

SITE WORK PERMIT APPLICATION

This permit is required prior to the commencement of any site work, including grading or installation of utilities, for all non-residential, multi-family residential (3 units or greater), or mixed-use buildings.

- This Application and Checklist are customized by the City for each specific project.
- This permit may be submitted for review prior to Site Development Plan and Construction Drawing approval; however **the permit will not be issued** until the Site Development Plans and Construction Drawings have been approved, any public appeal periods have been completed, and the Construction Drawings have been signed, scanned, reproduced, and distributed to City Inspectors.
- All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

Project Name: _____
Marketing Name: (If Different) _____
Address of existing building(s): _____
Legal description of property (Lot, Block, Subdivision): _____

Project Description: (Describe in detail the proposed application)

Non-Residential Building Non-Residential Building Addition/Expansion
 Multi-family (3 units or greater) Building Mixed Use Building
 Other: _____

Applicant: _____
 Contact Person: _____ Phone: _____ Fax: _____
 Address _____ City: _____ State: _____ Zip Code: _____
 Email: _____

General Contractor: _____
 Company Name: _____
 Contact Person: _____ Phone: _____ Fax: _____
 Address _____ City: _____ State: _____ Zip Code: _____
 Email: _____

Utility Services Provided By:
 Water: _____ Wastewater: _____ Electric: _____

Designation of Representative:

The undersigned owner(s) agree that _____ represents the undersigned in all matters pertaining to this project, including subsequent modifications to the application.

Signature of Property Owner

Date: _____

Acknowledgments:

I, as the applicant or representative of the applicant, hereby acknowledge that the application is correct and complete as per the specifications in the submittal checklist.

Signature of Applicant or Representative

Date: _____

Printed Name of Applicant or Representative

Permittee's acknowledgement signature:

By signing this permit, I acknowledge that I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having legal or equitable interest in the real property, as defined in Section 1.04.020 of the City Code; and including common areas legally connected to or associated with the property which is the subject of this application) without whose consent and authority the requested action could not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for purposes of inspection and, if necessary, to enter upon such property to perform work required of the applicant if the applicant were to fail to perform the required work. I also acknowledge that I have read this permit document with all its requirements and conditions, and I agree to all of the terms and conditions so stated in this permit.

Applicant/Project Manager's Signature

Date

Approval for Issuance:

City Engineer or City Designee's Approval

Permit Issuance Date

SITE WORK PERMIT

SUBMITTAL CHECKLIST

Contact Information

Planning	Transportation Development	Water/Wastewater	
Lena Butterfield 970.962.2580 lena.butterfield@cityofloveland.org Sienna Sargent 970.962.2723 sienna.sargent@cityofloveland.org	Justin Stone 970.962.2565 justin.stone@cityofloveland.org Randy Maizland 970.962.2618 randy.maizland@cityofloveland.org Joe Giannetto 970.962.2547 joe.giannetto@cityofloveland.org	Melissa Morin 970.962.3709 Melissa.Morin@cityofloveland.org <th>Power</th>	Power
Stormwater		Mark Warner (970) 962-3588 powerdevelopment@cityofloveland.org	
Suzette Schaff 970.962.2531 suzette.schaff@cityofloveland.org			

I. Items to be Submitted: The following items shown checked below must be submitted for the application to be considered complete. Items that are not checked are not applicable and do not need to be submitted with the permit application.

1. Site Work Permit Application

2. Site Work Permit Checklist. Complete this checklist verifying submittal of the required information.

3. Vicinity map (8 ½" x 11")

4. Project schedule

5. Landscaping Contractor Contact Information

Please complete the contact information for the landscaping subcontractor, if known

Landscape Contractor:			
Company Name:			
Contact Person:		Phone:	
Address	City:	State:	Zip Code:
Email:			

- 6. Public Improvements Opinion of Costs.** All public improvement construction connected with an approved development project must follow the process outlined in Chapter 20 of the Larimer County Urban Area Street Standards (LCUASS). Provide the cost estimate for the following Public Improvements (required if any of the following boxes have been checked): <http://www.cityofloveland.org/home/showdocument?id=889>
- The applicant is required to provide a performance surety for 15% of the value of any of the Public Improvements as outlined in the Public Improvements Opinion of Cost.
- Transportation Storm Drainage Water/Wastewater Landscape
- 7. Development Construction Permit (DCP) Application** pages 2, 3 and 4 only.
- 8. Development Construction Permit (DCP) Application.** All public improvement construction connected with an approved development project must follow the process outlined in Section 6.2 of the Larimer County Urban Area Street Standards (LCUASS).
- A DCP permit application cost is \$30.00 payable to the City of Loveland and the application can be found online at:
<http://www.cityofloveland.org/modules/showdocument.aspx?documentid=9789> .
 - In addition to the permit fee, the applicant is required to provide a performance surety for 15% of the value of any of the Public Improvements as outlined in the Public Improvements Opinion of Cost.
- 9. Colorado Department of Transportation (CDOT) Access Permit** for access onto a state highway. Typically required for new access(s) or change(s) to existing access(s) on state highways such as US 287 (includes Lincoln and Cleveland Avenues), US 34 (Eisenhower Boulevard), and SH 402. CDOT access permitting can be obtained through the CDOT Region 4 Permit Supervisor 970-350-2148.
- 10. Stormwater Quality Permit Application.** Complete the following:
[StormwaterQualityPermitApplication](#)
[StormwaterQualityPermitApplicationSmallSite](#).
- 11. [Stormwater Quality Enforcement Policy](#) and [Acknowledgement Certificate of Receipt](#)**
- 12.** Completed/signed/dated City of Loveland Erosion Control Best Management Practices (BMP) Cost Opinion Spreadsheet [http://www.cityofloveland.org/CostOpinion Attachment C](http://www.cityofloveland.org/CostOpinionAttachmentC)
- 13.** A signed/notarized original of either the [Agreement For Sediment Erosion Control w/ Irrevocable Letter of Credit](#) or the [Agreement for Sediment Control w/Cash Deposit](#) (certified check only)
- 14.** Copy of the **Stormwater Discharge Permit** (SDP) granted from the Colorado Department of Public Health and Environment (CDPHE), Water Quality Control Division when the development site is greater than or equal to one (1) acre.
- 15.** Copy of the **Fugitive Dust Control Permit** granted from the Colorado Department of Public Health and Environment (CDPHE) when the development site is greater than or equal to twenty-five (25) acres or takes more than six (6) months to complete.

16. Copy of the **Fugitive Dust Control Permit** granted from the Colorado Department of Public Health and Environment (CDPHE) when the development site is less than twenty-five (25) acres, and less than six (6) months in duration but more than one (1) acre in nonattainment areas or more than five (5) acres in attainment areas.
17. Copy of the **State Construction Dewatering Wastewater Discharge Permit** granted from the Colorado Department of Public Health and Environment (CDPHE) when utility trenches are within the groundwater table.
18. Copy of the **401/404 Permit** granted from the Army Corps of Engineers when wetland disturbance is anticipated.
19. Copy of the **Stormwater Management Plan & Report (SWMP)** that has been prepared to satisfy the requirements of the State's SDP when the development site is greater than or equal to one (1) acre.
20. Copy of the **Water Quality Control Plan & Report** that has been prepared in accordance with a canal or ditch company's direction to ensure that:
 - a) Sediment from all construction activities, including the work within and adjacent to the canal or ditch is not transported downstream.
 - b) Sediment from the construction site is not discharged into the canal or ditch.
 - c) The area(s) of disturbance within and along the canal or ditch are properly stabilized.
Note: If the work is performed while the canal or ditch is full, the water will need to be shut off or diverted around work site until the site (canal or ditch bottom and side slopes) are properly stabilized.
21. Copy of the **Water Quality Control Plan & Report** that has been prepared in accordance with the City of Loveland's direction to ensure that:
 - a) Sediment from all construction activities, including the work within and adjacent to a waterway is not transported downstream.
 - b) Sediment from the construction site is not discharged into a waterway.
 - c) The area(s) of disturbance within and adjacent to a waterway is/are properly stabilized. *Note: water will need to be diverted around the site until the site (waterway bottom and side slopes) are properly stabilized.*
22. Project is incomplete (one or more of the following items is required for approval)
Project Specific Items:
 - Power engineering deposit of \$_____ submitted to the Power Division
 - Completed Request for Electric Service Form
 - AutoCAD 14 Public Improvement Construction Plans (PICPs)
 - Stamped Electrical One-line Diagram

II. Additional Requirements

1. **Field Pre-Construction Meeting- Public Works Engineering**

This meeting is held with the Public Works Inspector prior to beginning any site work in order to discuss the construction plans and project schedule, to exchange information about the project, to establish lines of communication, and key issues about the project. These meetings are to be set up by contacting the Public Works Inspector directly a minimum of 2 working days in advance. Prior to the meeting, the Public Works Inspector must have appropriate time to review the City approved Public Improvement Construction Plans (PICPs). If a Development Construction Permit (DCP) is required, the Field Pre-Construction Meeting will be held after the DCP Construction Coordination Meeting.

Contact the following Public Works Inspector to set up the meeting:

Dan Krehbiel (970) 962-2527 dan.krehbiel@cityofloveland.org

Marc Lyons (970) 962-2606 marc.lyons@cityofloveland.org

Jeff McKee (970) 962-2640 jeff.mckee@cityofloveland.org

2. **Development Construction Permit-Construction Meeting**

Along with approval of any DCP permit, a coordination meeting will be required prior to any site work. Generally DCP Construction Coordination meetings are scheduled Tuesday mornings from 8:00 a.m. to 10:00 a.m. in the Public Works Administration Building, 2525 W. 1st Street, and each meeting will be a maximum of 60 minutes in duration.

3. **Field Pre-Construction Meeting- Water/Wastewater**

This meeting is held with the Water/Wastewater Division prior to any water or wastewater work in order to discuss the construction plans and project schedule, to exchange information about the project, to establish lines of communication, and key issues about the project. This meeting is set up between the W/WW Inspector and the contractor installing the W/WW Infrastructure prior to beginning any W/WW work, but after any DCP meeting. These meetings are typically held on-site and typically require 48 hours' notice. The W/WW Inspector must have a copy of the City approved PICPs prior to the meeting. Contact the following W/WW Inspector to set up the meeting:

Sue Lopez (970) 218-8926 Sue.Lopez@cityofloveland.org

4. **Wet Tap Fee(s)**

Wet Tap fees are the labor and/or material charge required when installing a new tap on an existing water or wastewater main. Tapping fees must be paid prior to scheduling any Wet Taps with the Department and do not need to be paid prior to a Site Work Permit submittal or issuance. Download the Wet Tap Fee Form and instructions at:

<http://www.cityofloveland.org/home/showdocument?id=34065>

5. **Pre-Construction Meeting – Non-City Water and/or Wastewater District**

The project is located outside of the City's water/wastewater service area. Please coordinate with the following District regarding a water/wastewater pre-construction meeting:

Fort Collins Loveland Water/South Fort Collins Sanitation (970) 226-3104

Little Thompson Water District (970) 532-2093

6. **Field Pre-Construction Meeting- Power**

This meeting is held prior to any Electric work in order to discuss the construction plans and project schedule, to exchange information about the project, to establish lines of communication, and key issues about the project. This meeting is set up between the Electric Distribution Designer and the contractor installing the Electric Infrastructure prior to beginning any Electric work, but after any DCP meeting. These meetings are typically held on-site and typically require 48 hours' notice. The Electric Distribution Designer must have a received a copy of the utility plan and prepared Electric Construction Drawings for the project prior to the meeting. Contact the assigned Electric Distribution Designer to set up the meeting.

7. **Significant Tree Preservation and Inspection.**

If significant trees were identified to be protected in the development review process, an inspection from the Planning Division must be performed prior to the issuance of the site work permit. The inspection shall verify that the larger of the dripline or critical root zone of all protected trees is barricaded to prevent damage to the tree. The barricade shall remain in place during construction.

8. **Special Site Inspection for Private Improvements – Planning**

Planning inspections are typically scheduled as part of the building permit process. If a building permit is not required, however, a special site inspection for private improvements must be scheduled with the Planning Office. Contact either of the following planning inspectors to schedule your inspection:

Lena Butterfield (970) 962-2580 Lena.Butterfield@cityofloveland.org

Sienna Sargent (970) 962-2723 Sienna.Sargent@cityofloveland.org

III. Additional Information

1. **External Utilities and/or Agencies:** In addition to the above items, all contractors, public utility agencies and property owners installing public or private improvements, or storing materials or equipment, within any public right-of-way or easement must obtain permission/approval from any effected external utilities or agencies. The City does not route this permit and it is the applicant's responsibility to obtain any necessary approval prior to the commencement of the work.
2. **City Right-of-Way Work Permit.** This permit is required to install and/or repair/maintain street sidewalks, drive approaches, curbs, gutters, and ADA ramps, as well as for excavations, and or lane closures. Application for City ROW Work Permits can be found on line at <http://www.cityofloveland.org/index.aspx?page=2240>
3. The City's development standards can be accessed through the following links:
 - Larimer County Urban Area Street Standards (LCUASS):
<https://www.larimer.org/engineering/standards-and-guides/urban-area-street-standards>
 - City of Loveland Stormwater Standards:
[http://www.cityofloveland.org/PublicWorks Stormwater](http://www.cityofloveland.org/PublicWorks%20Stormwater).
 - City of Loveland Water and Wastewater Development Standards:
<http://www.cityofloveland.org/WWWDS>
 - City of Loveland Requirements for Electric Service
<http://www.cityofloveland.org/index.aspx?page=556>