City of Thornton – City Development
9500 Civic Center Drive
Thornton, Colorado 80229
Permits@ThorntonCO.gov
Office: 303-538-7295

Development Engineering Traffic Control Permit Handout

There are a few things you will need to have prior to applying for a Development Engineering Permit for a Right-of-Way ("ROW") closure.

Development Engineering Traffic Control Permits (DE TCPs) are required when traffic control devices or advanced warning signs are installed in the City ROW for any work related to a new development site or redevelopment of an existing site.

Documentation & Information Required:

- **Active Thornton Contractor's License:** When applying, please make sure you provide the correct Contractor information. (Company Name and address, please note that Thornton Contractor's license will begin with "LCC". You can also attach your license when applying but this is not required, or provide the LCC number on your application; not required).

  - **If you don't have a license or need to renew your license:** You can apply for a new Contractor's License in **CityView** under the Contractor's Licensing section or for information and help on how to renew and expired license, please see the CityView Portal Contractor Renewal instructions. Please reach out if you have any questions. You can email Buildings@ThorntonCO.gov for any questions about Contractor's Licenses.

- **Method of Handling Traffic (MHT) / Traffic Control Plan (TCP) that meets the requirements of the Manual on Uniform Traffic Control Devices ("MUTCD") is required** (in a PDF format).

- Cross Streets of Closure

- Email Addresses of those who you would like to have receive the permit.

- Contractors shall be accountable for proactive communication with residents and businesses affected by their construction and traffic control. **Specifically, permits that fall under a high impact traffic control and trigger a traffic alert will need to meet the following requirements:**

  a. The contractor is required to deploy variable message signs at least five business days in advance of the start of construction.

  b. The contractor is required to notify residents and business at least five business days in advance of the start of construction. This is in addition to the message boards and can be achieved via mailer, yard darts, door

hangers or others. Contractor is required to provide documentation to the City of Thornton of notification methods and entities that need to be included (specific businesses, RTD, school, etc.) in the permit application.

c. The contractor is required to maintain an operational point of contact during the duration of the project (project website (if available), email and phone number) where citizens can reach out with inquiries, concerns, and complaints about the project construction impacts. This point of contact shall be included in the permit application and will be added to the cone zone.

d. All T-alerts will have a direct link to the cone zone and a direct link to the point of contact provided in item "c".

Permits that are classified as **high impact traffic control**:

- Full roadway closure or full intersection closure
- Restriction of turning movements at an intersection or at an access
- Lane closures resulting in a reduction of capacity greater than 50%
- Lane closures with extended permitted hours
- Locations with higher multi-modal activity (schools, key destinations, RTD stations, etc.)
- Other sensitive circumstances (at the discretion of Traffic Engineer or designee)

- **IMPORTANT:** If this work is for a Capitol Improvement Project ("CIP") for the City of Thornton, work in the City ROW that is not related to a new development site or redevelopment site or non-construction related items, please use the instructions on the city's Infrastructures ROW Website to apply as this handout is for active Development Projects ONLY.

Information for Franchise Companies: United Power, Xcel Energy and Comcast:

- Franchise companies are also required to apply for a Right-of-Way ("ROW") permit alongside their Traffic Control Permit.
- A Plan and Profile is required to be uploaded with your ROW Permit application.
- Must be approved prior to the issuance of the Traffic Control Permit
- The permit is a flat $250.00.
- To apply for a Development Engineering ROW Permit, please log onto **CityView Portal** and apply for a ROW Permit – Development Engineering project type.

Turnaround Time & Payment Process:

Please turn in applications at least three days prior to requested start date to allow staff time to review the required documents and closure information before issuing.

In the event of a full roadway closure please turn in application at least ten days prior to requested start date, the City will require advanced message boards be installed on-site notifying the traveling public of the upcoming closure a minimum of seven days prior to the requested start date.

Once it is approved, you will receive an email requesting payment. Payments can be made online in CityView and we accept ACH payments and Credit Card payments. (Credit Card payments have a one-time banking fee which will be listed when making the payment online).

Please make the payment as soon as possible to avoid delays.

How to apply for a Development Engineering Traffic Control Permit:

Please go to the CityView Portal and create an account or log in using your existing account.

Once logged in, click on the “Apply for a Planning Permit” link under Planning Department and select the option for a development traffic from the “Choose the Project Type Drop down”

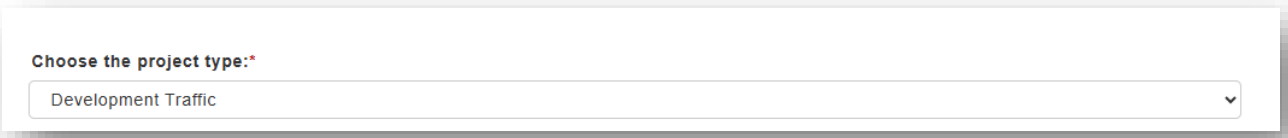


Once there, it will prompt you to provide some details for your project. Please use the information below as a guide to filling out the required information.

Filling out the online application:

Choose the Project Type:

- Development Traffic

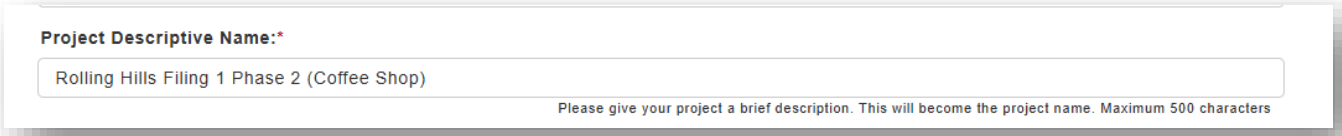


Project Descriptive Name:

The Name should be the Legal Description of the property, Subdivision Name or the Project Name. If unknown, you can put the Address or Cross Streets of the work.

An Example of the Subdivision name would be: Rolling Hills Filing 1 Phase 2 (Coffee Shop)

An Example of Cross Streets would be: NWC 104th Avenue and Colorado Boulevard

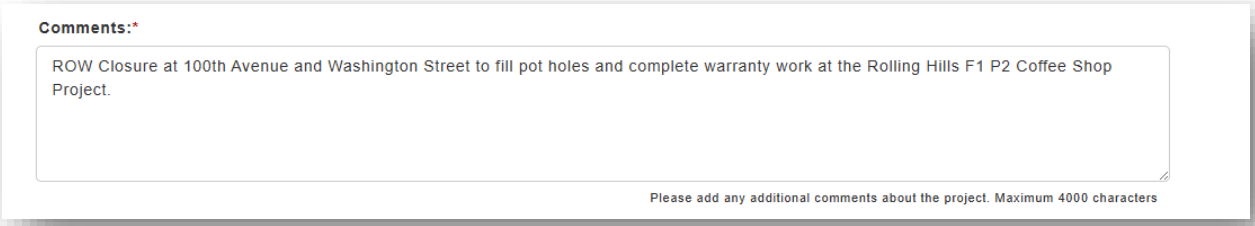


Comments:

The comments section should be a description of the work being completed (there is a separate section for special conditions).

Example: ROW Closure at 100th Avenue and Washington Street to fill pot holes and complete warranty work at the Rolling Hills F1 P2 Coffee Shop Project.

Example Two: ROW Closure for new utilities for WO#111 for the on 100th Avenue and Washington Street for the Rolling Hills F1 P2 Coffee Shop Project.

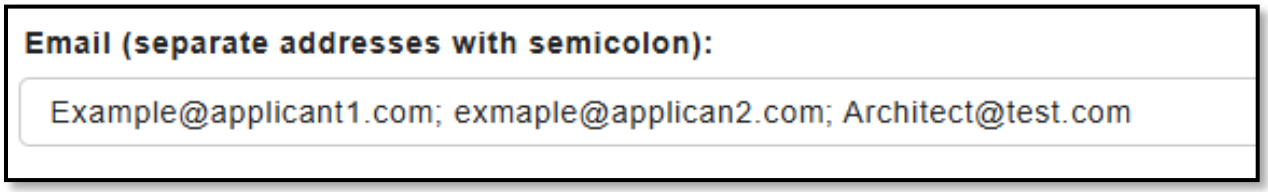


Emails (Separate address with semicolon):

If you would like to include several people on the emails regarding this permit (payment request and final permit issued) please use the **email field** to do so using the example format below. You can leave blank if the only the applicant needs to receive emails.

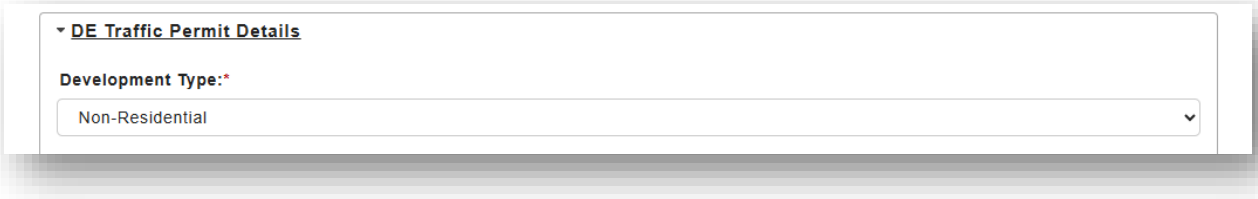
Separate each email with Semicolons and a single space after (See example below).

Email_1@ThorntonCO.gov; Email_2@email.com; Email_Three@email.com

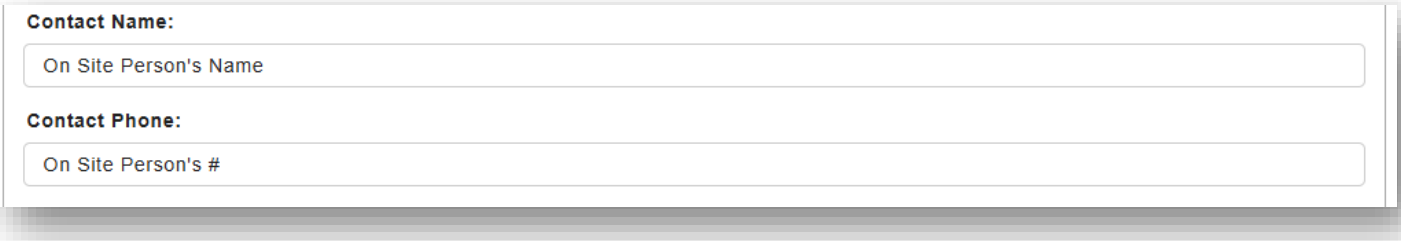


Development Traffic Permit Details:

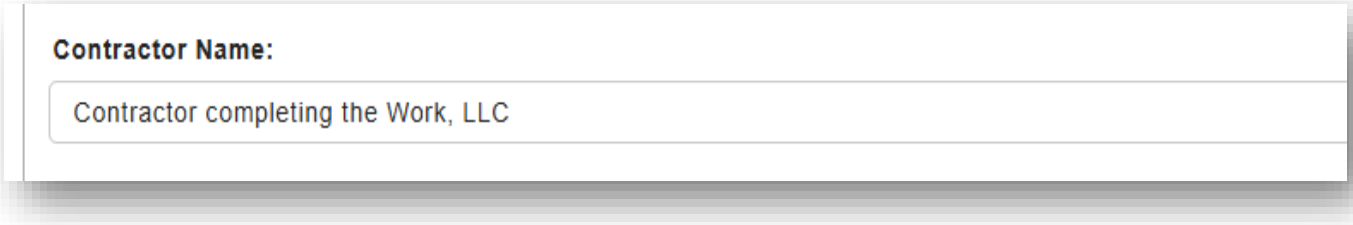
Development Type: Please choose the correct development type, either Residential, nonresidential, institutional, or multiple use.



Operational Contact Name: Please include the Contact name, phone number and email address of the person on site who the city inspector should get a hold of regarding the work being completed. This Contact will also be the point of contact for citizen inquiries, concerns and complaints.



Contractor Name: This should be the name of the Contractor who is completing the work, please note they must be a licensed contractor. (for more information, please review the Document and Information required section of the instructions).

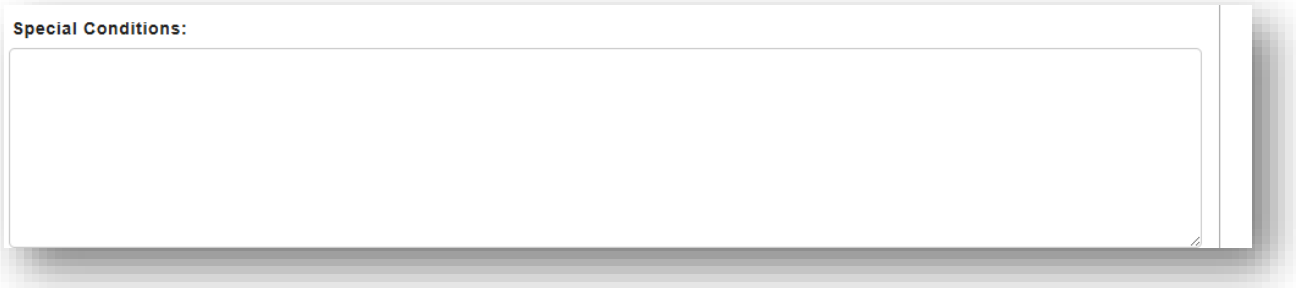


Cross Streets: Enter the cross streets of the closure, if multiple closures or MHTs, separate each by commas.



Special Conditions: Please note any special conditions here and include justification for the request, please note that all special conditions will be reviewed by the City of Thornton Traffic Engineer for approval.

> **For example:** devices will be left out overnight due to 12-inch grade difference in travel lane for safety of the traveling public, 24-hour closure for sidewalk portion only, request for extended work hours, weekend work, etcetera.



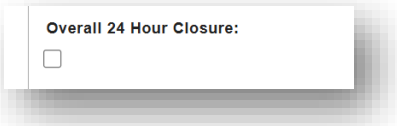
Check Boxes:

Franchise Agreement (Check this box if you are applying for a franchise permit IE: United Power, Comcast, Xcel).

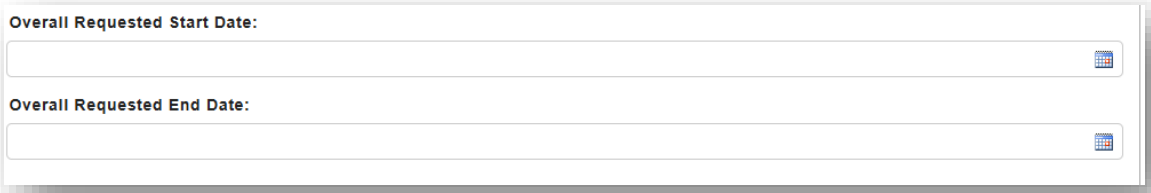
Right-of-way closure

Speed Limit Reduction Zone

Overall 24- Hour Closure: If the entire duration of your project requires a 24-hour closure, please check this box. Do not check this box if one of your MHTs doesn't require a 24-hour closure, you can do that individually for each Traffic Control Plan later in the application.



Overall Requested Start Date and Requested End Date: This should be the overall start and end date for the first date of your first MHT to the last date of any MHTs you are providing for this project.

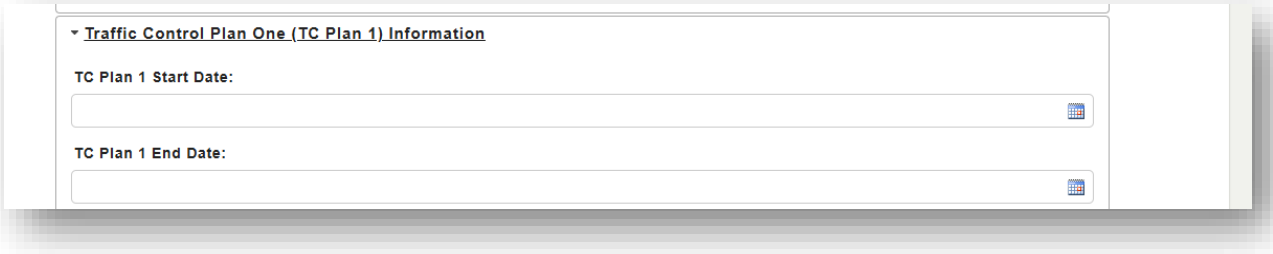


Traffic Control Plan (TC Plan 1) Information:

NOTE: If you have more than one Traffic Control plan (TC Plan), fill this out for the one with the earliest start date, and you will need to chose “do you require an additional Traffic Control Plan?” if you need to add additional plan information.

TC Plan 1 Start Date: Choose the start date of your first TC Plan.

TC Plan 1 End Date: Choose the end date of your first TC Plan.

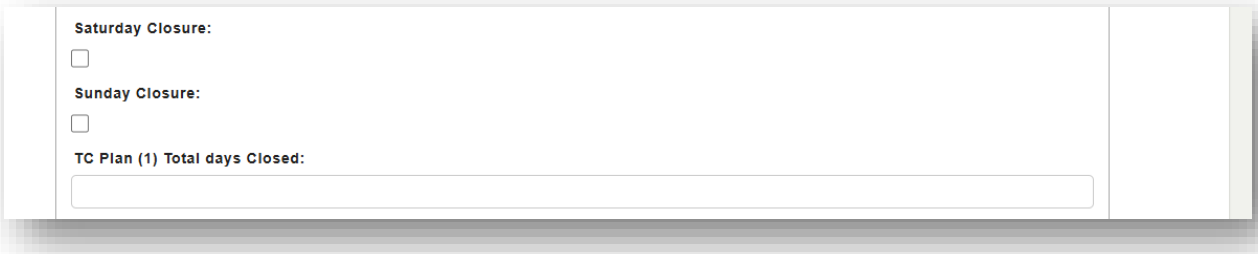


Saturday Closure: Mark this if TC Plan 1 will require a Saturday Closure only, skip if not.

Sunday Closure: Mark this if TC Plan 1 will require a Sunday Closure only, skip if not.

24-hour closure: Mark if TC Plan 1 will require a 24-hour closure (approval required)

TC Plan (1) Total days closed: Fill in the number of days that the permit will be for (excluding weekends if you are not closing the road on Saturday and/or Sunday).



Square Feet of Arterial ROW Closure: Include total square footage of closure from the first cone to the last cone for TCP 1 for all areas on arterial roadways.

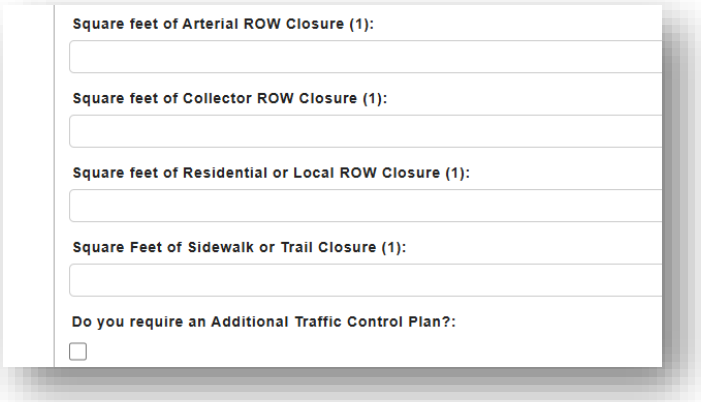
Square Feet of Collector ROW Closure: Include total square footage of closure from the first cone to the last cone for TCP 1 for all areas on collector roadways.

Square Feet of Residential or Local ROW Closure: Include total square footage of closure from the first cone to the last cone for TCP 1 for all areas on residential or local roadways.

Square Feet of Sidewalk or Trail Closure: Include total square footage of closure from the first cone to the last cone for TCP 1 for all areas on sidewalks or trails.

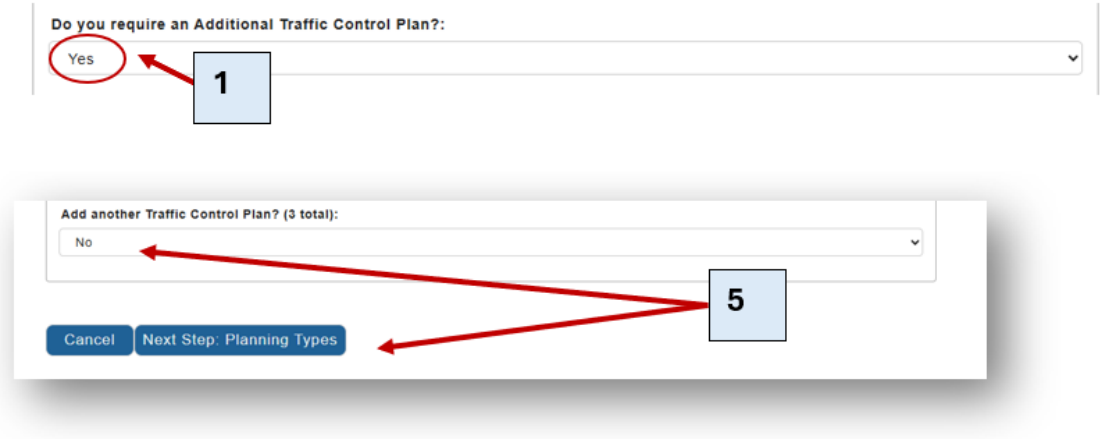
Example:





If you need to add more than one TC Plan (MHT/TCP)

1. **Choose Yes on the drop down "do you require and additional traffic control plan"** – Choose "No" if not.
2. The same fields as the Traffic Control Plan (TC Plan 1) Information will populate but with will be for TCP Plan 2.
3. Fill out the information for TCP Plan 2.
4. Please repeat steps 1-4 for any additional TC Plans you have.
5. Once complete, you will choose "no" in the drop down and "Next Steps" to move to the next page.

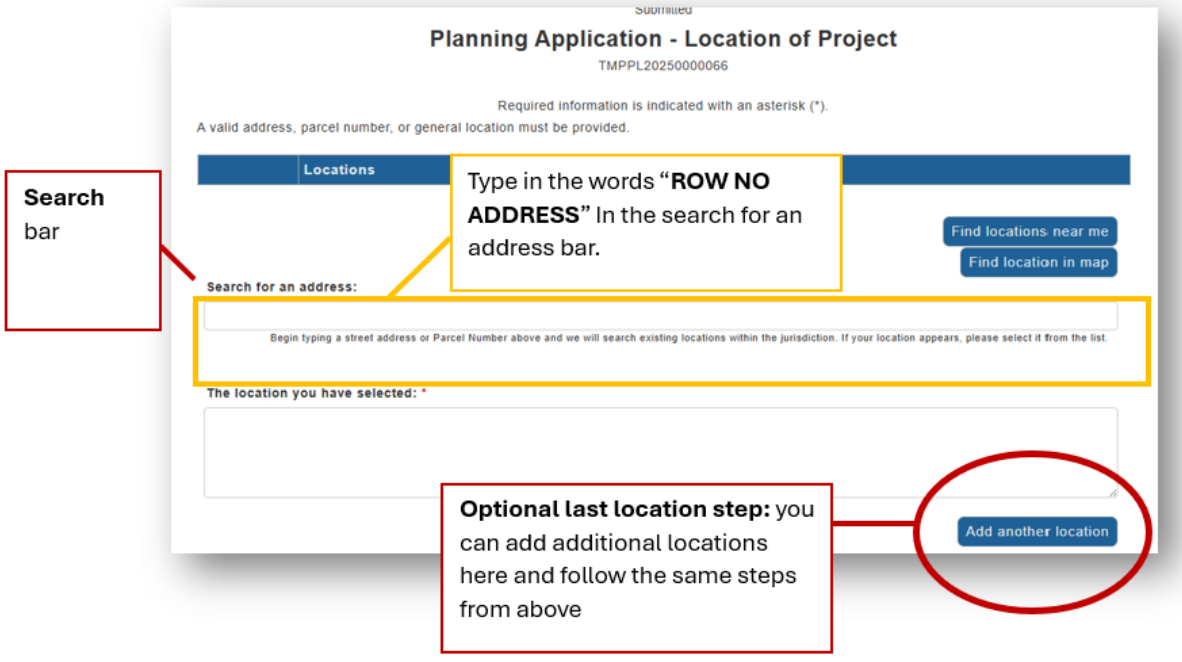


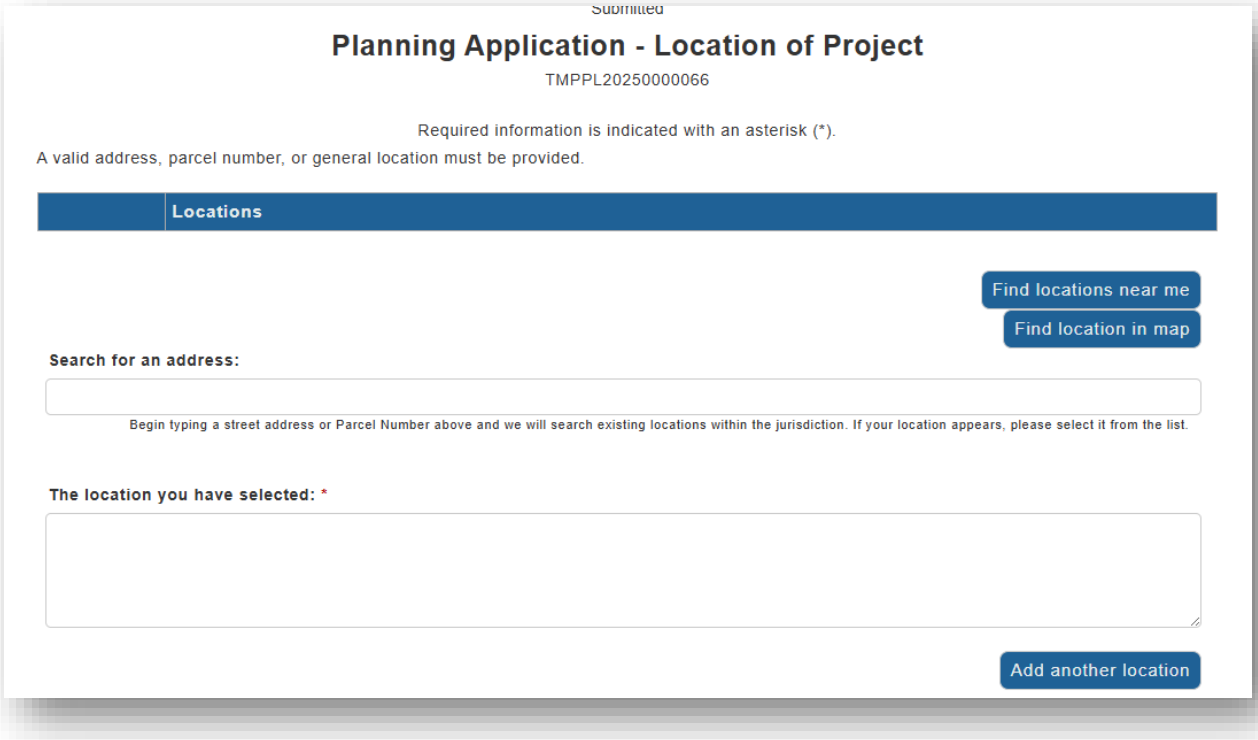
Location of Project:

If you don't have an address please follow these steps:

Step 1: Use the search bar to type in the words **"ROW NO ADDRESS"**

Step 2: highlight the text **"ROW NO ADDRESS"** you want to choose and once it shows in the 2nd box, you are set.





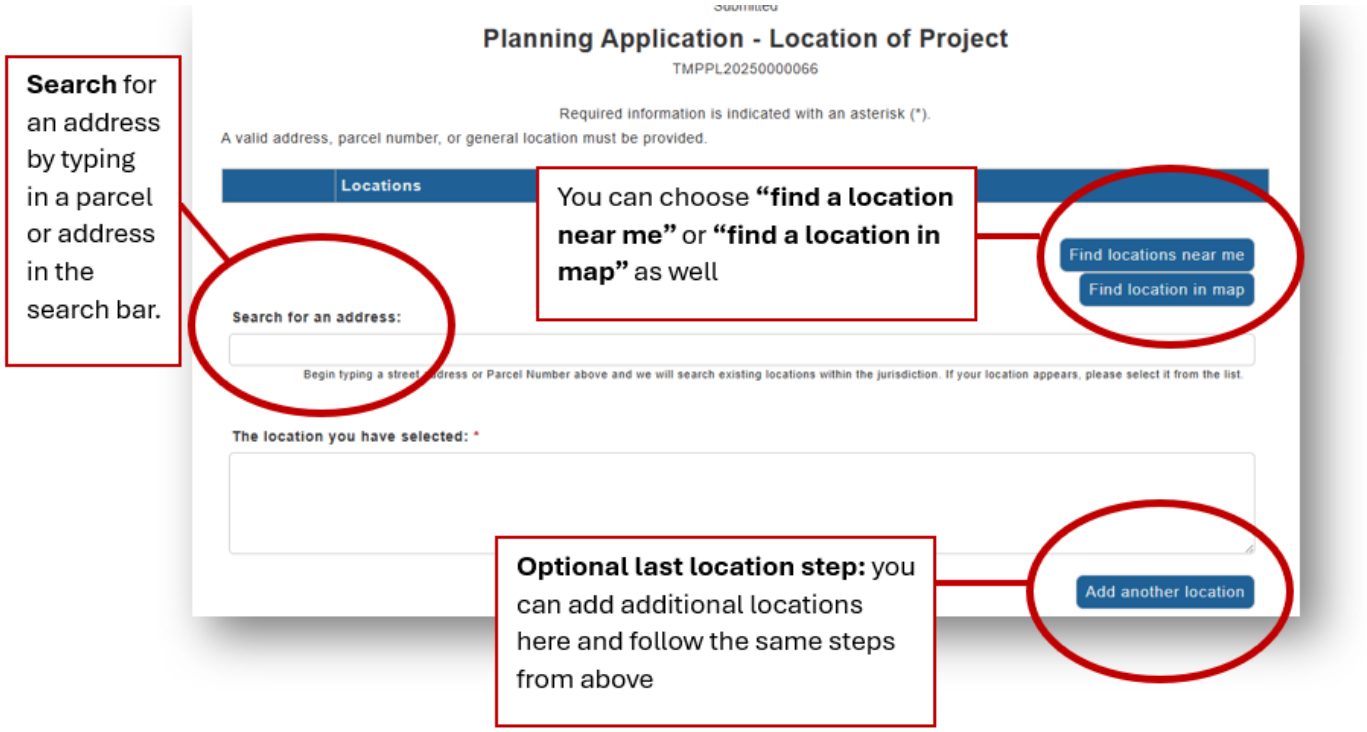
Steps for entering an address IF you have an address to include:

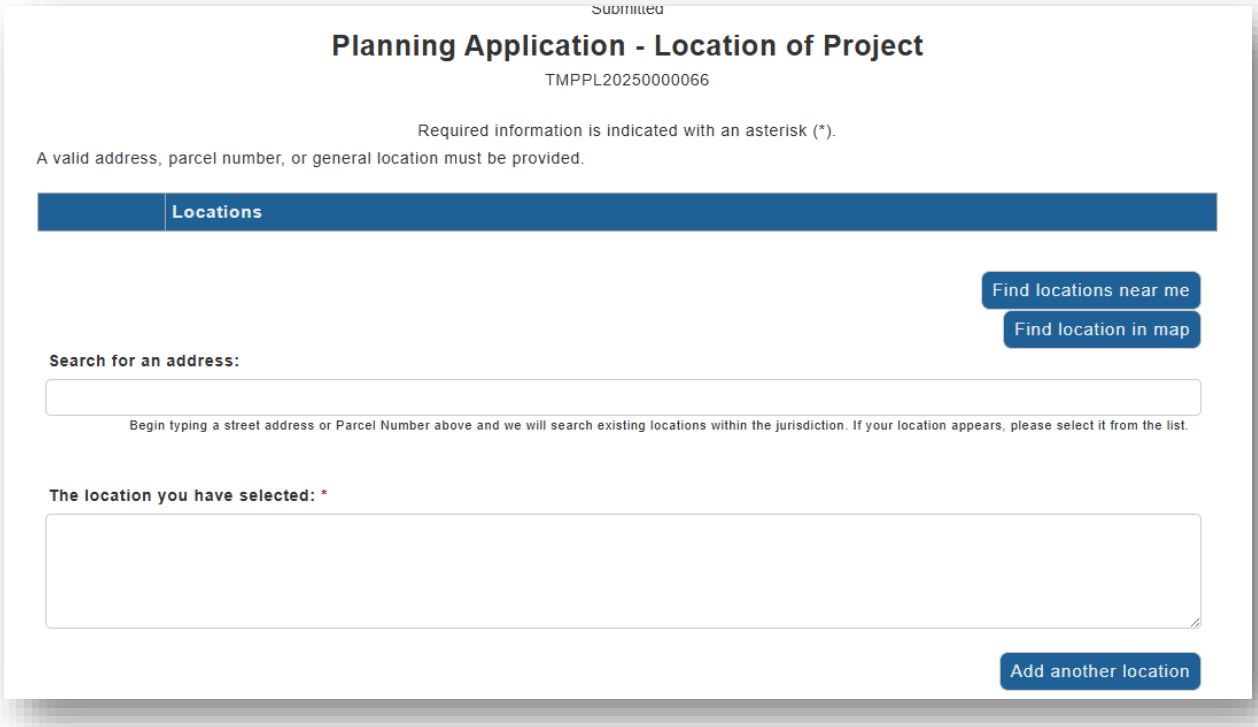
Step 1: Either use the search bar to type in the address or parcel number OR you can choose “find a location near me” or “find a location in map”

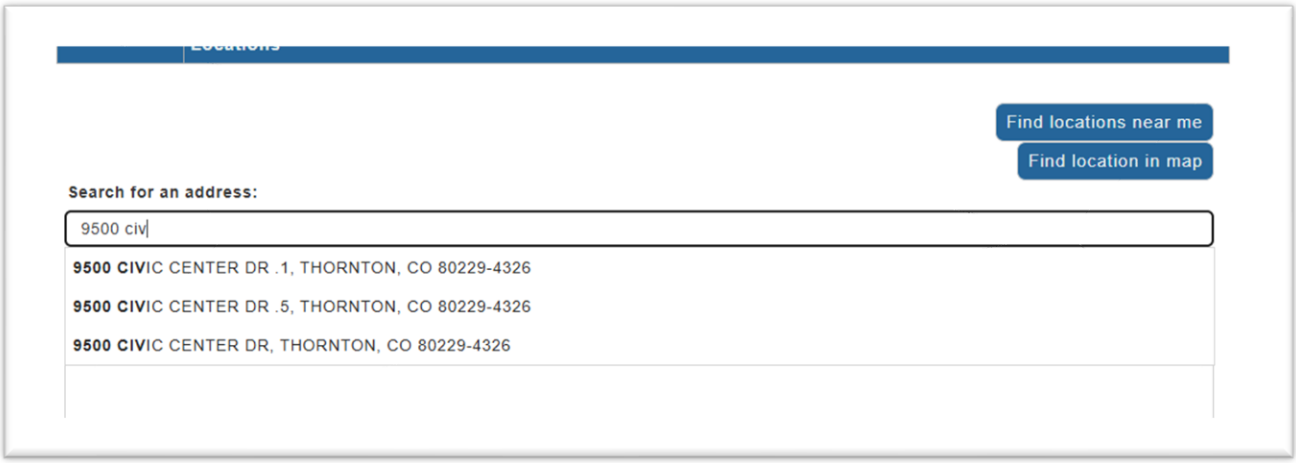
Step 2: highlight the address you want to choose and once it shows in the 2nd box, you are set.

Note: Try to choose the option that does not have a .1 or .5 next to it. Unless there are no other options available.

Step 3: move on to Next steps unless you need to add multiple addresses.

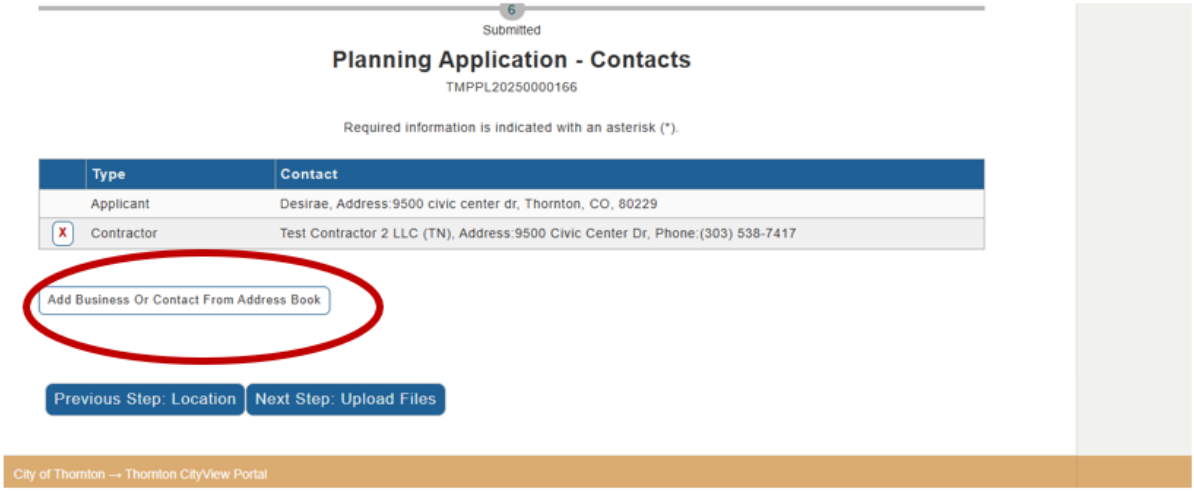

Planning Application - Location of Project
TMPPL20250000066
Required information is indicated with an asterisk (*).
A valid address, parcel number, or general location must be provided.
Locations
Search for an address:
Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.
The location you have selected: *
Find locations near me
Find location in map
Add another location
Search for an address:
You can choose "find a location near me" or "find a location in map" as well
Optional last location step: you can add additional locations here and follow the same steps from above


Planning Application - Location of Project
TMPPL20250000066
Required information is indicated with an asterisk (*).
A valid address, parcel number, or general location must be provided.
Locations
Find locations near me
Find location in map
Search for an address:
Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.
The location you have selected: *
Add another location



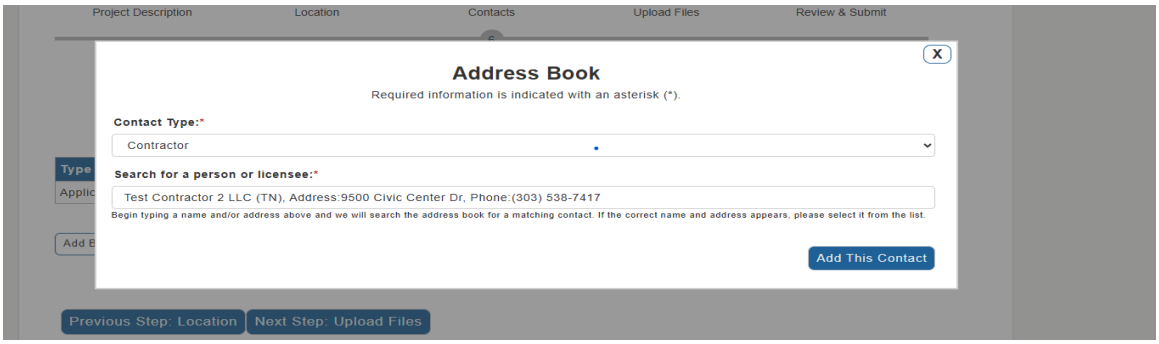
Contact Information:

Please use the Contact Section to locate the contractor associated with the permit by choosing the “Add a Business or Contract From Address Book” link.



Once the screen opens, it is very important you link the correct license to the permit (especially if duplicates appear).

Search for the license name exactly as it appears on your contractor’s license for best results under “search for person or license”. Choose contractor for contact type.



If your license doesn't appear or you can't find it, you can also search by the address of the license or keywords in the license name. If you don't have a contractor's license with the city of Thornton or you can't find it please reach out to Buildings@thorntonCO.gov or call 303-538-7250 for assistance.

File Upload:

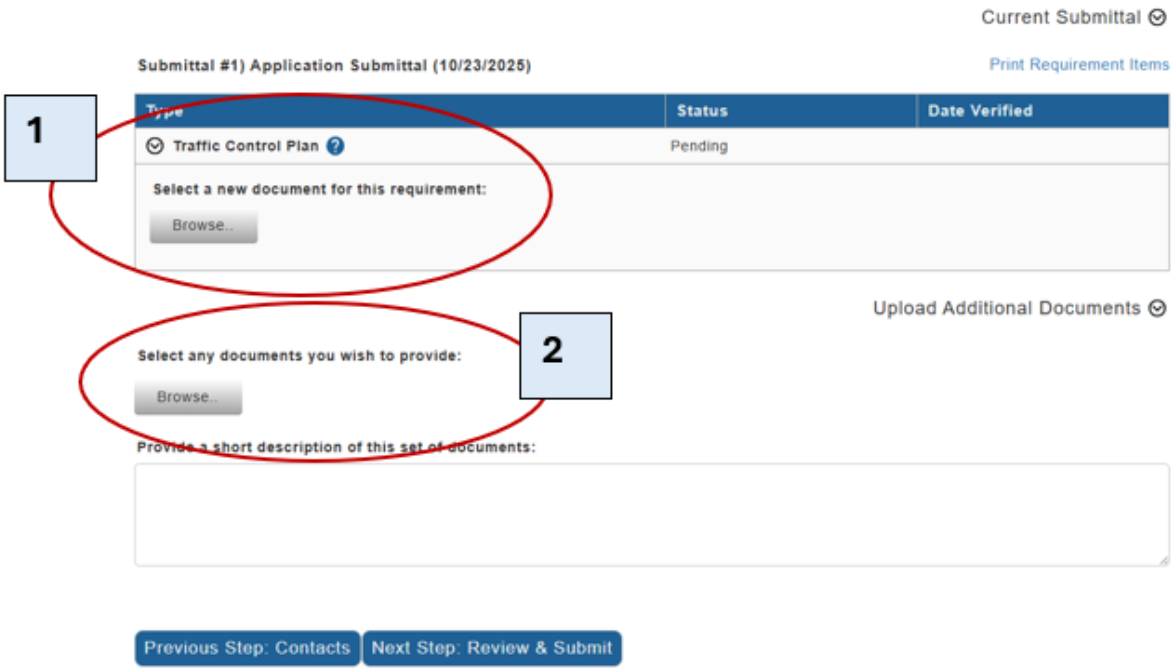
Please use the Naming Conventions indicated next to each file when submitting your documents without adding additional words or numbers.

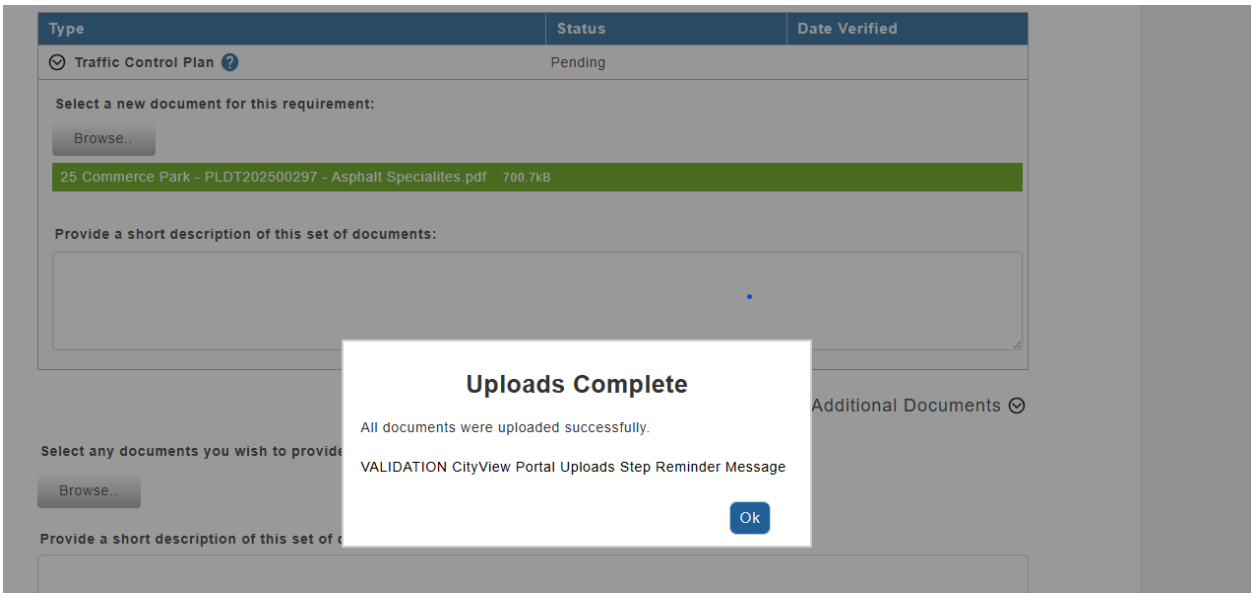
Each item needs to be submitted separately (combined documents will not be accepted and can cause delays in issuance).

- MHT (in a PDF format) – Please name the document "MHT 1" or "TCP 1"
- Additional Traffic Control Plans can be submitted through "additional documents" please name them as follow: TCP 2, TCP 3, TCP 4, or MHT2, MHT3, etc.

If you have other items you would like to submit as part of your traffic control plan, you can use the **additional documents** upload option and add them here. Please make sure they are in .PDF formatting and that the name clearly indicates what is being uploaded.

1. Choose browse under "Traffic Control Plan" and locate the document you wish to upload your TCP1
2. Choose browse under "Upload additional Documents" to add additional TCPs or other documents



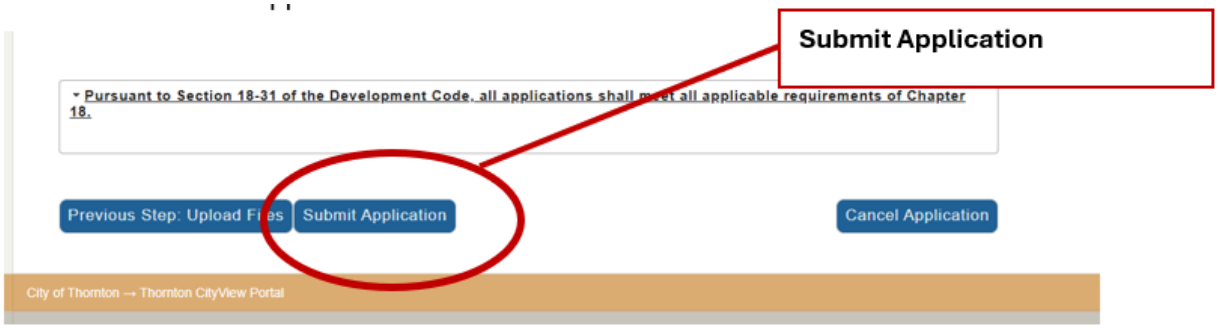


3. Once you have uploaded the required documents, choose Next Step: Review and Submit.

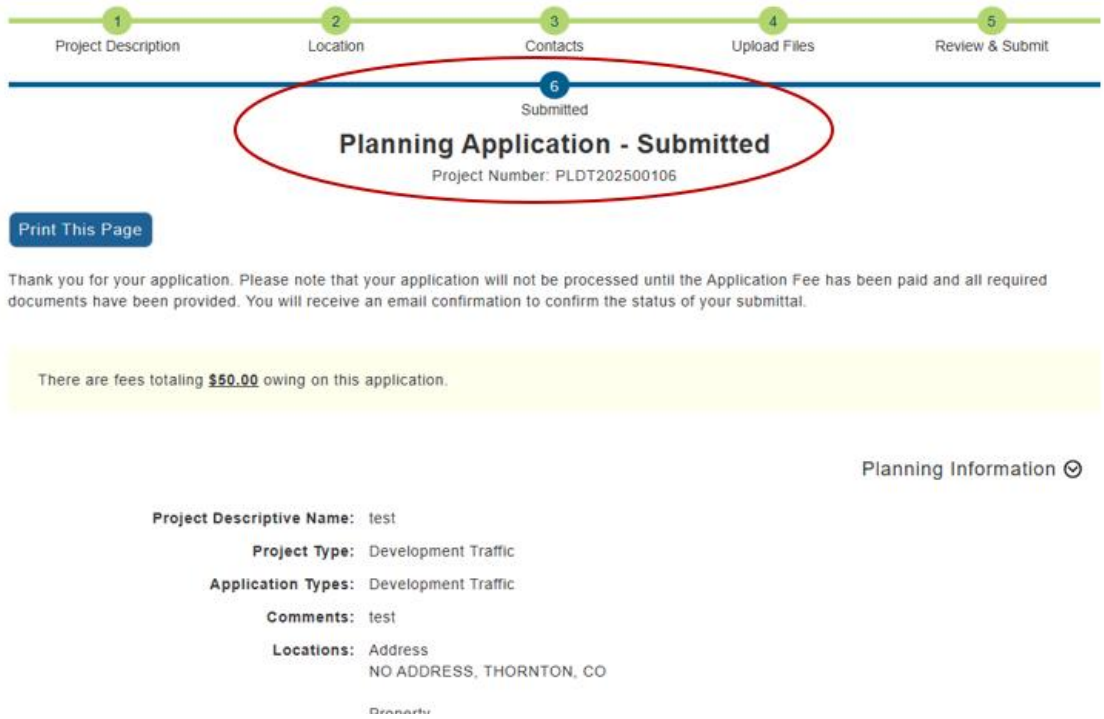


Final Review and Submission of your request.

Once you everything is ready to go, you can review your submission and then you would click “Submit Application”

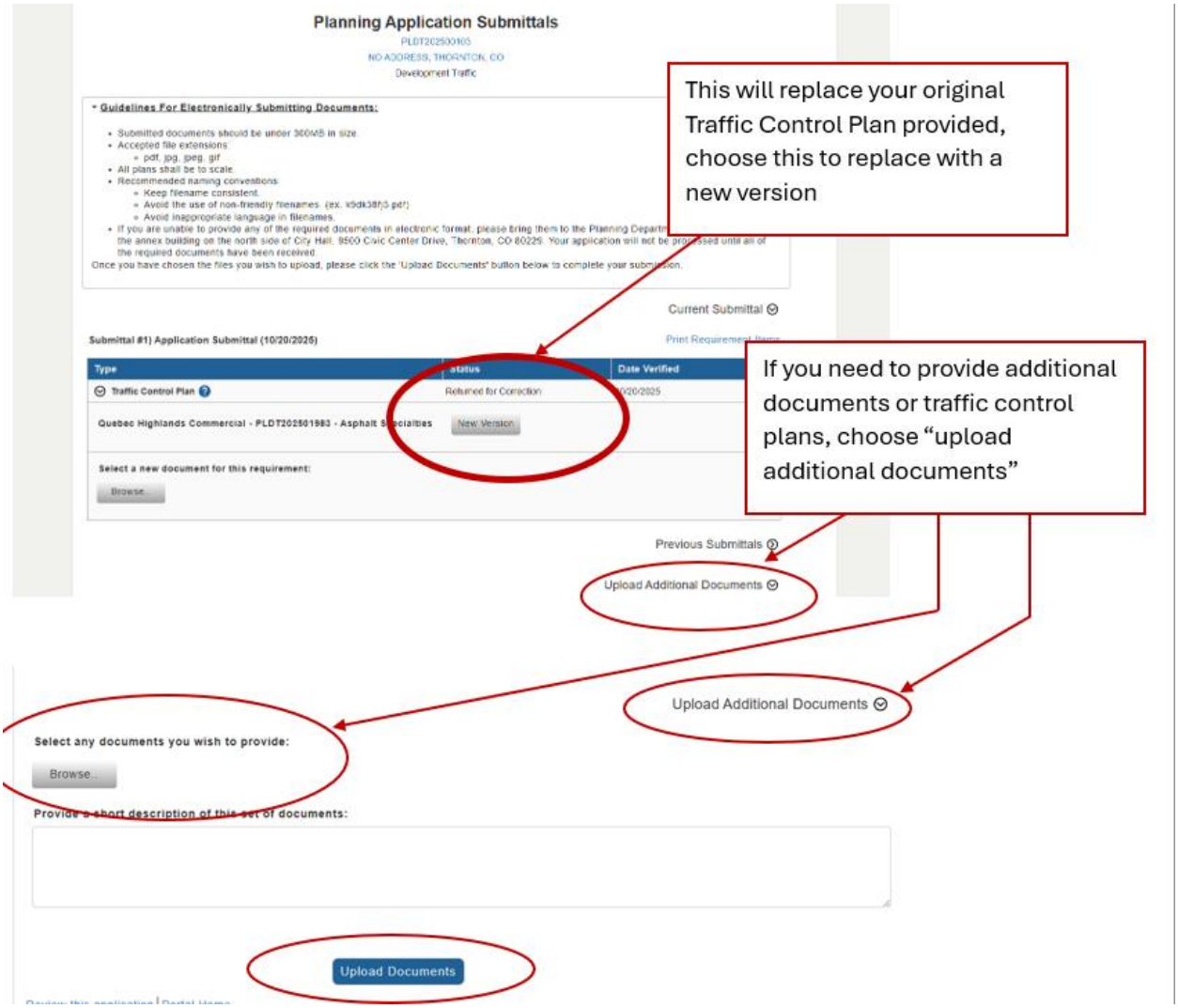


You will know your application has been submitted when you see that all steps are highlighted in green and the Planning Application shows **Submitted** (screenshot below). Your project number will also be listed, please note that for your records as that will be the number assigned to this permit request moving forward.

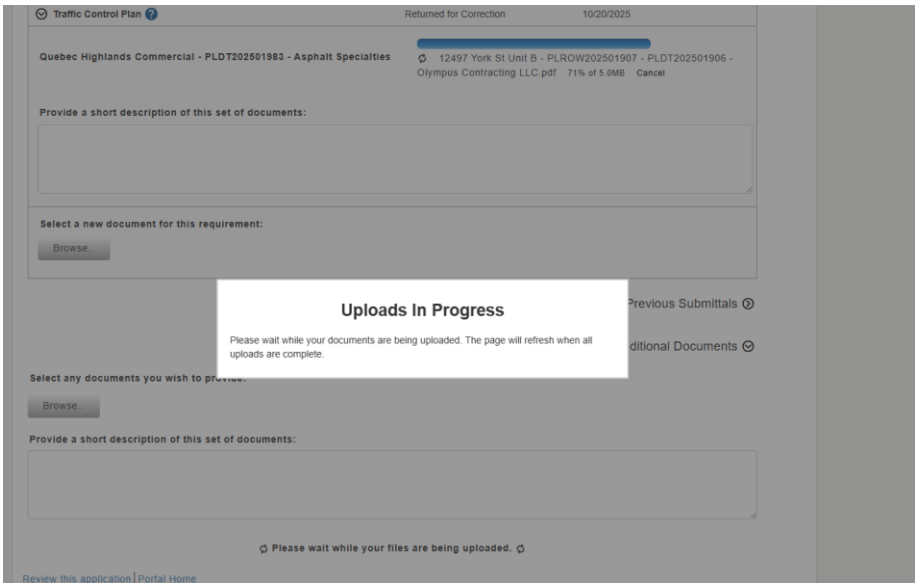


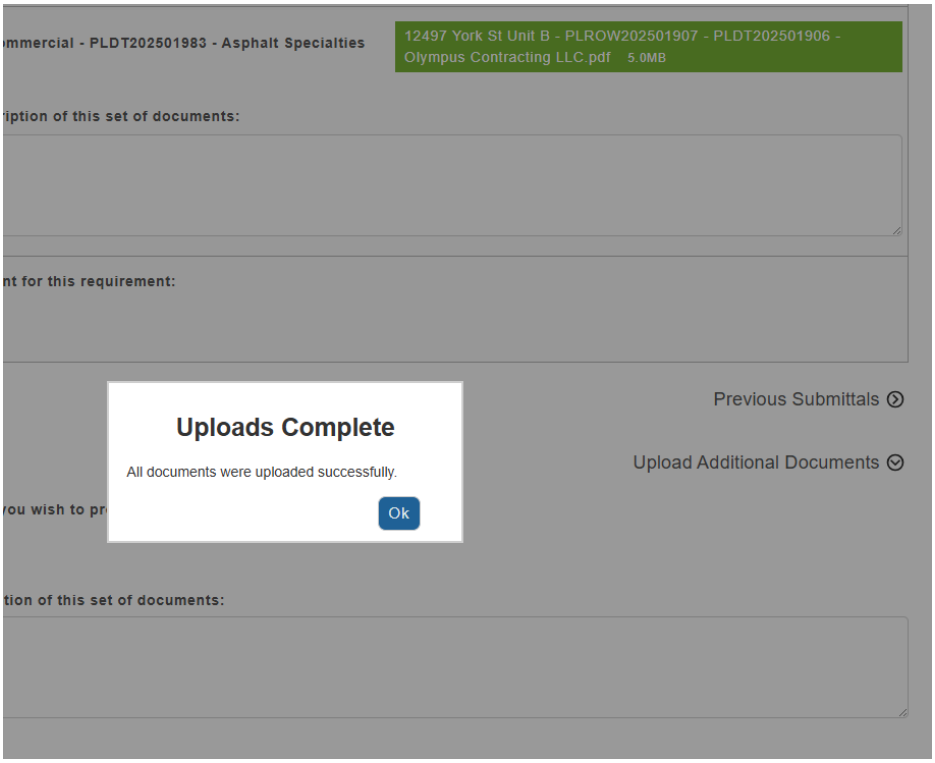
If you receive an email that you documents are not accepted or you need to provide additional information – follow the steps below.

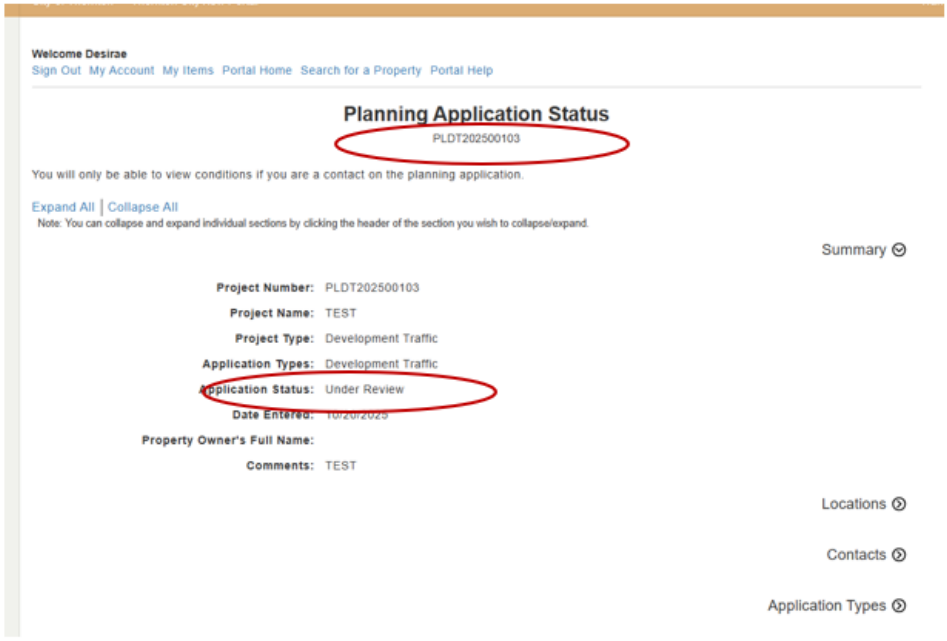
- **To replace your traffic control plan 1 with a new version choose "New Version under "Current Submittal".**
- **To add additional TCPs or documents, choose "Upload additional documents"**



It will show upload in progress, once complete it will say "Uploads Complete: all documents uploaded successfully" if it was done correctly, and it will show that the permit is "under review" for the status if it was submitted properly.

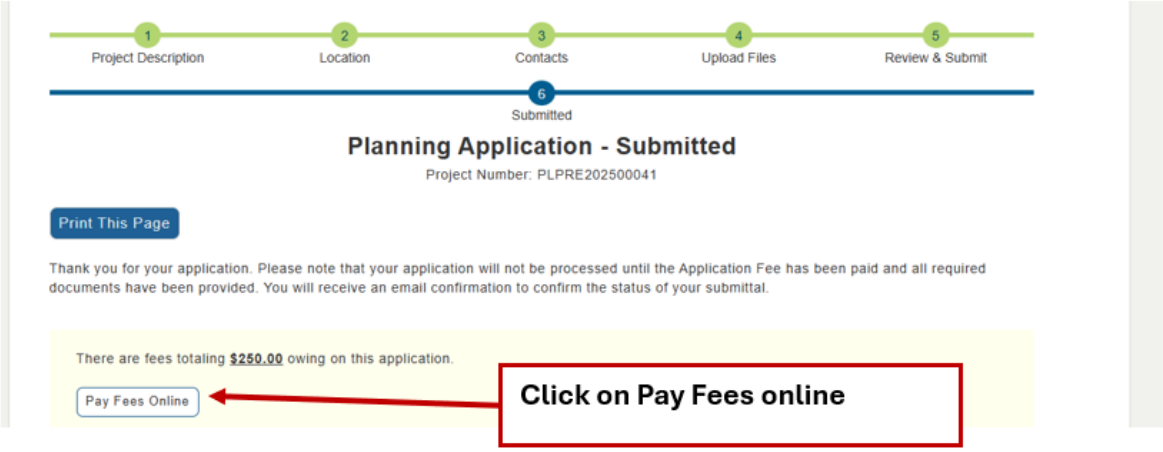

Traffic Control Plan
Returned for Correction
10/20/2025
Quebec Highlands Commercial - PLDT202501983 - Asphalt Specialties
12497 York St Unit B - PLROW202501907 - PLDT202501906 - Olympus Contracting LLC.pdf 71% of 5.0MB Cancel
Provide a short description of this set of documents:
Select a new document for this requirement:
Browse...
Uploads In Progress
Please wait while your documents are being uploaded. The page will refresh when all uploads are complete.
Previous Submittals
Select any documents you wish to provide.
Browse...
Provide a short description of this set of documents:
Please wait while your files are being uploaded.
Review this application | Portal Home


mmercial - PLDT202501983 - Asphalt Specialties
12497 York St Unit B - PLROW202501907 - PLDT202501906 - Olympus Contracting LLC.pdf 5.0MB
iption of this set of documents:
nt for this requirement:
Uploads Complete
All documents were uploaded successfully.
Ok
Previous Submittals
Upload Additional Documents
ou wish to pr
tion of this set of documents:



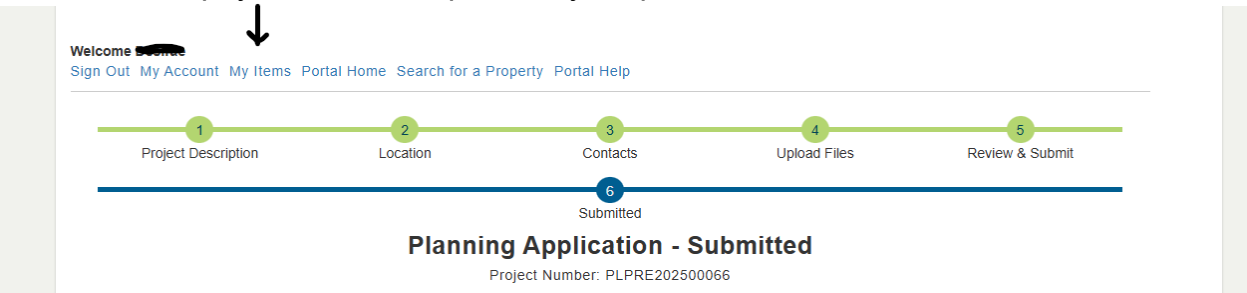
Payment information and how to make the payment:

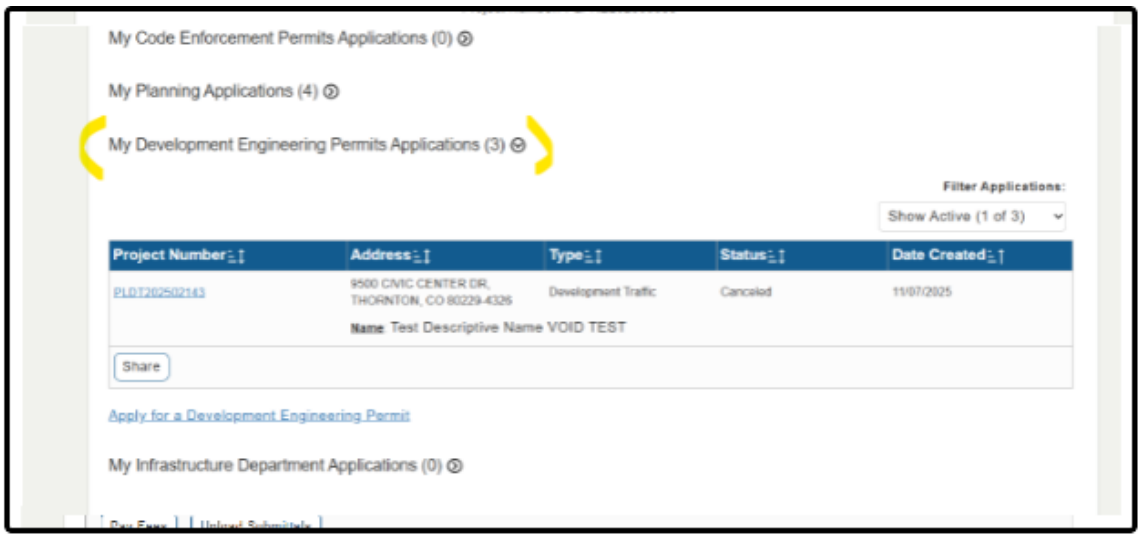
Once you receive an email that your permit is approved, you will receive an email notifying you to log onto your CityView Portal account and make the payment. (Reminder, if you are a Franchise, you will need to pay for both the ROW and Traffic Permit prior to issuance if applicable)



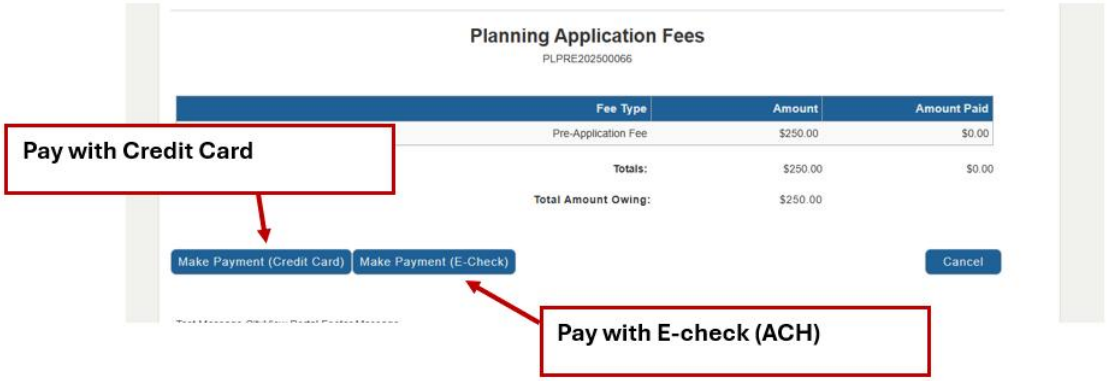
If you are logged out, you can log back into CityView Portal and go to **my items,** and under **My Development Engineering Permit Applications**, you will be able to locate your Development Traffic Permit submittal and pay the fees from there. Staff will be

notified of the payment and will process your permit in the order it is received.





It will prompt you to make a payment using a Credit Card or an ACH.



Make Payment:

Paying with a Credit Card

- 3.15 percent service fee to the card processor (not collected by city)
- needs to be completed correctly or it may create a return or be declined.

Paying with an E-check

- No associated service fees
- needs to be completed correctly or it may create a return or be declined.

