



Permitting Requirements for Activities within Public Space and Land Grading Activities

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970-350-9881

COG.Permits@greeleygov.com

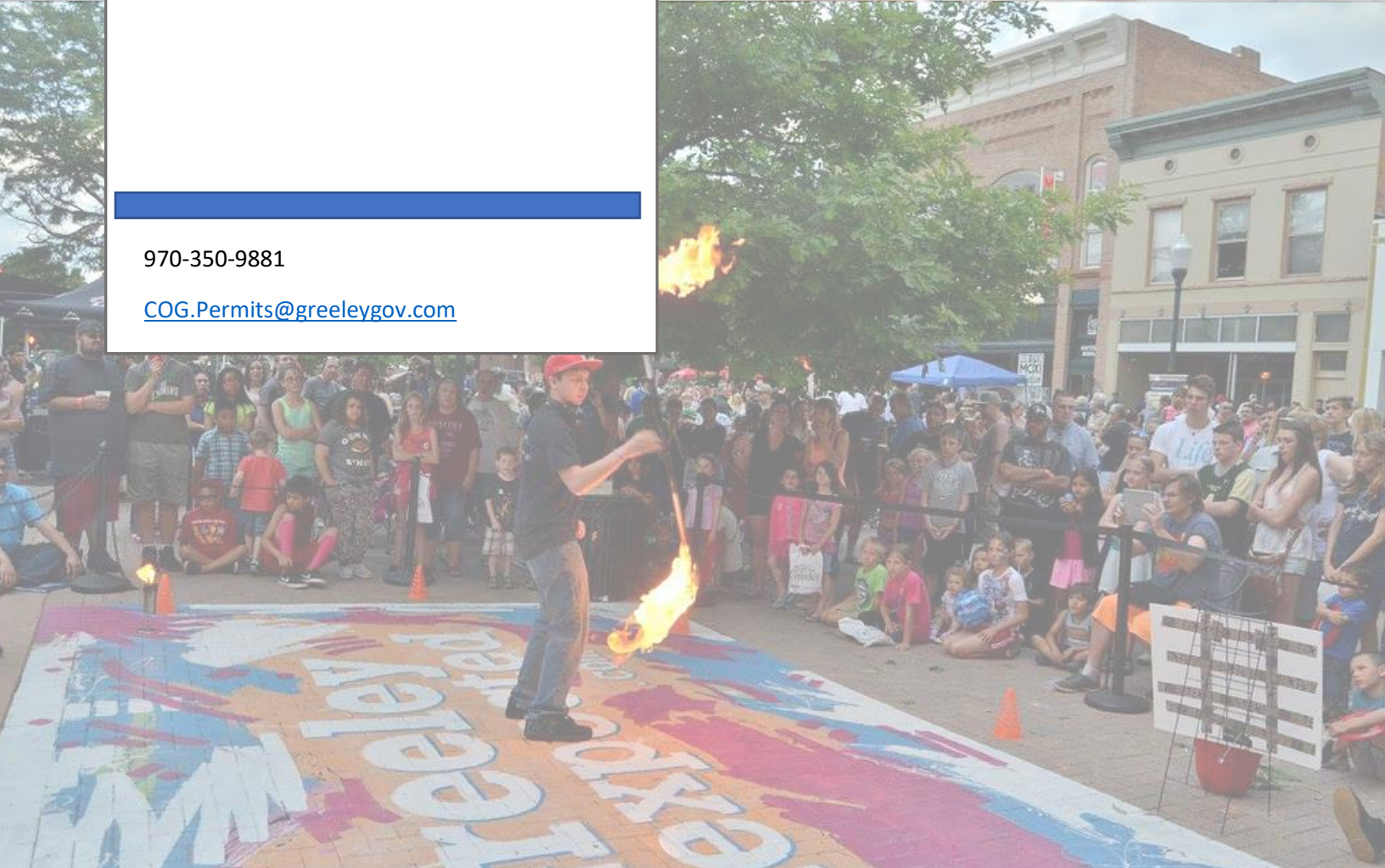


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Purpose

The purpose of this document is to help outline 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 requirements in this document have been developed to help those planning to work or hold events in/on the Public Space and includes the tools and information needed to facilitate safety and compliance.

Permitting ensures that any work done and/or activity 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 complies with city codes, standards, regulations and industry best practices.

These guidelines are in addition to all 811 requirements and are 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 use by a governmental agency or a property owner to a public entity, intended to be occupied by a street, sidewalk, utilities, or 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 Colorado 811 website [here](#). Additionally, please find more information about Colorado 811's procedure and excavator handbook [here](#).

Colorado Department of Transportation (CDOT)

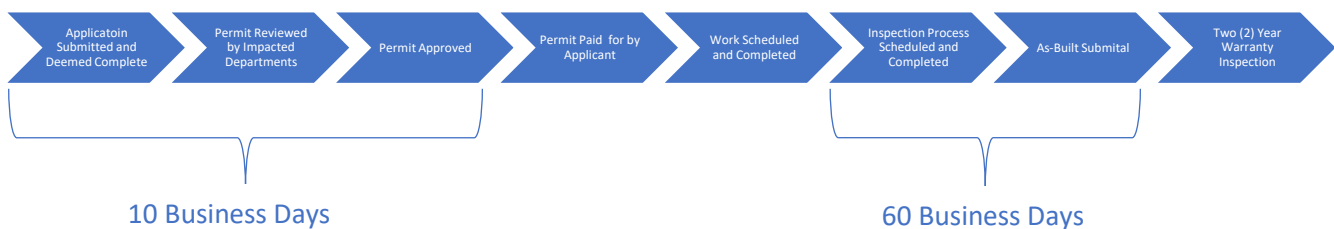
CDOT does have roadways within Greeley that are managed by them and subject to their permitting requirements. A CDOT permit will need to be obtained prior to any work within or use of these corridors. More information about their permitting process can be found [here](#) and a map of those roadways can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

Process

All online permitting processes within the City of Greeley utilize the same software – [eTrakit](#). A help page for eTrakit can be found [here](#). Please note that new contractors will have to contact the City to be set up 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, in general, applicants can expect their permit to be reviewed within 10 businesses days from the time of submittal. It is required per city code that those planning larger events, such as parades or large downtown events, submit for a permit two months in advance. Please note, applications that are deemed incomplete and/or with required revisions 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.

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 construction work within the Public Space can only be completed between the hours of 7:00 AM and 7:00 PM. Exceptions may be granted as part of the permit review 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 the Public Space to be completed in advance of an issued permit and/or outside of business hours. As such, the following section has been developed to ensure consistency in how emergency situations/permits 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 the 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 Greeley Police Department Non-Emergency Dispatch (970-350-9600) 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 application through the normal permitting process within 24 hours of starting work. Note on the permit that this was an emergency permit and the current status of the work (i.e., restoration not complete).

Permit Amendments

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 10% of the original fee 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 three (3) permit extensions by emailing COG.Permits@greeleygov.com, at least five (5) days prior to the original expiration date. 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 with revisions required. As construction work has many variables, contractors are asked to give a date range that includes contingencies. The contractor is required to notify the City through their assigned Civil Inspector, at least two (2) 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

Once permit applications have been approved, payments can be submitted within eTrakit in one of two ways (either option will result in same-day permit issuance).

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

If desired, payments can also be made via check or cash utilizing the options listed below (permit issuance will occur on the 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 Permits

Potholing is a type of construction activity that results in a small cylindrical hole being cored and removed to determine the depth of underground utilities. Potholing is required for all excavation or boring work within the Public Space 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, the 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 require the contractor to expose 24” under the utility being installed, and proceed with reasonable caution, while having City staff on stand-by for entire work. The 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 re-design if necessary.
Potholing Requirements	<ul style="list-style-type: none"> • All hydro-vac activities require an oscillating tip, and pressure at the tip shall be 800PSI or less. Air-forced excavation is an acceptable process also. <ul style="list-style-type: none"> ○ Steel transmission lines require 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 on infrastructure type, age, etc. This will be outlined in your permit. • Please click here to schedule stand-by for potholing or crossing of water and sewer utilities.
Potholing Temporary Fill Requirements	<p>Potholes in pavement shall be temporarily filled per the following specifications if flowable fill is not readily available.</p> <ul style="list-style-type: none"> • A minimum of 3 inches of hot mix asphalt (or approved warm mix if allowed) or cold plant mix asphalt on Flashfill or cured Flow-Fill CLSM, or • A thickness of Flash-Patch equal to existing pavement thickness on CLSM

	<p>No removable covers (i.e. steel plates, wood planks) are allowed. For softscape, all potholes shall be temporarily backfilled with pea gravel and covered with dirt.</p> <p>The contractor is responsible and liable for maintaining integrity of temporary fill. Temporary measures may only be used for a total of 30 days.</p>
Potholing Permanent Fill Requirements	Permanent patches should be completed 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 pre-approved by Civil Inspections before proceeding.
Potholing Log	Please remember, with the submission of your General Construction and/or Development permit, a pothole log of all completed potholes must be included with your permit application.

Traffic Control Permits

A Public Space Traffic permit is required anytime work within the public space does not include ground disturbance, but 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 the 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 table below, and are applicable to all Public Space permits, not just Public Space Traffic.

Key Areas	Standards
Arterial and Collector Roadways	No work can start before 8:30 AM or extend past 4:00 PM. Exceptions may be granted by Public Works as part of the permit review.
Work Around Schools	Additional time restrictions may be placed on work in proximity to 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	Required public notification processes should be planned 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	In designated parking areas, the City offers a pay-to-stay option for contractors who need to stay longer than the posted parking times allowed. Any needs beyond this will need to be accounted for within a formal traffic control plan for which the contractor will pay the per day amount for the space.
Dumpster and/ Moving Container Placement within	Placement of dumpsters within the Public Space and roadways requires Public Space Traffic permits and proper signage.

Public Space and Roadways	
Food Carts / Trucks	Any food truck parked in a diagonal parking space requires a Public Space Traffic 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 an outdoor vendor license with the City.

Development Permits

This permit type is used for construction within the Public Space and/or alterations to public infrastructure related to development projects. This permit is obtained after the development review process is complete and all necessary documents have been 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. An engineer's estimate of construction cost estimate for financial and landscaping guarantee. 4. Financial Guarantee/Surety for the work to be performed in the public space. <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 Permits

This permit type is used for construction within the Public Space 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 for underground infrastructure.

Oversized/Overweight Load Permits

This permit type is required for movement of an oversized/overweight load within the City of Greeley. This ensures the safety of the traveling public and follows CDOT's guidelines for oversized/overweight permitting.

Tree Trimming/Removal Permit

Trimming or removal of trees within the Public Space requires issuance of a Tree Trimming or Removal permit to an arborist licensed with the City.

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 plan will need to be submitted as part of the Tree Trimming and 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 is required to apply for and obtain a 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	<ul style="list-style-type: none"> • Any and all land grading and/or earth disturbing activities are not permitted prior to Land Grading Permit issuance. • Prior to applying for a Land Grading permit, the associated land use case (subdivision, site plan review, etc.) must be complete and City-approved construction documents/plans must be obtained. Plans must be signed and sealed by a Professional Engineer and signed by applicable City staff. • Prior to Land Grading Permit issuance, a pre-construction control measure (CM) 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 prior to grading start. • Financial guarantee/surety will be required for Land Grading Permits before the permit can be issued, per Section 13.6 of the City of Greeley Design Criteria and Construction Specifications, Volume II. The amount will be 125% of the cost to permanently stabilize the proposed disturbed site area and will be released once the Land Grading Permit is closed.
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

	<p>Control Plan (ESCP) and Stormwater Management Plan (SWMP) must be implemented accordingly.</p> <ul style="list-style-type: none"> • 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 and must be reviewed and approved by the Stormwater Department. • 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. The 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.
<p>Permit Terms</p>	<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 in the application. If grading activities continue outside the timeframe specified on the application and is authorized by the permit, an application for an extension must be submitted at least five (5) days in advance of the original permit expiring by emailing COG.Permits@greeleygov.com. Permit extension fees may be applied • 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

	<p>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.</p> <ul style="list-style-type: none"> • 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 in 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.

Landscaping Permits

Any landscaping work 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 compliance with city 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 issued)* <p>*A Public Space Traffic permit is required for the above activities if the work impacts the mobility of the 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

	<p>improvement installed for the public benefit such as traffic and street signs and lights, fire hydrants, overhead utility wires, streetlights, utility poles, etc.</p> <ul style="list-style-type: none"> • 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 genera 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 always maintained for safety purposes.
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Event Permits

This permit type is required for any type of activity or event that is not work or construction based within the Public Space (excluding park shelter rentals, which can be found [here](#)). The intent of these processes is to not only facilitates coordination amongst potentially multiple events but also creates awareness for public safety.

Activities like rallies, picketing, speech, vigils, and/or other activities with gatherings attended by 10 or more people that primarily involve the communication or expression of views or grievances occurring in the Public Space and does not with traffic laws or may cause an obstruction are managed through the Police Department. Any events on private property that are utilizing sound amplifying equipment, such as loudspeakers, bullhorns, and megaphones are also managed by the Police Department via the Amplified Sound/Noise Equipment permit. A link to this permit can be found [here](#) and must be completed at least 3 business days prior.

Key Areas	Standards
Activities that Require a 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, occurring in the 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>

	Public Space Event permit applications do not require a separate Amplified Sound/Noise Equipment permit as this permit type is considered a substitute for it.
Important Timelines	A complete application must be filed no less than 60 days prior, per city code, and no more than six (6) months prior to the date of the proposed event. The application will be reviewed by all applicable parties within 45 days, and the application will be approved or denied as appropriate. Approved applications do not become issued permits until all applicable fees or deposits are paid.
Permit Fees	<ul style="list-style-type: none"> • Tier 3 Events - \$200.00 Meets 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/intersections ○ Anticipated or recorded attendance of 1,000+ ○ Selling or serving alcohol for more than 4 hours ○ Exclusive use of City ROW ○ Amplified noise will be used • Tier 2 Events - \$100.00 Meets 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 for less than 4 hours ○ Majority use of City ROW for less than 4 hours ○ No amplified noise • Tier 1 Events - \$25.00 Meets 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 <p>Neighborhood block parties are exempt from permit fees.</p>
Alcohol	Any event that facilitates the sale and/or distribution, including for free, must obtain a liquor license. More information on this process can be found here .
Insurance Requirements	<p>A Certificate of Insurance (COI) is required for all events within the Public Space</p> <ul style="list-style-type: none"> • At least \$1,000,000 coverage General Liability (Commercial Liability) Insurance • If the applicant employs others besides themselves, state law requires them to have Workers' Compensation coverage that must be present on the COI • COI must be current, demonstrating coverage for the duration of the event • COI must be addressed to the City of Greeley and list the City of Greeley as an additional insured • Additional insurance may be required based on the nature of the event

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 excavators via 811 tickets 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.

- Schedule stand-by requests for water and sewer infrastructure [here](#).
- Schedule stand-by requests for stormwater infrastructure [here](#).

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 holder. Examples of situations where pre-construction meetings may be required are listed below. Those completing work within the 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 assigned Civil Inspector will inspect all public infrastructure located in the public space and/or City owned easement.</p> <p>The applicant (or subcontractor) shall schedule all inspections through their assigned Civil Inspector (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, the applicant will be fined per the 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 eTrakit.</p> <p>Once all construction related activities in the Public Space are completed and inspected, the inspector and the permit holder (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 specifications and standards, the contractor will be required to remedy those items prior to substantial completion being issued.
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As-Built Requirements

Within 60 days of final inspection, complete digital As-Built files shall be submitted, in accordance with the most recent American Society of Civil Engineers Standard Guideline for Recording Exchanging Utility Infrastructure Data, along with the City’s As-Builts Standards. These As-Builts must be submitted through eTrakit. All stakeholders will verify accuracy and completeness prior to acceptance, 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 a permit has entered the Warranty phase, the permit holder will be notified of a warranty inspection scheduled for approximately 60 days prior to the warranty expiration. This inspection will be carried out to ensure that all items have continued to meet City specifications and standards.

Prior to target date, the permit holder is responsible for contracting the assigned Civil Inspector to schedule the exact date of the warranty walkthrough. The Civil Inspector will contact the permit holder to coordinate any other items pertaining to the walkthrough.

During the walkthrough, any items that are out of conformance with City specifications and standards will be noted, and the permit holder will be required to remedy said items and deliver updated As-Built files.

Once the items are rectified, a re-inspection will occur to verify that they meet City specifications. Once all items meet City specifications and standards, the permit will be closed out.

Contractor Requirements and Responsibility

Business Licensing Requirements

To 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 perform any work within the City of Greeley's Public Space, a City of Greeley Contractor's 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 an 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.

Pole Replacements

For any pole replacements involving poles that support two or more utility owners, the utility leading the replacement effort shall coordinate with all others to ensure all equipment/cables are transferred at the same time, regardless of owner. This approach ensures that the City of Greeley is not littered with excessive utility poles. This coordination plan must be documented within the permit before permit approval is given.

Accountability

The City of Greeley has taken an educational approach to issues that arise as part of the permitting process and as such, contractors and permit holders will generally be issued a warning for the first occurrence of any violation of the permitting requirements. However, continued violations will result in increasing fines up to and including revocation of the permit and/or contractor's 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 has started without a proper permit, work that is not in compliance with an issued permit, or work that creates a significant safety concern.

FAQs

1. When do I need to get a permit?

- Permits are required for any activities within and alterations to the Public Space, both of a construction nature and not.

2. How long in advance should I submit an application for a permit?

- For best results, construction-related permit applications should be submitted at least 10 business days in advance of your planned start date. ***Work that requires extensive traffic control or lane/street closures should plan for additional review/coordination time.***
- Per city code, event-related permit applications should be submitted a minimum of 60 days prior to the event. ***Events that have an extensive footprint or multiple days of activities should submit well in advance of 60 days for additional review/coordination time.***

3. Are there ways to expedite the permit review process?

- For extenuating circumstances, the permit review 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.), and are subject to change depending on the content of the application.

4. What should I do if there is an emergency that requires immediate work in the Public Space?

- Follow the [Emergency Permit Process](#) before starting work and follow up with a formal permit application within 24 hours.
- Please note that 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?

- Please refer to the [Permit Subtype Application Quick Guide](#) and find your corresponding permit type/subtype. You can also reach out to COG.Permits@greeleygov.com with additional questions.

6. How do I know which permit to apply for?

- Please review the detailed information on each permit type/subtype above as well as the [Permit Subtype Application Quick Guide](#). If you still have questions, reach out to COG.Permits@greeleygov.com.

7. How do I check the status of my application?

- Login to the [eTrakit](#) portal and refer to your contractor dashboard. You will see all of your active permits listed and the corresponding status of each permit. Questions and comments from City reviewers will also populate here.

8. What should I do if I have questions regarding traffic control?

- The Infrastructure Services division has developed a Barricade Manual (available on the [PW Permitting Webpage](#)) in accordance with MUTCD that should be reviewed. However, if you still have questions after reviewing the manual, please reach out to trafficoperations@greeleygov.com.

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?

- Permit applications returned as Incomplete Submittal or Revisions Required must be addressed within 30 days. If there is no activity from the applicant after 30 days, the application will be denied, and the applicant will need to submit a new application to restart the process.
- Please note that the standard 10-business-day review timeline does not include any time spent waiting on the applicant to address Incomplete Submittal or Revisions Required statuses. We recommend that applicants respond to those statuses as soon as possible to avoid delays during the review process.

10. How do I determine the fees for my permit application?

- Fees are calculated differently based on the permit type and subtype. Please refer to the [Permit Subtype Application Quick Guide](#) for additional information.
- Please note that permit fees are assessed during the permit review, but applicants cannot pay for their fees until all applicable reviews are approved and the application status has changed to Approved.

11. What is the purpose of a Pre-Construction Meeting?

- 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 the City's expectations prior to a Pre-Construction Meeting?

- Contractors will have the necessary issued permits, construction site plans, and applicable legal requirements prior to construction activities.
- Contractors will notify their assigned Civil Inspector of their intent to start at least 2 business days prior to construction activities.

13. How do I know who the Civil Inspector is for my project?

- When an inspector is assigned to your permit, an email will be sent to the applicant, the licensed contractor, and the work site contact that were listed on the application. This email will contain the contact information for the Civil Inspector.

14. What are the City's expectations during construction?

- Contractors will follow all regulatory requirements (i.e., MUTCD, 811, etc.).

- Contractors will have all permit and project-related documents readily available on site (this includes any subcontractors).
- Contractors will ensure all necessary City staff are on site during required construction activities (i.e., inspectors, stand-by staff, etc.).
- Contractors are responsible for maintaining a safe work environment and adhering to all City standards and industry best practices.

15. What are the City's post-construction expectations?

- Contractors will communicate with applicable City staff (in particular, the assigned Civil Inspector) at the time of construction completion.
- Contractors will work with their assigned Civil Inspector to ensure all restoration efforts have been completed and obtain substantial completion on the permit.
- Contractors will continue to work with their assigned Civil Inspector during the 2-year warranty period as needed and will comply with the warranty inspection process to obtain the final permit close-out.

Permit Subtype Application Quick Guide

	Potholing	Development	General Construction	Traffic Control	Land Grading
Definition & Key Points	<p>Used for potholing within the Public Space.</p> <p>This permit is typically a prerequisite to subsequent permits involving underground work and cannot be applied for in tandem.</p>	<p>Used for major development construction within the Public Space and/or alterations to public infrastructure.</p> <p>If this work involves crossing an existing City-owned utility, a plan and profile is required, which also means that a prerequisite potholing permit is needed.</p>	<p>Used for construction activities within the Public Space and/or alterations to public infrastructure that do involve ground disturbance and are not related to a development.</p> <p>Potholing permits must be obtained before submitting a general construction application.</p>	<p>Used for construction activities in the Public Space that do <u>not</u> include ground disturbance but do include impacts to traffic/mobility.</p>	<p>Used for land disturbance activities (including clearing, grading, and excavation) on sites that are:</p> <ul style="list-style-type: none"> • One (1) acre or more of total land area, • Less than one (1) acre and part of a larger common plan of development or sale, or • If deemed necessary by City staff.
Permit Name in eTrakit	<p>Type: Public Space Subtype: Potholing</p>	<p>Type: Public Space Subtype: Development</p>	<p>Type: Public Space Subtype: General Construction</p>	<p>Type: Public Space Traffic</p>	<p>Type: Land Grading Subtypes: Land Grading or Modification/Transfer of Existing Permit</p>
Required Application Components	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Business/Contractors License with the City <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.</i> <input type="checkbox"/> Attached Fee Schedule <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Business/Contractors License with the City <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.</i> <input type="checkbox"/> Attached Fee Schedule <i>This is also referred to as a Certificate of Quantities or Certified Quantities for development projects.</i> <input type="checkbox"/> Attached Plan Set (must be signed and approved by the City) <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Business/Contractors License with the City <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.</i> <input type="checkbox"/> Attached Fee Schedule <input type="checkbox"/> Attached Plan and Profile (if crossing existing City-owned utilities) <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Business/Contractors License with the City <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.</i> <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Business/Contractors License with the City <input type="checkbox"/> Attached Plan Set (must be signed and approved by the City) that includes: <ul style="list-style-type: none"> <input type="checkbox"/> Erosion Sediment Control Plan (ESCP) <input type="checkbox"/> Stormwater Management Plan (SWMP) <input type="checkbox"/> Attached Colorado Department of Public Health & Environment (CDPHE) COR400000 Construction Stormwater Discharge Permit <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i>
Permit Fees	<p>Fees are based on the specifics of the work and are calculated using the Fee Schedule found on the PW Permitting Webpage.</p>	<p>Fees are based on the specifics of the work and are calculated using the Fee Schedule found on the PW Permitting Webpage.</p>	<p>Fees are based on the specifics of the work and are calculated using the Fee Schedule found on the PW Permitting Webpage.</p>	<p>\$100 base application fee</p>	<p>\$600 base application fee + \$25.38 per acre</p>

	Tree Trimming/Removal	Landscaping	Oversized/Overweight Loads	Events
Definition & Key Points	Used for trimming and/or removal of ANY tree(s) located in the Public Space. A 7-day posting will be required for any tree removal (emergencies can be expedited by Forestry Manager)	Used for removal and/or installation of ANY plant materials other than lawn within the Public Space.	Used for movement of oversized or overweight loads within the City of Greeley limits. A valid CDOT Oversize and Overweight Transport Permit is required.	Used for any type of activity or event that is not work or construction based within the Public Space. Permit applications must be submitted no less than 60 days and no more than 6 months prior to the proposed event.
Permit Name in eTrakit	<i>Type:</i> Public Space Tree Trimming or Removal	<i>Type:</i> Public Space Landscaping	<i>Type:</i> Public Space Over Sized or Over Weight	<i>Type:</i> Public Space Event
Required Application Components	<input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Arborist License with the City <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.</i> <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i>	<input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Valid Business/Contractors License with the City <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.</i> <input type="checkbox"/> Attached sketch or diagram of proposed planting/landscaping <input type="checkbox"/> GIS file with a <u>polygon</u> of the proposed work area <i>We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.</i>	<input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Attached map of the proposed route	<input type="checkbox"/> Accurate and complete permit application form (via eTrakit) <input type="checkbox"/> Attached Certificate of Insurance listing the City of Greeley as an Additional Insured <input type="checkbox"/> Attached Certificate of Good Standing <input type="checkbox"/> Attached diagram or map of the proposed event layout and/or route <input type="checkbox"/> Attached written security/control plan <input type="checkbox"/> Attached Traffic Control Plan(s) <i>If you believe your event does not require a traffic control plan, provide a diagram and/or written explanation of the area that clearly demonstrates no impact to public mobility.</i>
Permit Fees	Trimming Activities - \$10 per tree Removal Activities - \$50 per tree	Residential Landscaping - \$25 Commercial Landscaping - \$50 base + \$50 per hour of review time	\$100 base application fee	Neighborhood Block Parties - \$0 Tier 1 Events - \$25 Tier 2 Events - \$100 Tier 3 Events - \$200