

## Temporary Access Permit Application Procedures

### Application Process:

1. Applicant must provide a detailed map of work and staging area, showing property lines, ownership, rights-of-way, easements and a set of approved plans.
  2. If the project is located on Metro District property and an easement does not exist, applicant must submit a notarized License and Easement Commitment and agree to complete the necessary easements within 30 days of completion of the project. A License and Easement Commitment is included in this application.
  3. Access will be permitted for purpose, location, dates and times as authorized by the Metro District.
  4. Prior to application approval, the Contractor will obtain locates of existing utilities then schedule a preconstruction meeting with the Metro District contact person before construction begins.
  5. Prior to commencement of any work, the Contractor shall document and mark all previous damage to landscape and hardscape (see page 4). Any damage not recorded will be the responsibility of the Contractor to restore and repair to District Specifications. Contractor's signature is required on this page to acknowledge site conditions.
  6. If a Douglas County Permit is required to work in their right of way then the permit number must be recorded on the application in the specified location box (page 1 application).
  7. Provide a Certificate of Insurance showing contractor insurance coverage that includes General Liability and Automobile Liability at \$1M each.
  8. Submit the completed application:
    - In person at the Highlands Ranch Metro District Parks, Recreation and Open Space office at 3280 Redstone Park Circle in Highlands Ranch.
    - By email to Judy Brandmeyer at [Jbrandmeyer@highlandsranch.org](mailto:Jbrandmeyer@highlandsranch.org)
- Complete applications are processed within five business days. Incomplete applications will delay the permit process.
9. Permits are valid for 60 days. If the project is not completed within 60 days, Contractor must apply for a permit extension by written request and will be assessed an additional application fee. The Temporary Access Permit Extension application is included at the end of this application. Contractor must notify the District in advance as to any date, location or work project changes of the permit.

### If you have questions about this application and process, please contact:

- For parkways and parks .....Dirk Ambrose, Parks & Parkways Manager..... 720-240-5907  
.....dambrose@highlandsranch.org
- For open space.....Nick Adamson, Natural Resource Manager ..... 720-240-5917  
.....nadamson@highlandsranch.org

**Fees:**

Application Fee:               **\$200.00**

Additional permit fees will be assessed as follows:

**\$150.00** for each 100 feet increment of **directional boring**  
Example: 101-200ft = \$300.00  
              201-300ft = \$450.00

**\$200.00** for each 100 feet increment of **trenching or excavation**  
Example: 101-200ft = \$400.00  
              201-300ft = \$600.00

**Damage Deposit or Bond:**

Damage Deposit:               \$2,500 per permit  
  Deposits will be refunded when a satisfactory final inspection of the construction site and required easements are completed.

Bonds:                            May be required based on scope of project and subject to review by legal counsel.

**Easements:**

Easements vary depending on scope of project(s). For easement information, Contact Linda Graham, Metro District Contracts Administrator, at 303-791-0430, or at lgraham@highlandsranch.org

**Your Permit Application Checklist:**

- Completed application, signed on page 3 (Conditions of Access Permit) by company representative
- Attach maps and drawings showing work/staging areas, right of way, easements and traffic control plans
- Copy of Easement Documents (Easement Document box on page 1 of application) or notarized License and Easement Commitment if you are applying to work on Metro District property.
- Copy of Douglas County Permit (Douglas County Permit box on page 1 of application)
- Copy of Certificate of Insurance
- Copy of Bond if required
- Read and understand the Metro District Landscape Restoration Specifications (Available on our website at [www.highlandsranch.org](http://www.highlandsranch.org))



Tracking # \_\_\_\_\_ - \_\_\_\_\_

Date Received: \_\_\_\_\_

3280 Redstone Park Circle  
Highlands Ranch, Colorado 80129  
303-791-2710  
303-791-3047 Fax

## Temporary Access Permit Application

### CONTRACTOR INFORMATION (WHO IS DOING THE WORK):

Company: \_\_\_\_\_ Job #: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ After Hours: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ARE YOU A SUB-CONTRACTOR FOR ANOTHER COMPANY (WHO ARE YOU WORKING FOR)?

Company: \_\_\_\_\_ Job #: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ After Hours: \_\_\_\_\_

Email Address: \_\_\_\_\_

### ADDITIONAL SUB-CONTRACTOR (Attached additional page if necessary. Sub-contractors not listed will not be allowed on Metro District property):

Company: \_\_\_\_\_ Job #: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ After Hours: \_\_\_\_\_

Email Address: \_\_\_\_\_

Attach Copy of Easement Documents:
<input type="checkbox"/> Book # _____
<input type="checkbox"/> Page # _____
<input type="checkbox"/> Reception # _____
<b>Verified By Metro District Engineering</b>
_____
<i>Name</i>

Douglas County Permit # _____
If DC permit is not required, explain: _____
_____
_____
_____
_____

1. **Project Description:** Access will be granted for approved public and commercial projects and to authorized utilities with easements performing related work.

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**Site Address or Location:** \_\_\_\_\_

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**Proposed access route (attach map/drawings):** \_\_\_\_\_

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Staging area to be used – yes  no

If yes, describe area: \_\_\_\_\_

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2. **Vehicles to be Used:** Describe all vehicles to be used, including trailers and other equipment, which will be used for access or installation of facilities:

_____	_____
_____	_____
_____	_____

- Only company or public agency vehicles marked with the company or agency name/logo will be permitted. Personal vehicles are not permitted on Metro District Property.
- Permit must be displayed in the window of all vehicles and equipment at all times when on Metro District property.

3. **Dates and Times of Access:**

Project Start Date (permits valid for 60 days)	Work Time
	7:00 am – 5:00 pm, Monday-Friday Douglas County restrictions take precedence. Weekend or extended hours by special authorization

**Notify METRO DISTRICT Contact person 24 hours prior to work and upon completion to arrange for final inspection.**

**6. Conditions of Access Permit:**

- a) The Contractor agrees to hold the Highlands Ranch Metro District harmless and indemnifies the District from any actions resulting from any work performed by the Contractor. Proof of Insurance is required.
- b) The Contractor shall preserve the landscape and irrigation as it appears at the time of access. (See page 4 - Preconstruction Check List must be completed and signed by representative) The Contractor shall keep machinery off landscape and open space areas whenever possible.
- c) The Contractor shall restore the property to its original condition preceding the work within ten (10) working days of completion of project - this includes removal of trash, debris and utility locate flags.
- d) If the restoration and repairs are not satisfactorily completed within ten (10) working days of the permit end date or notification of completion of work, the District will complete the restoration and repairs. The Contractor shall pay the District the cost for the restoration and repairs and a 20% administration fee based on the cost. The costs will be deducted from the damage deposit. If the deposit is insufficient the Contractor will be billed for the balance.
- e) All restoration and repairs shall be completed by a professional landscape contractor accredited by an agency or industry association and approved by the District. (Refer to Metro District Landscape Restoration Specifications on our web site [www.highlandsranch.org](http://www.highlandsranch.org)).
- f) Any damage to the District's property shall be reported to the District and repaired immediately. The Contractor is responsible for the coordination of repairs and shall contact the District for inspection.
- g) The restoration and repairs process will typically proceed as follows:
  - Immediate irrigation repair, so undisturbed landscape does not suffer.
  - Grading of disturbed areas followed by an irrigation inspection for any damage.
  - Fine grading and preparation before planting, followed by irrigation inspection for any damage.
  - Sod and plantings.
  - The Contractor must receive approval from the District 48 hours before any sod or plant material installation. This is to confirm that the irrigation is functioning properly and identify zone areas for programming.
  - **NO** planting or sod installation will be allowed on Fridays or on days preceding a District holiday. No sod will be installed between October 1<sup>st</sup> and April 1<sup>st</sup>, exposed soil must be protected per Douglas County specifications. **Contact number for Douglas County Engineering, Permits and Inspection is 303-660-7487**

**o I agree to the above conditions and have read and understand the Landscape Restoration Specifications:**

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Date

Title \_\_\_\_\_

<b>Metro District Special Conditions:</b> _____	
_____	
_____	
_____	_____
Acknowledgement of Special Conditions	Date
Title _____	

**Pre/Post Construction Property Damage Checklist**

Locates must be completed before scheduling the pre-construction walk though. This form is completed during the walk though. Contractor will be responsible for any damage not previously documented.

**SITE/LOCATION** \_\_\_\_\_

**1. Turf**

- Ruts
- Exposed Soil
- Other

**Post Inspection** \_\_\_\_\_  
Initials

**Notes:** \_\_\_\_\_

**2. Open Space**

- Ruts
- Exposed Soil
- Compacted Soil
- Trail Damage
- Other

**Post Inspection** \_\_\_\_\_  
Initials

**Notes:** \_\_\_\_\_

**3. Irrigation**

- Back Flow Preventer Damage
- Valve Box Damage
- Other

**Post Inspection** \_\_\_\_\_  
Initials

**Notes:** \_\_\_\_\_

**4. Concrete**

- Cracks
- Chips
- Curb Damage
- Other

**Post Inspection** \_\_\_\_\_  
Initials

**Notes:** \_\_\_\_\_

**5. Tree/Plant Material**

- Broken Branches
- Bark Scraps/Damage
- Other

**Post Inspection** \_\_\_\_\_  
Initials

**Notes:** \_\_\_\_\_

**6. Infrastructure**

- Fence
- Building
- Other

**Post Inspection** \_\_\_\_\_  
Initials

**Notes:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Company/Contractor**

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

METRO DISTRICT USE ONLY

Metro District Contact: \_\_\_\_\_

Tracking # \_\_\_\_\_ - \_\_\_\_\_

- 1. **Fees Collected:** Administrative: \$ \_\_\_\_\_
- Damage Deposit: \$ \_\_\_\_\_
- Boring: Feet: \_\_\_\_\_ \$ \_\_\_\_\_
- Trenching: Feet \_\_\_\_\_ \$ \_\_\_\_\_
- Total Fees:** \$ \_\_\_\_\_

- 2. **Permit Status:**
  - Approved Number of Permits: \_\_\_\_\_
  - Work is located on Metro District property, easement required.
  - Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee Variance Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

- 3. **Final Inspection:**
  - Satisfactory
  - Unsatisfactory (attach labor, materials and cost of repair)
  - Easement completion confirmed by Linda Graham

By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. **Deposit Refund Authorized:**
  - Yes \$ \_\_\_\_\_
  - No

By: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LICENSE AND EASEMENT COMMITMENT**

Site Address or Location: \_\_\_\_\_

THIS LICENSE AND EASEMENT COMMITMENT shall be effective the \_\_\_\_\_ day of \_\_\_\_\_, 2014, between HIGHLANDS RANCH METROPOLITAN DISTRICT, a Colorado quasi-municipal corporation, whose address is 62 Plaza Drive, Highlands Ranch, Colorado 80129, herein referred to as "District", and \_\_\_\_\_, whose address is \_\_\_\_\_, herein referred to as "Contractor".

This License and Easement Commitment will serve as a license for the Contractor to enter upon certain real property owned by the District and to install various improvements as described in the site location described above and as a commitment by the Contractor to obtain a permanent easement.

The Contractor agrees that within 30 days from the completion of work at the location described above it will submit metes and bounds legal description of the location of their facilities to obtain an easement from the District. A separate easement will be required for each tract or lot within a Highlands Ranch Filing and the Contractor will submit an administration fee of \$2,000.00 for each easement.

In the event the Contractor does not obtain an easement from the District within 30 days of completion of the project, all improvements installed by the Contractor will be removed and the property restored using the damage deposit previously posted.

IN WITNESS WHEREOF, this instrument has been executed as of the day and year first above written.

(CONTRACTOR)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

State of Colorado  
County of (\_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by \_\_\_\_\_, as \_\_\_\_\_ for \_\_\_\_\_.

Witness my hand and official seal.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public





3280 Redstone Park Circle  
Highlands Ranch, Colorado 80129  
303-791-2710  
303-791-3047 Fax

Permit # \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_

## Temporary Access Permit Extension Application

To request a 30-day extension of an existing or expired Temporary Access Permit, complete the following information and submit in person or via email to [jbrandmeyer@highlandsranch.org](mailto:jbrandmeyer@highlandsranch.org). A \$200 application fee will be collected if the extension is granted.

If you have questions about this extension and process, please contact:

- For parkways and parks.....Bob Claiborne, Parkways Supervisor ..... 303-514-2638  
.....[bclaiborne@highlandsranch.org](mailto:bclaiborne@highlandsranch.org)
- For open space.....Scott Nelson, Open Space Supervisor ..... 303-250-2904  
.....[snelson@highlandsranch.org](mailto:snelson@highlandsranch.org)

### CONTRACTOR INFORMATION

Company: \_\_\_\_\_ Job #: \_\_\_\_\_

Company Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_ After Hours: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Reason for Extension:

\_\_\_\_\_  
\_\_\_\_\_

Start Date for Extension: (extensions are valid for 30 days) \_\_\_\_\_

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### Metro District Use

Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date