

Right of Way (ROW) Permit Frequently Asked Questions

How long does it take to process a construction permit?

Minimum processing time for construction permit applications is typically seven business days; this includes review time, coordination with traffic control permit, and time to schedule a pre-construction meeting.

Is a permit required if the work is on private property and/or a private street?

Yes, any type of construction being performed within the city requires a construction permit. City Code Sec 2-272(1)(a). The permit plans shall show the full scope of work both in and outside of the ROW.

What if a construction project crosses into another city or county next to Thornton?

A right-of-way (ROW) permit from the city of Thornton only allows permission for work being done within the city. Anything beyond the city of Thornton will need to be addressed with that city or county.

The scope of work only requires work to be done on the utility pole. Will a construction permit still be required?

Yes, per the city code work only being done on a utility pole is still considered construction activity.

What if the scope of work is removing and/or replacing a utility pole, will a construction permit be required?

Yes, per city code replacing a utility pole is still considered construction activity.

Is a construction permit required if it is the city that is requesting the work?

Yes, this type of permit would fall under the CIP Permit application. However, some work such as irrigation line or water line breaks where the city is requesting the contractor to do the work, there is no construction permit is required. Still, a city employee will to be onsite.

If there is an emergency repair within the city, is a construction permit required?

Yes, the requirement for such an event is:

- Once the emergency has been discovered immediate notification to the Traffic Division and/or Infrastructure Department must be made.
- Start the work as soon as possible but once the work has started it must continue until the repair has been fixed and the surface restored to previous condition.
- A construction permit must be submitted within 24-hours of notification of the emergency repair.

Do I need a construction permit if we only need to access a manhole and the work is inside the manhole?

No, a construction permit is not required when accessing your own manhole, such as CenturyLink. However, a traffic permit will be required.

If we make sidewalk cuts, do we replace only what was cut?

No, once a sidewalk has been cut the entire panel(s) will have to be replaced.

For more information, please contact Engineering Services at 720-977-6210,
or email infrastructure.permits@thorntonco.gov.

Traffic Control Permit (TCP) Frequently Asked Questions

How long does it take to process a traffic control permit?

Minimum processing time for traffic control permit applications is typically seven business days; this includes review time, coordination with construction permit, and time to schedule a pre-construction meeting. Minimum processing times for traffic control permits that do not require construction permit is typically five days.

Is there a fee for a traffic control permit?

Right-of-way closure permits have a \$50 processing fee. In addition, there is a right-of-way closure fee that depends on the duration of the closure, type of road and square footage occupied by the traffic control zone. This fee is calculated by Thornton's staff during the review process and presented to the applicant for payment. Other permits such as roll-off dumpsters, block parties, or special events do not have a fee.

Is a traffic control permit required if the work is on private property and/or a private street?

A traffic control permit is required if the traffic control zone encroaches the city of Thornton's right-of-way

Is a traffic control permit required if it is the city that is requesting the work?

Yes, this type of permit would fall under the CIP Permit application.

**For more information, please contact Traffic Engineering at 720-977-6490,
or email infrastructure.permits@thorntonco.gov.**

Right of Way Permits – Sewer/Water Service

The following conditions require applications through the [Buildings Department](#):

- ◆ Repairs inside the home
- ◆ Repairs to Thornton utilities in-yard only **and** within City limits.

The following conditions require applications through the [Infrastructure Department](#):

- ◆ Repairs to Thornton utilities that extend from the yard to the ROW **and** are within City limits.
- ◆ Repairs to Thornton utilities that are in-yard only **and** outside City limits (such as Unincorporated Adams County or Denver)*

There is **one** application for Infrastructure Sewer/Water Service Permits:

<https://apps.cityofthornton.net/permits/construction/sewer>

Fill out all fields on the application. See example on next page, and notes below.

- ◆ Enter the desired work date(s) in the “Special Conditions” field.
- ◆ If work is in City limits, attach the Traffic Control Plan.
 - ◇ *If work is being done outside City limits apply for a traffic control permit with the appropriate jurisdiction.
- ◆ Enter the contract cost extended to the customer on the “Sanitary Sewer Service” line.
- ◆ Click “Submit Application” to be taken to the Application Summary page.
If you are not taken to the summary page, then your application has not been submitted!

Construction Permit Application Summary

Print this page for your records

The permit application has been received.

Thank you for submitting your permit application online. The permit information has been forwarded to city staff for processing. Once the information has been processed and approved we will email you the actual permit. If staff have any questions, they will contact you using the information you provided.

A link to pay permit fees will be sent via email. If a traffic control permit is required, the fees will be added together and sent through one link. An itemized receipt will be included with the permit documents.

The combined Sewer/Water Service permit documents will be emailed as a PDF to the email address listed on the application. The email will include Construction Coordinator contact information.

For assistance, please call 720-977-6210,
or email infrastructure.permits@thorntonco.gov.