City staff will have reached out to the applicant during the review process to notify them if the project falls within this category.

Key Areas	Standards
Prior to Construction	Prior to Land Grading Permit issuance, a pre-construction inspection meeting with a City Environmental Technician is required. During this meeting, the Environmental Technician will review installed CMs and ensure compliance with the approved ESCP.
During to Construction	<ul style="list-style-type: none"> Both the owner and operator directing the work are permitted to conduct grading operations. The control measures (CMs) specified in the approved Erosion and Sediment Control Plan (ESCP) and Stormwater Management Plan (SWMP) must be implemented accordingly. Major changes that impact hydrology or drainage patterns as well as minor changes to the ESCP must be updated as soon as site conditions or CMs change

	<p>and must be reviewed and approved by the Stormwater Department.</p> <ul style="list-style-type: none"> • The master permit holder will be responsible for all erosion and sediment control measures until they notify the City that the land is being sold and there will be a permit modification. See the Transferability or Termination section of this document for further information. • If approved CMs are not sufficient to prevent potential discharges of pollutants, the Environmental Technician may require additional CMs. • New or substituted CMs must be as, or more, protective than the CMs on the approved plans. • Maintenance of CMs must occur at a minimum of what is specified on plans, or until CMs are at 50% capacity, whichever is more stringent. • Spills, including concrete washout or fuel spills, must be cleaned up immediately. • The City may require maintenance and/or installation of CMs at any time, and specify the timeframe for the installation(s) and/or maintenance to be completed. • Site inspections must assess the effectiveness of control measures and be conducted regularly. The frequency may vary but should be no less than the frequency outlined in the approved SWMP. • Stormwater or authorized water discharges from the site, to the maximum extent practical, may not cause noticeable change to water quality. Permittee must abide by provisions set within CDPHE's Low Risk Discharge Guidance for all non-stormwater discharges. • Stormwater discharges from the site may not clog, block, or otherwise impair the short term or long term functionality of permanent water quality control features or stormwater structures (private or public). • Stockpiles generated or used as a part of the activities covered under the permit, including off-site stockpiles, must be included in the ESCP and total site area calculations. Any off-site stockpiles not included in the approved ESCP and site area calculations will be considered unpermitted and in violation of the City of Greeley's Municipal Code - Title 12, Chapter 3, Section 12 – 189-206.
Permit Terms	<ul style="list-style-type: none"> • The Land Grading Permit is effective for two (2) years, unless a shorter construction timeframe is expected and is specified on the application. If grading activities continue outside the timeframe specified on the application and is authorized by the permit, a re-application must be submitted at least ten (10) days prior to expiration of the permit. • Whenever a site is determined to be non-compliant, a reinspection fee as outlined within fee schedule will be assessed to the Owner of the property when a Compliance Inspection is scheduled. On the third non-compliant inspection, the Owner will be given a Notice of Violation (NOV) and charged per fee schedule and scheduled for an Administrative Hearing. • The Land Grading Permit is only valid for the areas on the approved plans and paid for during the grading permit. If areas are disturbed outside of the approved plans or in excess of what has been paid for, a permit modification must be submitted. • If any provision of the Land Grading Permit is violated, the permit may be revoked and will have to be reapplied and paid for.

Permit Modifications/ Transfers	<ul style="list-style-type: none"> • A permit may not be transferred to a new owner or operator without a City of Greeley Land Grading Permit Modification and Transfer Permit being completed and approved. • If parts of the project are sold with areas that have not been finally stabilized and meet the threshold to require a Land Grading Permit, then a City of Greeley Land Grading Permit Modification and Transfer Permit must be submitted to communicate the change of the site and ownership to the City and the smaller portions of the project will need to also apply for their own Land Grading Permit. Temporary seeding or permanent seeding/stabilization is required within permitted area prior to a permit transfer. • If parts of the project are sold with areas that have not been finally stabilized and do not meet the threshold to require a Land Grading Permit, please provide the new owner with following information: <ul style="list-style-type: none"> ○ Activities on disturbed areas cannot discharge sediment to the street, off-site, storm sewers, or waterways. ○ The property owner(s) are responsible for proper maintenance, removal, and disposal of CMs left on their property. ○ A violation of these conditions may result in fines or enforcement proceedings.
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Landscaping Permit

Any landscaping being installed within the public space, excluding those items outlined below, will require a landscaping permit from the City of Greeley. This process ensures both the safety of those who use public space (i.e., line of sight) and ensure compliance with municipal code.

Key Areas	Standards
Activities that Do Not Require a Permit	<ul style="list-style-type: none"> • Mowing* • Annual Landscaping Maintenance* • Replanting of Like Plantings (if prior permit was already approved)* <p style="font-size: small; margin-left: 20px;">*Traffic control permit required for above activities if work impacts mobility of traveling public.</p>
Planting Requirements	<ul style="list-style-type: none"> • Unless otherwise authorized by the permit, all newly planted street trees shall be planted midway between the sidewalk and the curb. • Trees which attain a large maturity (over 20’ in height) shall be spaced at least 35 feet apart (including trees on neighboring properties) to allow for safe, healthy, attractive growth. • Smaller or ornamental types of trees, when designated as such by the permit, may be spaced at a minimum of 25 feet apart. • No trees shall be planted closer than five feet to any driveway or alley, • No trees shall be planted in such a manner that eventual growth cannot be reasonably maintained so as to avert interference with, or obstruction of, any improvement installed for the public benefit such as traffic and street signs and lights, fire hydrants, overhead utility wires, street-lights, utility poles, etc. • Perennials and shrubs must not exceed a mature height of 18”. • Trees or woody plants cannot be planted in a parkway or right of way that is less than five feet in width.

- Where the combination sidewalk-curb and gutter have been installed, no tree plantings are to be made closer than five feet from the edge of any concrete installation.
- Trees are not to be planted within 10 feet of either side of water, sewer, or storm drain service lines.
- No more than six of the same tree genus may be used consecutively in a row-type or group planting.
- Approved construction plans ARE NOT considered an approved Landscaping Permit.
- Line of sight must be maintained at all times for safety purposes.

Activity/ Event Permits

An Activity/ Event permit is required for any type of activity or event that occurs within public space, excluding park shelter rentals which can be found [here](#). Additionally, activities like rally’s, picketing, speech, vigils and/or other activities with gatherings attended by 10 or more people that primarily involves the communication or expression of views or grievances, which occurs in the public space (Streets, Sidewalks, or public Parks) and does not comply with traffic laws or may cause an obstruction is managed through the Police Department. Furthermore, events on private property that are utilizing sound amplifying equipment, such as Loudspeakers, Bullhorns, Megaphones are also managed by the Police Department. A link to this permit can be found [here](#) and must be completed at minimum 72 hours prior. The intent of these processes is to not only facilitates coordination amongst potentially multiple events but also creates awareness for public safety.

Key Areas	Standards
Activities that require an Event Permit	<ul style="list-style-type: none"> • Block Party • Parade • Street Fair • Festival • Outdoor Concert • Art & Craft Show • Carnival • Fun Run or Walk • Bike Ride or Race • Foot Race <p>Any other Outdoor Event that is not a demonstration, which occurs in public space or leased property and involves amplified noise, or any event that may obstruct, delay, or interfere with normal operation or flow of mobility (i.e., vehicles, sidewalks, etc.).</p> <p>Event Permit Applications do not require the filing of an amplified sound permit as this permit type is considered a Substitute for Amplified Sound Permitting.</p>
Important Timelines	A complete application must be filed no less than 60 days prior and no more than one (1) year prior to the date of the proposed Event. Applications must be accompanied by any applicable fees or deposits.

	The application will be reviewed by all applicable parties and within 45 days a permit will be issued or denied for the proposed time and place or for a different time and place than proposed in the application.
Permit Fees	<ul style="list-style-type: none"> • Tier 1 Events - \$25.00 Must meet one or more of the following Criteria: <ul style="list-style-type: none"> ○ Small, Single Day ○ No Closures of trails, arterial or collector streets or intersections ○ Anticipated or recorded attendance under 500 ○ No sales or serving of alcohol. • Tier 2 Events - \$100.00 Must meet one or more of the following Criteria: <ul style="list-style-type: none"> ○ Rolling closure of trails, arterial, or collector streets, not interfering with public use ○ Anticipated or recorded attendance of 500-1,000 ○ Selling or serving alcohol less than 4 hours ○ Majority use of City Right of way for less than 4 hours ○ No amplified noise • Tier 3 Events - \$150.00 Must meet one or more of the following Criteria: <ul style="list-style-type: none"> ○ Large, Full or Multiple day events ○ Closure of trails, arterial or collector streets or intersections ○ Anticipated or recorded attendance of 1,000+ ○ Selling or serving alcohol for more than 4 hours ○ Exclusive use of City Right of way ○ Amplified noise will be used <p>Neighborhood Block Party Permits do not Require Payment of any Fees</p>
Alcohol	Any event that either facilitates the sale and/or distribution, including for free, must obtain a liquor license. More information on this process can be found here .

Crossing Requirements

Crossing Standby Requirements

Per Colorado 811 law, all trenchless excavations must visually expose buried utilities during work. The City of Greeley will respond to excavator via 811 ticket when stand-by is required.

City of Greeley requires stand-by on Water and Sewer mains, Fire Hydrant laterals, some Stormwater infrastructure and/or critical services as outlined during the permitting process for potholing activities.

Please click [here](#) to schedule Stand-by for potholing or crossing of ANY City of Greeley Utilities.

Open Cut Crossing Requirements

Infrastructure Type	Over Distance	Under Distance	Parallel Distance
Potable Water, Sanitary Sewer, Stormwater	18 Inches	18 Inches	10 Feet
Non-Potable Water	18 Inches	18 Inches	5 Feet
Fiber, Electrical	18 Inches	18 Inches	18 Inches

Bore Crossing Requirements

Infrastructure Type	Over Distance	Under Distance	Parallel Distance
Potable Water, Sanitary Sewer, Stormwater	24 Inches	36 Inches	10 Feet
Non-Potable Water	24 Inches	24 Inches	5 Feet
Fiber, Electrical	24 Inches	36 Inches	18 Inches

Inspection Process

Key Areas	Standards
Prior to Construction	<p>If a pre-construction meeting is required, Civil Inspections will contact the permit applicant. Examples of situations where pre-construction meetings may be required are listed below. Those completing work within public space should plan accordingly.</p> <ul style="list-style-type: none"> • New Development • Road Closures • Other situations that result in significant impacts to the residents of Greeley <p>Prior to said meeting, the permit applicant will be sent a pre-construction meeting application form. The applicant will then fill out the form and return it to the management team so they can schedule the preconstruction meeting.</p>
During Construction	<p>The civil inspector will inspect all public infrastructure located in the public space or a city owned easement.</p> <p>The applicant (or subcontractor) shall schedule all inspections via Trakit (24hr notice minimum).</p> <ul style="list-style-type: none"> ✓ In the event work is completed without inspection and approval, the applicant may be required to remove the work and undertake any corrective action at the applicant's expense. Additionally, applicant will be fined per the fine and fee schedule. <p>Upon completion of inspections, the civil inspector will notify the contractor of the inspection result. The result will also be posted in Trakit.</p> <p>Once all construction related activities in the public space or easement are completed and inspected, the inspector and the permit applicant (or contractor) will conduct a final walkthrough.</p> <p>During the walkthrough, if all construction and restoration items are complete and up to the city's standards, substantial completion will be issued, and the permit will enter the warranty phase.</p> <ul style="list-style-type: none"> ✓ If there are any items that do not meet city specs and standards, the contractor will be required to remediate those items prior to substantial completion being issued.

As-Built Requirements

Within 60 days of final inspection. Complete hardcopy as-built, and digital as-built files, in accordance with the most recent American Society of Civil Engineers Standard Guideline for Recording Exchanging Utility Infrastructure Data. Along with GIS Data Submittal Standard Operating Procedures, must be submitted through Community Development TrackIt. All stakeholders will verify accuracy and completeness prior to final inspection. Whereupon stakeholders from impacted Departments and Divisions will accept ownership and begin the two-year warranty period.

Any recording fees will be passed along to the permit applicant.

Warranty Process

After your permit has entered into the Warranty phase, you will have an inspection automatically scheduled approximately 60 days prior to the expiration of your warranty. This inspection will be performed to ensure that all items continue to meet the city's standards.

Prior to this date, the permit applicant will contact the assigned civil inspector to schedule the exact date for the warranty walkthrough. The civil inspector will contact the permit applicant to coordinate said walkthrough.

During the walkthrough, any items that are out of conformance with city standards will be noted, and the permit applicant will be required to remediate said items and deliver updated AsBUILTs.

Once the items are rectified, a re-inspection will occur to verify that they meet city specifications.

If all items meet city specifications and standards, the permit will be closed out.

Contractor Requirements and Responsibility

Business Licensing Requirements

To do work within the City of Greeley, a City of Greeley Business License must be obtained and maintained. A link to the application can be found [here](#).

Contractor Licensing Requirements

To complete any work within public space, the a City of Greeley Contractor License must be obtained and maintained. A link to the application can be found [here](#). Furthermore, contractors installing fire lines to building systems or private hydrants are required to be registered with the [Division of Fire Prevention and Control as a Fire Suppression Contractor – Underground](#).

Damages

Any damage either caused by the permit holder during work or an event (i.e., boring through a utility) or as a result of work or event (i.e., flooding caused by damaged infrastructure), will be the responsibility of the contractor. Damages that occur to underground infrastructure due to the result of the utility owner's failure to follow Colorado 811 regulation will not be the responsibility of the permit holder.

Accountability

The City of Greeley has taken an educational approach to issues that arise as part of the permitting process and as such, contractors will for the most part be issued a warning first for any violation of the permitting guidelines. However, continual violations will result in increased fines up to and including cancelation of contractors permit and/or license. Any work completed by the City of Greeley as a result of a permit that presents a safety hazard shall be charged back to the permit holder.

At any time, the City of Greeley reserves the right to issue a Stop Work Order for work that is being completed without a proper permit, work being completed is not in compliance with issued permit or if work being completed creates a significant safety concern.

FAQs

1. When do I need to get a permit?
 - a. Prior to any permit issuance, a contractors license with the city of Greeley is required. More information on this can be found [here](#).
2. How long in advance should I submit for a permit?
 - a. For best results, for construction related permits please submit 10 business days in advance of planned work (**Projects that require extensive traffic control or lane/ street closures should plan additional review/ coordination time**).
 - b. Per code, for event type permits, a permit must be submitted a minimum of 60 day's prior to the event. (**Events that are extensive should submit well in advance of 60 days for additional review/ coordination time**).
3. Are there ways to expedite the permitting process?
 - a. For extenuating circumstances, the permitting process may be expedited. These situations are limited to work that has a direct tie to life safety (i.e., phone line outage, sewer or waterline break, etc.).
4. What should I do if there is an emergency that requires immediate work in the Public Space?
 - a. Please email or call the Weld County Dispatch. A formal permit can be applied for the following day.
 - b. An emergency is defined as something that impacts life safety (i.e., water, sewer, public safety access, etc.).
5. How do I know what documents are required for my application?
 - a. Please refer to the permit instructions document when applying for the corresponding permit. Document link will appear once the permit type is selected. Additionally, please find within [Exhibit A](#) an overview of required documents and permits.
6. How do I know which permit to apply for?
 - a. Please refer to the permit instructions document when applying for the corresponding permit. Document link will appear once the permit type is selected. Additionally, please find within [Exhibit A](#) an overview of required documents and permits.
7. How do I check the status of my application?
 - a. Login to the [eTRAKiT](#) portal and refer to your contractor dashboard. You will see all of your active permits listed and can see the corresponding status of each permit.
8. What should I do if I have questions regarding traffic control?
 - a. Infrastructure Services have developed, in accordance with MUTCD, a Barricade Manual that should be reviewed. However, if you have questions that cannot be answered please contact us at trafficoperations@greeleygov.com or 970-350-9277

9. If my application is returned for incompleteness, how long do I have to make the required corrections before a new permit will have to be applied for?
 - a. Please resubmit all requested documents through the portal within 10 business days of notice of incomplete. On the 11th Day, the permit application will be canceled and the applicant will need to submit for a new permit.

10. How do I determine the necessary fees for my permit application?
 - a. Necessary fees are calculated off the permit type and the engineers calculate quantities.

11. What is the purpose of a Pre-Construction meeting?
 - a. The purpose of the preconstruction meeting is to bring together representatives from relevant departments, agencies, and stakeholders to discuss project details, address concerns, and establish coordination protocols.

12. What are Pre-Construction Expectations?
 - a. Contractors shall ensure that they have the necessary permits, construction site plans, and legal requirements prior to construction activities.
 - b. Contractors must call in for inspections two (2) days prior to commencement.
 - c. If a street or lane of travel will be closed on an Arterial or Collector Street or if outlined as a condition of the permit, the contractor must gain approval from the City of Greeley through eTrakit minimum of two (2) business days prior to the work starting.

13. How do I know who my civil inspector is for my project?
 - a. When an inspector is assigned to your permit, an email will be sent to the permit applicant, the contractor, and work site contact. This email will contain the contact information for the civil inspector.

14. What are expectations during construction?
 - a. Contractors are expected to follow all regulatory requirements (i.e., MUTCD, 811, etc.)
 - b. Contractors shall ensure all permit and job-related documents are available on site.
 - c. Ensure all necessary City staff are on site during required construction activities.
 - d. Contractor is responsible for maintaining safe work environment and adhering to all City standards and industry best practices.

15. What are Post Construction Expectations?
 - a. Contractors shall communicate with City officials at the time of construction complete to ensure all inspections are completed. Obtain final permit closeout. Ensure all restoration efforts are complete and public space.

Permit Subtype Application Quick Guide

	Potholing	Development	General Construction	Traffic Control Only	Land Grading
Definition	Used for the completion of potholing within Public Space / Easements	Major Development Construction within Public Space, Easements and/or alterations to public infrastructure.	Construction within Public Space, Easements and/or alterations to public infrastructure.	Required when impacts to traffic within the Public Space, including but not limited to pedestrian and vehicular traffic. Traffic Control must follow the Manual on Uniform Traffic Control Devices, M.U.T.C.D, and City of Greeley's Barricade Manual standards	Used for sites having land disturbance activity including clearing, grading, and excavation activities that result in the disturbance of one (1) acre or more of total land area and/or sites less than one (1) acre that are part of a larger common plan of development or sale or if deemed necessary by City staff.
Key Points	<ul style="list-style-type: none"> Required to complete plan and profile for all City of Greeley Utilities as well 	Potholing permit must be applied for prior to submitting for this permit if crossing any utilities. A plan and profile must be completed as part of this to this permit being applied for if crossing COG utility	Potholing permit must be applied for prior to submitting for this permit if crossing any utilities. A plan and profile must be completed as part of this to this permit being applied for if crossing COG utility		
Permit Required Components	<ul style="list-style-type: none"> ✓ Accurate and complete Permit Application ✓ Valid Contractors License ✓ Traffic Control Plan (if applicable) ✓ Fee Schedule ✓ Shape File with polygon showing general area of expected potholing 	<ul style="list-style-type: none"> ✓ Accurate and complete Permit Application ✓ Valid Contractors License ✓ Traffic Control Plan (if applicable) ✓ Fee Schedule/ Engineer Certificate of Quantities ✓ Plan and Profile (if crossing City of Greeley Utilities) ✓ Signed/ Approved Plan Set ✓ Shape File with Long/Lat of planned work 	<ul style="list-style-type: none"> ✓ Accurate and complete Permit Application ✓ Valid Contractors License ✓ Traffic Control Plan ✓ Fee Schedule ✓ Plan and Profile (if crossing City of Greeley Utilities) ✓ Shape File with Long/Lat of planned work ✓ Potholing Log Shape File (if applicable) 	<ul style="list-style-type: none"> ✓ Accurate and complete Permit Application ✓ Traffic Control Plan 	<ul style="list-style-type: none"> ✓ Accurate and complete Permit Application ✓ Valid Contractors License ✓ Signed/ Approved Plan Set including: ✓ Erosion Sediment Control Plan (ESCP) ✓ Stormwater Management Plan (SWMP) ✓ Colorado Department of Public Health & Environment (CDPHE) COR400000 Construction Stormwater Discharge Permit ✓ Shape File with Long/Lat of planned work
Electronic Submittal Requirements	<ul style="list-style-type: none"> ✓ All digital files shall be Microsoft, AsBuilt infrastructure for the entire site shall be provided to the City via digital fi(s). Data shall be provided via ESRI-compatible shapefile (.shp) or ESRI file geodatabase (.gdb) format enabling the City to bring data into GIS and Asset Management Systems Digital files must match hard copy as-built drawings also submitted in (.pdf) format. All mapped object types must be in accordance with the GIS Data Submittal Standard Operating Procedures. ✓ All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale. ✓ All construction documents shall be in one file so the plan reviewer may scroll through the file and have the ability to view all pages without opening another file. Other documents shall be a separate file by type, ✓ i.e., Structural Calculations, Specifications, etc. ✓ Plans must NOT BE LOCKED by architect, engineer, etc. to allow the plans examiner to make any necessary comments. ✓ All text shall be no smaller than 11 point. 				

	Tree Trimming/ Removal	Landscaping	Oversized/Overweight Load	Events
Definition	Required prior to trimming or removing ANY tree(s) located on Public Space.	Required prior to installing ANY plant materials other than lawn upon Public Space.	An oversized permit is required for movement of an oversized load within the City of Greeley	A Revocable Event permit, Demonstration permit, or amplified sound permit may be required prior to use of City Public Space for events or organized activities.
Key Points	<ul style="list-style-type: none"> ▪ A 7-day posting will be required for any tree removal (emergencies are expedited by Forestry Manager) 	Will require a final inspection	<ul style="list-style-type: none"> ▪ A valid CDOT Oversize/ Overweight permit will be required 	Permit application must be filed no less than 60 days prior to the proposed event and no more than 6 months prior to the event.
Permit Required Components	<ul style="list-style-type: none"> ✓ Traffic Control Plan (if applicable) ✓ Valid Arborist License 	<ul style="list-style-type: none"> ✓ Traffic Control Plan (if applicable) ✓ Proposed planting sketch Valid locate ticket through 811 	<ul style="list-style-type: none"> ✓ Accurate and complete Permit application ✓ Map of the Route 	<ul style="list-style-type: none"> ✓ Accurate & Complete Permit Application ✓ Certificate of Insurance listing the City of Greeley as an additional Insured ✓ Certificate of Good Standing ✓ Diagram or Map of proposed event layout/route ✓ Traffic Control Plan (if applicable) <p>Written Security/Control Plan</p>
Electronic Submittal Requirements	<ul style="list-style-type: none"> ✓ All digital files shall be Microsoft, AsBuilt infrastructure for the entire site shall be provided to the City via digital fi(s). Data shall be provided via ESRI-compatible shapefile (.shp) or ESRI file geodatabase (.gdb) format enabling the City to bring data into GIS and Asset Management Systems Digital files must match hard copy as-built drawings also submitted in (.pdf) format. All mapped object types must be in accordance with the GIS Data Submittal Standard Operating Procedures. ✓ All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale. ✓ All construction documents shall be in one file so the plan reviewer may scroll through the file and have the ability to view all pages without opening another file. Other documents shall be a separate file by type, ✓ i.e., Structural Calculations, Specifications, etc. ✓ Plans must NOT BE LOCKED by architect, engineer, etc. to allow the plans examiner to make any necessary comments. ✓ All text shall be no smaller than 11 point. 			