



## ACCESS PERMIT INSTRUCTIONS

Excavations within a Public Right of Way (ROW) shall not be permitted after October 15<sup>th</sup> or prior to April 15<sup>th</sup> unless otherwise approved by the Town of Fraser.

All work shall be performed in accordance with the current **Town of Fraser Design Criteria and Construction Standards** which are available in Chapter 14 of the Fraser Municipal Code at [www.frasercolorado.com](http://www.frasercolorado.com).

### **Incomplete applications will not be processed.**

Complete **ALL** sections of the permit application including:

- a. Type of permit
- b. Project street address and lot number
- c. Applicant's information
- d. Contractor's information
- e. Work to be performed; **attach site plan/construction drawings and traffic control plan**
- f. Existing work surface type
- g. Excavation start and end dates

Sign and date the permit application. Please read and understand the Access Permit Conditions listed in Exhibit A.

Perform the Financial Surety calculations and include the associated Permit Fee and Surety as indicated on the next page. Attach payment with the application form.

- **The Fee for ROW excavations is non-refundable. Both the Fee and Financial Surety are collected at the time of application submittal at the Fraser Town Hall. This surety is retained by the Town of Fraser for a 12-month warranty period following the date of preliminary inspection. Following the final inspection, and if approved, at the end of the warranty period the surety will be released.**

Submit completed permit applications to the Town of Fraser Public Works Administrator for processing. Call 970-726-5491 ext. 206 **a minimum of 24 hours in advance** to schedule an appointment for permit application processing, Mon. – Thurs. from 8:00 AM to 4:30 PM.

Permits shall be displayed at the job site at all times and available upon request.

All contractors are required to have a current Town of Fraser Business License. Applications are available at [www.frasercolorado.com](http://www.frasercolorado.com).

**Inspections** require a minimum notice of **48 hours** and are available Mon – Thurs. from 8:00 AM to 4:00 PM and Friday 8 AM – 12 PM. **Tapping** of water and sanitary sewer mains is **PROHIBITED** on Fri., Sat., Sun. and holidays.

- To schedule **water and sewer** inspections call 970-726-5491 ext. 204;
- To schedule **Right-of-Way (ROW)** inspections call 970-726-5491 ext. 205



“EXHIBIT A”  
Town of Fraser- Access Permit Conditions

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**Incomplete applications will not be processed.**

1. No work shall commence prior to the issuance of an Access Permit. Permit shall be kept at the job site at all times and available upon request.
2. Failure to obtain proper permits shall be cause for issuance of stop work orders and the Town may elect to require exposure of any covered work and/or assess penalty fines.
3. Construction shall only be allowed between sunrise and sunset Mon. through Fri., and between 8:00 AM and 6:30 PM on Sat., Sun. and holidays.
4. An approved **Traffic Control Plan** shall be provided with the application and maintained at the work zone in accordance with the Manual on Uniform Traffic Control Devices.
5. All asphalt and concrete must be saw cut prior to removal.
6. The Town of Fraser must be present for inspection at the time of any water and/or sanitary sewer main tap and backfill.
7. Upon completion of ROW construction, Applicant shall notify the Public Works Department to schedule an inspection, 970-726-5491. Following the inspection, Applicant will be notified in writing of deficiencies, if any, within ten (10) days of the inspection and shall correct said deficiencies within thirty (30) days of the date of the written notification. All deficiencies, if any, shall be corrected and inspected prior to the release of the Financial Surety.
8. **Inspections** require a minimum notice of **48 hours** and are available Mon. – Thurs., 8:00 AM – 3:00 PM and Fridays 8:00 AM – 12:00 PM. **Tapping** of water and sanitary sewer mains is **PROHIBITED** on Fri., Sat., Sun. and holidays.
  - To schedule **water and/or sewer inspections** call 970-726-5491 ext.204.
  - To schedule **Right-of-Way (ROW) inspections** call 970-726-5491 ext.203 or 205.
9. Permanent replacement paving shall be installed within thirty (30) days following backfill inspection. The Town may allow installation and maintenance of temporary surfacing for longer periods subject to specific written approval by the Town which may require additional surety.
10. Excavations between September 15<sup>th</sup> and October 15<sup>th</sup> shall be repaved within five (5) business days.
11. Excavations within the Right of Way (ROW) **shall not be permitted after October 15<sup>th</sup> or prior to April 15<sup>th</sup>** unless otherwise approved in writing by the Town of Fraser.
12. Per Colorado law, utility locates must be called into the Utility Notification Center of Colorado (UNCC), at a minimum, 72 hours (3 business days) prior to excavation. Visit UNCC’s website for more information: [www.colorado811.org](http://www.colorado811.org), or call **811**.