



441 Third Street
P.O. Box 626
Mead, CO 80542
www.townofmead.org
970-535-4477

Permit # ROW

Please submit completed permit and all attachments to Ryan Corbett for processing @ rcorbett@townofmead.org

UTILITY EXCAVATION, STREET CUT, AND OBSTRUCTION PERMIT
To be Completed by Contractor

Location/Address of Proposed Excavation or Obstruction _____

Name of Applicant _____

Email Address _____ Telephone _____

Name of Contractor _____

Billing Address _____

City _____ State _____ Zip _____ Telephone _____

DESCRIPTION OF EXCAVATION OR OBSTRUCTION

DESCRIPTION OF WORK _____

Start Date _____ Completion Date _____

Length of Bore (lineal feet) _____ in Roadway

Length of Bore (lineal feet) _____ in Shoulder

Excavation Area (square feet) _____ Surface Type _____

Number of Potholes _____

Total Project Cost _____

ATTACHMENTS REQUIRED

- Site Plan/Sketch
- Traffic Control Plan per MUTCD
- Concrete/Asphalt Mix Design
- Haul Route
- Worker's Compensation Insurance - Name Town of Mead as Certificate Holder
- Proof of Comprehensive General Liability Insurance \$1,000,000 each Occurrence and \$2,000,000 Aggregate - Name Town of Mead as Certificate Holder
- Proof of Comprehensive Automobile Liability Insurance - Bodily Injury and Property Damage \$1,000,000 each Occurrence - Name Town of Mead as Certificate Holder
- Notice to Affected Residents
- Testing Company and Contact Information
- Bore Cross Section
- Extension Needed

AFFIDAVIT

In the event that the Town incurs expenses for the review of the plans and inspection of the work to be performed under this permit greater than the monies collected with this permit, the applicant shall reimburse the Town the additional expenses. The reimbursement shall be made within ten (10) days of the Town submitting an invoice for the expense. Failure by an applicant to pay within the specified time shall be cause for the Town to revoke the permit and take such steps as may be necessary to collect the amount owed.

APPLICABLE AFTER FEBRUARY 12, 2023: If work under this permit is not completed by the Completion Date set forth on page one of this permit, the Town will impose an extension fee of \$1,000.00 per day (the "Extension Fee"), as set forth and authorized in the Town's Comprehensive Fee Schedule. The Town Engineer may waive some or all of the Extension Fee(s) if applicant/permittee promptly responds in good faith to Town communications regarding permit extension, has not complied with the Completion Date for reasons outside of the applicant's control, and applicant/permittee is working in good faith to conclude the excavation or obstruction. The Town Engineer may also waive such Extension Fee(s) if applicant/permittee has applied for a new permit at least five (5) business days prior to expiration of the current applicable permit and all applicable fees have been paid.

No construction activities shall be allowed between the hours of 7:00 p.m. and 7:00 a.m.; nor on Saturday, Sunday or Town Holidays unless approved by the Town Engineer in advance. When any inspector is required to work outside the hours of 7:00 a.m. to 3:30 p.m. on regular Town business days, overtime shall be charged to the responsible party.

All backfill, patching and related work performed in the Town Right-of-Way under this permit is bound by a **two-year warranty**, effective two years from the date of Final Inspection.

I hereby agree to the conditions contained in this permit including notification, testing, surface restoration, warranty, and inspection requirements.

Applicant's Representative _____

Signature _____ Date _____

Contractor's Representative _____

Signature _____ Date _____

TOWN APPROVAL

PERMIT FEE

Base Fee	\$ <u>50.00</u>	Issue Date: _____
Road Cut Service Fee	\$ _____	Expiration Date: _____
Estimated Inspection Fee	\$ _____	Extension Date: _____
Use Tax (50% of Project Cost X 3% Tax Rate)	\$ _____	Extension Fee \$ _____
TOTAL DUE	\$ _____	

SPECIAL CONDITIONS

Contact Ryan Corbett 48 hours prior to excavation AND for surface restoration inspection at (720) 233-5688. Remove all utility locate flags upon completion. Restore disturbed surface per Town of Mead Design Standards and Construction Specifications: www.townofmead.org/engineering

Permit Approved _____ Date _____

Final Inspection _____ Date _____

CHAPTER 11- ARTICLE II, MEAD MUNICIPAL CODE EXCAVATIONS AND OBSTRUCTIONS

Sec. 11-2-10. Excavations; permit required. It shall be unlawful for any person, other than an officer or employee of the Town in the course of his or her employment, to make, cause or permit to be made any excavation or opening in or under the surface of any street, alley, sidewalk or other public place, without first obtaining a permit therefore, or to make any such excavation in any manner which does not comply with the permit issued therefore. (Prior code 20-1-1)

Sec. 11-2-20. Obstructions; permit required. It shall be unlawful for any person, other than an officer or employee of the Town In the course of his or her employment, to make, cause or permit to be made any obstruction in any street, alley, sidewalk or other public place, without first obtaining a permit there for, or to make any such obstruction in any manner which does not comply with the permit issued there for. (Prior code 20-1-2)

Sec. 11-2-30. The permit holder shall restore the street, alley, sidewalk or other public place to its original condition to the extent practicable. Excavations shall be mechanically tamped or recompacted to the full depth of the excavation at no less than ninety-five percent (95%) of Standard Proctor Maximum Density. Any removal, damage or disruption of asphalt or concrete pavement, curb and gutter, drainage structures or sidewalks shall be repaired in the manner prescribed by the Town Engineer. The permitholder shall warrant and guarantee the repair for a period of two (2) years from the date of completion. (Prior code 20-1-3; Ord. [786 §15](#), 2015; Ord. [1003](#), §1,2022)

Sec. 11-2-40. Underground hazards. Prior to any excavation in a street, alley, sidewalk or other public place, the permit holder shall request and receive utility location by all public utilities having underground utilities in the area to be excavated. The permit holder shall be responsible for the safety of all underground utilities and for the repair or replacement of any utilities damaged in the course of the excavation. (Prior code 20-1-4)

Sec. 11-2-50. Inspection. Inspections of excavations and obstructions and their restoration shall be conducted by the Town Engineer and approved in writing as complying with this Code. The Town Engineer may require the permit holder to re-excavate and re-compact excavations to comply with this Code. (Prior code 20-1-5)

Sec. 11-2-60. Applications for permits. Any person desiring a permit to excavate in or obstruct any street, alley, sidewalk or other public place shall make application there for to the Town Clerk stating in such application the purpose for the excavation or obstruction, its size and the limit of time for which the permit is requested. The Town Clerk, after consultation with the Town Engineer and Public Works Director, may issue the permit upon a finding that the excavation or obstruction will not unduly endanger the public health or safety and that the work will be in compliance with all the requirements of the permit. (Prior code 20-1-6; Ord.373 §1,1999)

Sec. 11-2-70. Before a permit shall be issued under this Code, any applicable fees shall be paid to the Town Clerk in the amounts set forth in the Town's comprehensive fee schedule adopted pursuant to [Section 1-8-10](#) of this Code and available on the Town's website and at the Town Clerk's office. Such fees may be adjusted from time to time as deemed necessary in accordance with [Section 1-8-20](#) of this Code. (Prior code 20-1-7; Ord. 316 §1, 1997; Ord. [786 §16](#), 2015; Ord. [807 §1](#), 2016; [Ord. 1003](#), §2,2022)

Sec. 11-2-80. Review, inspection and restoration charges; payment before permit issuance. Additional charges, to cover the reasonable costs and expenses of any required engineering review, additional inspection and worksite restoration may be charged by the Town to each applicant in addition to the permit fee. Applicants required to pay such additional charges shall, at the time of application for permit and before Issuance, pay an estimated amount to cover the cost of engineering review, additional inspection and worksite restoration, which shall be computed by the Public Works Director. No permit shall be issued and no work shall be performed under any permit for which required fees and charges have not been paid. (Ord. 316 §1, 1997)

Sec. 11-2-90. Restoration costs exceeding prepayment; liability. Should the cost of site restoration exceed the estimated payment received by the Town, the applicant shall be liable for any deficiency. Said deficiency shall be due and owing upon completion of the work and billing by the Town. (Ord. 316 §1,1997)

Sec. 11-2-100. Effect on permit eligibility. An applicant shall not be eligible to receive any additional permits under this Chapter until the deficiency contemplated in Section 11-2-90 is fully paid. (Ord. 316 §1,1997)

Sec. 11-2-110. Restoration costs less than prepayment; repayment when. Should the amount of estimated restoration charges paid by the applicant exceed the actual cost of such work by more than ten dollars (\$10.00), the difference between the amount paid and the actual cost shall be repaid to the applicant by the Town at the conclusion of the work. (Ord. 316 §1, 1997)

Sec 11-4-10. Violations and penalties.

- (a) It shall be a violation of this Chapter for any person to do any act which is forbidden or declared to be unlawful, or to fail to do or perform any act required in this Article.
- (b) Violations of the provisions of this Chapter shall be noncriminal offenses and punishable in accordance with Section 1-4-20 of this Code.
- (c) In addition to any of the foregoing remedies, the Town Attorney, acting on behalf of the Board of Trustees, may institute injunction, abatement, or any other appropriate action to prevent, enjoin, abate or remove such violations. The remedy provided herein shall be cumulative and not exclusive and shall be in addition to any other remedies. (Ord. 78 6§19, 2015)



Town of Mead – Use Tax on Permits

All Permitted Projects

[Chapter 4 Article IV](#) of the Mead Municipal Code has outlined the specifics for use tax on construction materials with the Town of Mead. Both building permits and site permits are applicable to the use tax estimate process.

If a contractor is constructing infrastructure site work such as right of way (ROW) road, bridge, paving, curb and gutter, a separate site work permit is required. Site permits require their own valuations through the Engineering department, and use tax is also prepaid on these permits in the same manner as building permits acquired from the Building Division.

Site permits prior to October 1, 2023, did not have use tax charged and collected within the permit process. This does not mean the construction materials used were exempt from tax, but rather, taxes were applied similar to the non-permitted work section below; the vendors/retailers of the materials would collect and remit sales tax on the purchased materials at the time of sale.

Now site permits issued after October 1, 2023 will have the estimate 50% deposit of use tax paid up front and the purchaser of the materials will be required to present the permit to the vendors/retailers to exempt the sales tax from being collected and to avoid the double payment of tax.

How is the tax calculated and how do contractors use the permit with the tax deposit?

When a permit is pulled for a project in the Town of Mead, construction use tax is pre-paid on an estimated basis. The use tax rate of 3.0% is applied to 50% of the total project value.

To avoid double payment of Town tax, both the general contractor and subcontractors should present a copy of the permit documenting use tax paid to all suppliers when purchasing construction materials that will become a part of the real property. The Contractor is responsible for tracking items and ensuring that the appropriate tax is remitted to the Town.

Suppliers should not charge a Town sales tax on materials covered under the permit. Suppliers should keep a copy of the permit or the permit number for their records.

Credit will be given for another jurisdictions' tax paid on construction materials lawfully imposed on the purchaser. Please note that taxes other than Town taxes may still be due on non-construction materials.

Project Exemptions

Charitable, governmental, or religious organizations are exempt from the Town of Mead's sales and use tax when in the conduct of their regular charitable, governmental, or religious capacity.

The Town of Mead does not issue its own exemption certificate. The Town recognizes the State of Colorado Contractors Exempt Certificate (89) that is issued to the general contractor for a specific exempt project. Exemption from building use tax is granted only if the specific exempt certificate is presented to the Town's Building Division at the time a permit is issued.

Non-permitted work

If any construction materials are purchased for work that does not require a building permit or site permit with use tax deposits paid, then the materials, equipment, and supplies may be charged sales tax to the purchaser at the point of purchase.

Please refer to the Town of Mead's Use tax web page for more information on use taxes due.