

TOWN OF RICO EXCAVATION PERMIT AND UTILITY PERMIT INSTRUCTIONS

Applicable uses: All Utility Installations and Repairs
PUD Construction
Subdivision Construction
Single Family Home Construction
New Construction
Renovation
Road and Driveway construction and repair

Important: The Applicant and Contractor shall warrant all installations for one (1) year upon issuance of Certificate of Final Completion.
All contractors performing excavation permit work within the Town of Rico shall provide proof of the following prior to commencement of work:

1) For projects that involve excavation or construction in Town of Rico rights-of-way, a \$5,000 cash Excavation Bond posted with the Town of Rico– will be held for one full year upon completion of project.

Important: No excavation within the Town of Rico rights of way is allowed between November 1 and April 1.

Part I:

The attached form shall be filled out by the applicant (incomplete applications will not be processed).

1. Name of Project – please use the same name on all Town related paperwork or applications.
2. Name of Applicant – name of owner and owner’s representative if applicable, not the contractor.
3. Name of Contractor – company name, address, phone number and contact person.
4. Plans – one (1) 24” x 36” set required showing all planned work. Contractor may use 11” x 17” plan sheets if work is residential.
5. Signature – signature required by both applicant and contractor.

After completing Part I, return application to the Town Manager. The Town Manager must approve plans and sign-off on the application prior to proceeding with Part II.

Important: All elements in Part I must be approved prior to utility locates and sign-offs.

Part II:

Part II involves obtaining Utility Locations from the utility companies. *This means all utility companies listed – no exceptions.* Call the UNCC (Utility Notification Center of Colorado) at: **1-800-922-1987**. Allow 72 hours for your utilities to be located. Be sure to have your approved plans and this permit with you when your utilities are located. Contact the Public Works Department for water locates at 967-2863.

Return permit application with all locate signatures to the Rico Town Manager for final approval signature, payment of permit fee and permit issuance. A fee schedule is attached.

Important: Following issuance of the Excavation Permit, work may commence. However, the permit will expire if work is not commenced within fourteen (14) days of permit issuance date. Work must be completed within twenty-eight (28) days of permit issuance, unless authorized in writing by the Public Works Department.

EXCAVATION PERMIT FEES

Street Condition	Very Good	Good	Adequate	Substandard	Poor
Water main line – 1 st 100 lineal feet	\$500.00	\$400.00	\$300.00	\$200.00	\$100.00
Water main line – each additional 50 lineal foot	\$250.00	\$200.00	\$150.00	\$100.00	\$50.00
Communication & Electric lines	\$500.00	\$400.00	\$300.00	\$200.00	\$100.00
Driveway Construction			\$100.00		
Driveway Repair			\$25.00		
Road Construction			\$350.00		

TOWN OF RICO

UTILITY PERMIT # _____

Part I

Name of Project _____

Name of Applicant _____ Phone # _____ P.O. Box _____

Name of Contractor _____ Phone # _____ P.O. Box _____

Business License Number: _____

Legal Description of Property _____

Physical Address of Property _____

Category of Work (check all that apply) Water _____ Street _____ Other Utilities _____

Plans Attached: 24" x 36" (Subdivisions, PUD's) _____ 11" x 17" (Residential only) _____

* * * Best Management Schedule and Revegetation Detail _____ * * *

I hereby acknowledge that I have read this permit and permit instructions carefully, and have familiarized myself with the Town of Rico's standards for utility installation.

Applicant's Signature

Contractor's Signature

Plans Approved _____

Public Works Department

Date

Part II

The following signatures indicate that utility locations have been obtained:

Phone _____

Electric _____

Cable TV _____

Water – Town of Rico _____

NOTE: Permit will expire if work is not commenced within 14 days of Permit Issuance Date.

Permit Fee \$ _____

Permit Issued By: _____

Date: _____