



Town of Frisco ROW Permit Checklist

A fully submitted permit application

Includes:

- Application fully filled out
- COI (Naming TOF as an additional insured)
- Performance Bond – 2 year
- Certified Traffic Control Plan

See details in below check boxes

Certificate of Insurance

Needs: Name the Town of Frisco as an additional insured and needs to have an issue date within 30 days.

Performance Bond

2-year bond in the amount of \$1,000

Certified Traffic Control Plan (TCP)

Needs to be submitted for permit/work taking place in Town ROW. Is required for all road closures and/or detours. Will only accept certified Traffic control plans.

Work Start Date

Work must take place on the proposed start date (weather permitting)

Site/Utility Plan

Shows the type of work, disturbance limits, and other site work must be submitted in conjunction with this permit.

Work End Date Work is to be completed on the end date. That includes final restoration. If work is not completed, an extension request will need to be made.

Final Approval/Inspection Upon completion of approved work, it is the contractor's responsibility to call: 970-668-0836 and schedule inspections.

Holiday Date Check

Verify that the approved work identified on the permit isn't taking place during a state/federal holiday and/or on a Saturday/Sunday.

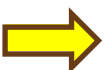
Town of Frisco "Construction and Excavation Standards"

Obtain from [town website](#), review and have on file.

Additional Items

Permit Extensions

Additional extensions will be granted on a case-by-case basis. It is expected that all permits meet the proposed state and end dates identified.



Submit Completed Application and
All Supporting Documents to:
Excavations@Townoffrisco.com

For Office Use Only
Permit # _____ - 2025
Building Permit # (if applicable) _____



PUBLIC WORKS DEPARTMENT – EXCAVATION/ROW PERMIT

(This permit must be present on the job site at all times.)

Permits issued April 15th-October 15th, 2025

Permits accepted via email or Monday – Thursday 7am-4pm and Friday 7am-12pm.

Please allow up to 5 business days for review and approval.

NO EXCAVATION WORK IN RIGHT-OF-WAY NOVEMBER 1st - APRIL 14th

October 16th-October 31st is for restoration work ONLY

\$225 excavation fee is non-refundable

Utility work deeper than 3 feet outside of the Right-of-Way, after October 31, will be reviewed on a case by case basis.

Emergency Permits issued after October 15th, 2025 require location of job address and kind of work to be completed. Remainder of permit will be processed after emergency work is performed and restored.

Permit Expiration Date: ☐ October 31, 2025 ☐ December 31, 2025

Location of Job (address): *If location of work is in Summit County right-of-way, permit will <u>NOT</u> be issued until County approval has been received.	
Start Date:	
Completion Date:	
Town of Frisco Business License Number:	Expiration Date:
Contractor/Applicant Email & Information:	Print Name: Signature:
Address/City/State:	Date Applying:
Telephone:	

TO BE COMPLETED BY TOWN STAFF	
Permit Submission Approval Signature/Date:	Final Inspection Approval: (must be scheduled 24 hrs in advance, otherwise fees imposed or bond forfeiture)



Submit Completed Application and
All Supporting Documents to:
Excavations@Townoffrisco.com

A Site/Utility Plan showing type of work, disturbance limits, and other site work must be submitted in conjunction with this permit.

A Construction Management Plan must be submitted in conjunction with this permit. Parking is prohibited on Town streets in the Main area from 2:00am – 6:00am and in the outlying areas from 12:00am – 6:00am, as signed, due to maintenance and snow removal needs.

All snow removal in the permitted area will be the responsibility of the permit holder.

Work must only be done pursuant to the Permit Monday through Friday between 7 a.m. and 7 p.m. unless otherwise approved by the Town Engineer/Public Works Director.

A Traffic Control Plan in accordance with MUTCD standards must be used if there is work to occur in Town roads, shoulders, and rights-of-way. All signage and traffic control methods shall adhere to the most current MUTCD guidelines. THE TOWN RESERVES THE RIGHT TO STOP WORK IF THOSE STANDARDS ARE NOT FOLLOWED. This plan will be approved by Town Engineer/Public Works Director or his/her designee.

Please Check All That Apply			
<i>Work Description</i>	<i>Work Type</i>	<i>Traffic Control</i>	<i>Cut Info</i>
<input type="checkbox"/> Install	<input type="checkbox"/> Water	<input type="checkbox"/> Flaggers	Asphalt
<input type="checkbox"/> Repair	<input type="checkbox"/> Sewer	<input type="checkbox"/> One Lane Closure	<input type="checkbox"/> Remove
<input type="checkbox"/> Abandon	<input type="checkbox"/> Electric	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Replace
<input type="checkbox"/> Encroachment	<input type="checkbox"/> Gas	<input type="checkbox"/> Parking	
<input type="checkbox"/> Staging	<input type="checkbox"/> Telephone	Restrictions	Concrete
<input type="checkbox"/> Directional Bore	<input type="checkbox"/> Cable	<input type="checkbox"/> Special ROW Use	<input type="checkbox"/> Remove
<input type="checkbox"/> Hydro	<input type="checkbox"/> Communications	<input type="checkbox"/> Speed Limit	<input type="checkbox"/> Replace
<input type="checkbox"/> Excavation	<input type="checkbox"/> Landscaping	Reduction	
<input type="checkbox"/> Construction	<input type="checkbox"/> Manhole	<input type="checkbox"/> Other: _____	Curb & Gutter & Sidewalk
<input type="checkbox"/> Parking	<input type="checkbox"/> Culvert		<input type="checkbox"/> Remove
	<input type="checkbox"/> Ditch		<input type="checkbox"/> Replace
	<input type="checkbox"/> Storm Drain		
	<input type="checkbox"/> Sidewalk		
	<input type="checkbox"/> Right of Way		
	<input type="checkbox"/> Other: _____		

(If there is a need for a traffic control plan, Public Works will give approval before project can commence.)



Submit Completed Application and
All Supporting Documents to:
Excavations@Townoffrisco.com

Written Scope of Work: *List Type of Work being completed, limits of disturbance, impact to ROW, and traffic control. For example, "Installing a new gas line on NW corner of the house. Contractor will be removing asphalt, concrete, and dirt within Town ROW." (Any/all dewatering must be clarified.)*

Permittee shall coordinate with the Town for **joint trenching** and Town conduit installation, in accordance with section 155-14 of the Town Code, when the Town requires Town conduit to be installed in the same or adjacent location.

All cuts made within Town ROW, must be brought back up to Town Standard. All of the necessary information can be found in the *Town of Frisco Minimum Street Design and Access Criteria*, together with Chapter 87 of Frisco Town Code, *Excavations*. At the expense of the applicant, material testing will be completed by a third-party testing company and signed off by a licensed engineer. Completed results must be submitted to Streets Supervisor.

Water lines must be constructed per the Town of Frisco Water Construction Standards, and must be inspected prior to CO. Inspections require 24-hour notice, with first inspection being free. Inspections after will start at \$25 and increase by \$10 thereafter.

All utility locate requests are set up through Colorado 811. Frisco Water Department and Frisco Sanitation District will be notified via Colorado 811 as well.

Fees: \$225 fee for any excavation within Frisco Town limits.

Bond: Based on locations of excavation, and will be calculated by Public Works

\$ _____ = Dirt and Gravel \$100.00/SQ. YD

\$ _____ = Asphalt \$250.00/SQ. YD.

\$ _____ = Concrete \$350.00/SQ. YD.

\$ _____ = Boring \$50.00/L.F.

\$ _____ = Two Year Bond Due (\$1,000.00 minimum regardless of size of excavation)

\$ _____ = Total

***PLEASE NOTE** applicant guarantees all of the work for **TWO YEARS FROM FINAL INSPECTION DATE.**
Applicant to repair any defective work during two-year warranty period.

***Bonding** MUST be paid at the time the approved permit is issued. If bonding is not paid at the time the permit is issued, then Public Works will retain the permit until bonding is paid.



Submit Completed Application and

All Supporting Documents to:

Excavations@Townoffrisco.com

Asphalt/Concrete Cuts:

- All concrete curb and gutter and sidewalks shall be removed to the nearest tooled joint on either side of the trench. All concrete shall be saw cut full depth at each joint. Concrete sidewalk depth shall be 5" minimum thickness and curbs/pan thickness shall be 6" minimum thickness.
- Asphalt cuts from edge to center line must be patched to center line of street. Any cuts beyond center line must be patched completely across the street to the edge of asphalt. Asphalt cuts shall be either parallel or perpendicular to the roadway. All asphalt areas to be removed shall be saw cut at full depth along the limits of the removal area prior to removal. Infrared pavement patching will be required for all pavement patches in rec paths and when the existing roadway asphalt is less than three (3) years old. (Per Town Code, Section 87-10 A & B)
- Asphalt patches shall be a minimum width of two feet and match the existing pavement depth or 4" minimum, whichever is greater. Asphalt to be HMA SX 75 PG 58-28.
- Asphalt cuts that would result in less than 20 feet between patches shall be combined into single patch.
- Asphalt cuts shall be patched back within 10 days of completion of work. (Per Town Code, Section 87-5 C.)
- In instances where hydro excavation has been used, the same material must be used for the surface repair, that was removed to initiate the excavation (ex. Asphalt cores must be replaced with asphalt, concrete cores must be replaced with concrete, etc.). Hydro excavation shall not be located in wheel paths and shall be backfilled with low strength flowable fill. Native material shall not be reused in the backfill.

Dewatering:

- All dewatering associated with an excavation must be in accordance with the standards set forth by the state of Colorado and the Northwest Colorado Council of Governments.

Excavated Material:

- All excavated materials shall stay on property or be hauled off site; it shall not be stored in the right-of-way. (Per Town Code, Section 127-39) If storage of material within the public right-of-way has been approved previously, all necessary traffic control measures must be taken to ensure the safety of the traveling public. (Per Town Code, Section 87-7D).
- Additional requirements for construction/restoration include:
 - Compaction (min. 95%) completed in 8" maximum lifts
 - Reconstruction of base/sub-base
 - *Shoulders – minimum of six inches (6") of road base to achieve final grade
 - *Asphalt – minimum of six inches plus the depth of asphalt to achieve final grade
 - *Concrete – minimum of six inches plus the depth of concrete to achieve final grade
 - Re-grading of shoulders/borrow ditch
 - Culvert installations shall have a minimum 12" cover of compacted Class 6 road base, and material must be approved by the Public Works Department
 - All disturbance in the ROW shall be repaired, including pavement, landscaping, utilities, irrigation, street lights, signage and striping. All disturbed areas shall be revegetated with 3" of topsoil, mulch, and a native grass mix in accordance with Chapter 180 of Town Code.
- No excavations shall be left open overnight unless approved by the Town Engineer/Public Works Director.
 - “Open” is defined as, “any excavation that is incomplete or exposed to the open air, which would cause a hazard to public health in the event that unauthorized personnel were to enter the excavation area.”

***Work must only be done pursuant to the Permit Monday through Friday between 7 a.m. and 7 p.m. unless otherwise approved by the Town Engineer/Public Works Director.**

***If this permit is denied, the fee shall not be refunded as set forth in Town Code Chapter 87-5.**



PLEASE READ CAREFULLY:

Utility locations within public rights of way are the sole responsibility of the contractor, and shall be made prior to any excavation. All utility locates shall be in accordance with the Colorado 811, State and Federal subsurface utility laws. Private utilities are owned by the owner of a property and will not be marked with your request. These can include water and sewer laterals, power to a detached garage, sprinkler/irrigation systems, lines connected to a propane tank or septic system, etc. There may be private utilities within your dig area. It is your responsibility to have private facilities marked. For a list of private locating companies, please visit <https://colorado811.org/private-locate-companies/>.

This permit is granted expressly subject to the condition, specification and penalties set forth by the Town of Frisco regulations. All labor and materials shall be furnished by the applicant, contractor, developer, owner, or governmental agency who then assumes full responsibility and liability for any and all damages or claims resulting from said excavation; and hereby agrees to pay for any and all repairs that must be made to this portion of the roadway or right-of-way resulting from the excavation.

It is understood that the applicant, contractor, developer, owner or governmental agencies, its employees, agents and subcontractors are covered by worker's compensation insurance, and that the applicant, contractor, developer, owner or governmental agency indemnify and hold harmless the Town of Frisco from any and all claims of any nature whatsoever which thereto including costs of suits and attorney's fees incurred by the Town should litigation arise from said claims.

This understanding and agreement will be binding upon your respective heirs, executors, administrators and assigns.

Authority for the administration and enforcement of the Access Permit is derived from the 1973 Colorado Revised Statutes Sections: 37-84-103, 38-5-101, 42-4-101 through 42-4-513, 42-4-1207, 43-2-111, 43-2-147, 43-5-301, 43-5-307, and 32-1-1006.

Agency Contacts

Town of Frisco:

- **Public Works Director/Town Engineer:** 970.668.4579
- **Streets Supervisor** 970.668.9154
- **Public Works Office Manager** 970.668.9153
- **Water Supervisor:** 970.668.9156
- **Planning Dept Permit Technician** 970.668.4576

Frisco Sanitation District: 970.668.3723

Summit County Fire and EMS: 970.262.5100

Summit County Environmental Health: 970.668.4070

Xcel Energy: 970.262.4050