



# CITY AND COUNTY OF BROOMFIELD

Engineering Division 303-438-6380

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## PUBLIC PRIVATE IMPROVEMENT PERMIT (PPIP) APPLICATION INSTRUCTIONS

It shall be unlawful for any person, organization, firm or corporation to construct, enlarge, alter, repair, move, improve, remove, excavate, convert, or demolish any public improvements or common facilities regulated by the [Broomfield Standards and Specifications](#) without first obtaining a permit for such work from the City Engineer.

Permits are required for the following activities:

- Any construction activity within the Public Right of Way or other City and County of Broomfield property.
- Installation of or modification to any Broomfield-owned utilities.
- Any work involving excavation or fill of more than 1 foot or utility boring within a public easement or within 20' of a public utility.
- Permanent stormwater quality control measures required by Broomfield's Municipal Separate Storm Sewer System (MS4) Permit.
- Any land disturbing activity, as defined by the MS4 permit, that results in a land disturbance of 1 acre or more.
- Any construction activity related to Oil and Gas operations.
- Any construction within a FEMA regulated floodplain or floodway.
- Any construction within a drainageway or drainage easement.
- Installation of, or modification to, any stormwater detention facility.
- Any work that requires traffic control in the public right-of-way.

Any person performing the above work must obtain a Contractor's License as outlined in Broomfield Municipal Code Chapter 15.32.

Permit applications should be submitted to [engineeringpermits@broomfield.org](mailto:engineeringpermits@broomfield.org). Once all permit documentation meeting the requirements is submitted, it typically takes a minimum of 5-10 business days to process and approve. Timelines may vary depending on the completeness of the application and the availability of staff when the application is submitted.

### 1. Permit information

- a. Date - Date of application.
- b. Traffic Control Only Box - Check this box if the work being completed in Broomfield Right of Way is traffic control only. Example: sidewalk or street lane closure for a crane, tree cutting, or window cleaning. For special events or if the street is fully closed, use the [Street Closure/Special Events Permit](#).
- c. Permit Number - If you have an existing PPIP or Grading permit for this project, enter that number here. (This is typical when you have an existing permit for potholing.) If you do not have an existing permit, then you can leave this section blank, and a permit number will be provided by Broomfield.
- d. Project/Job No. - If this is a Broomfield Project, add CIP project number. If it is a dry utility project, add the work order or job number.
- e. Is this a City Project? - Select Yes or No
- f. CCOB (City and County of Broomfield) Project Manager - If this is a City Project, please provide the name of the Broomfield contact.

### 2. Owner Information

- a. Owner Name - The property owner or primary contact person for the utility company.
- b. Business Name - For dry utilities, this should be the name of the company that owns the utility. (All non-franchised utility companies should have an agreement with Broomfield.)

- c. Owner Address (including City, State & Zip Code), Owner Phone/Cell, Owner Email - Provide contact information for the owner. **Must provide the owner's phone and email for all sewer service repair permits.**

### 3. Contractor Information

- a. Contractor Name: Primary contact person for the contractor.
- b. Contractor Business Name: Contractor business name.
- c. Company Address (including City, State & Zip Code), Contractor Phone/Cell, Business Contact Email(s). (Include emails for all business parties that shall receive the issued permit).
- d. **Must have a current Contractor License and certificate of insurance (COI).** Please visit the [Broomfield Building website](#) if you need to apply for/renew your contractor license or submit your COI.

### 4. Proposed Construction or Work Activity

- a. Disturbed Site Acreage (ac) - If the disturbed area is over one acre, the application should include a stormwater management plan. Please review the [MS4 water quality flow chart](#).
- b. Location/Site Address - Exact address, nearest intersection or streets, or area (i.e. 144th from Lowell to Zuni).
- c. Description of Work - Please provide as much detail as possible on the means and methods for the proposed work.
  - i. If repairing a sanitary service line, include if it is pipe-burst vs. trench and the required street cut dimensions.
  - ii. If a building permit has been submitted for work on private property, please note that in the description of work.)

### 5. Project work timeline

- a. Start date - Enter the anticipated start date. Date should be no less than 10 business days from the submittal date except in case of an emergency. If work is an emergency, please note that in the description of work.
- b. Approximate Duration - Enter the anticipated length of time for the project.

### 6. Project Engineer/Inspector

- a. This section is for office use only.

### 7. Permit Approval Conditions

- a. Please read through these conditions before signing the application. Please note that all of the checked conditions plus additional site-specific conditions will apply to the final approved permit.
- b. Additional boxes will be checked, and notes will be added as necessary based on the review of the application.

### 8. Permit Quantities and Fees

NOTE: City and County of Broomfield managed Capital Improvement Program (CIP) projects are exempt from fees. The appropriate quantities in this section must still be completed.

- a. Sewer/Water/Storm - Permit Quantities shall include all public improvements and private water and sanitary sewer services from the mainline to the building. Private storm sewers should **not** be included in this quantity.
- b. Communication/Private Utility - Enter fiber quantities.
- c. Concrete/Street Surfaces - Permit Quantities shall only include public improvements.
  - i. Street Cut Quantity - Provide both the length and width of the street cut. The fee will be calculated based on the longest length. (Example - for a 3' x 8' street cut the fee will be 8ft x \$7 = \$56). For potholing, the street cut fee is \$14 per hole within roadway pavement. (This has been calculated based on the circumference of a standard hole x \$7).
- d. Parks/Open Space - Permit Quantities shall include all improvements in city ROW or in public parks and open space. Do not include private irrigation and landscape in this quantity.

### 9. Permit Attachments (select all that apply to this permit) *Permit review may take longer if all needed items are not submitted with the permit.*

- a. Construction Drawings
  - i. Review the [Utility Drawing flow chart](#) to determine what type of construction drawings are required for your project.

- b. Traffic Control Plan
  - i. All construction, maintenance, park, trail, or utility work within the Public Right-of-Way or on private property that could impact traffic, including bike and pedestrian ways, shall have a Traffic Control Plan (TCP). Traffic Control must meet MUTCD requirements and should include information on pedestrians..
- c. Wildlife-Environmental Clearance Letter
  - i. Not required for all projects. If determined applicable by Broomfield Staff (during the permit review process), the applicant will be required to provide a 20-day letter to confirm that the environmental and wildlife conditions have been addressed for a property prior to construction activities. Review the [Open Space Permits and Development Review](#) website, including the [20-Day Environmental Clearance Letter Information and Checklist](#), and review the [How to Write a 20-Day Letter](#) document for additional information.
- d. [Broomfield Floodplain Permit](#)
  - i. A Floodplain permit is required for any construction/disturbance within a FEMA-regulated floodplain or floodway.
- e. CDOT Utilities & Special Use Permit
  - i. It is the applicant's responsibility to identify all non-CCOB permitting requirements
  - ii. The Broomfield permit will not be issued until other required jurisdictions' permit approvals have been provided.
  - iii. If the proposed work will impact CDOT infrastructure, a CDOT permit will be required. CDOT Permits can be found on the [CDOT Permits Website](#). *If a permit has been applied for but not yet received, please note this in the email when submitting the permit application.*
- f. Other Jurisdiction Permits
  - i. Required if any of the work or traffic control is located in an adjacent city, county, Northwest Parkway, railroad, or ditch company right-of-way or easement. *If a permit has been applied for but not yet received, please note this in the email when submitting the permit application.*
- g. Google Earth KMZ
  - i. A Google Earth format KMZ file is required. At a minimum, the file must include a polygon delineating the project's limits of disturbance. Point locations for devices and underground run lines may also be included as supplemental information.
- h. Other
  - i. Other information may include a stormwater clearance letter or any other information pertinent to the project.

#### **10. Private Site Improvements Valuation (Labor & Material)**

- a. Include the valuation for all private site improvements that are located outside of buildings. Do not include any buildings or items located inside a building, these fees will be applied to your building permits.

#### **11. Signature**

- a. Review the signature statement and sign and date the permit. This permit must be signed by the Owner or the Contractor (an electronically typed name will suffice as a signature). The permit application must be signed to be accepted and processed.



PUBLIC PRIVATE IMPROVEMENT PERMIT APPLICATION

1. PERMIT INFORMATION:

Date: \_\_\_\_\_ Traffic Control Only:  Permit Number: \_\_\_\_\_

Project/Job No.: \_\_\_\_\_ Is this a City Project? Yes  No  CCOB Project Manager: \_\_\_\_\_

2. OWNER INFORMATION (Primary Party):

Owner Name: \_\_\_\_\_

Owner Business Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. CONTRACTOR INFORMATION (Secondary Party):

Contractor Name: \_\_\_\_\_

Contractor Business Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor License #: \_\_\_\_\_

4. PROPOSED CONSTRUCTION OR WORK ACTIVITY:

Site Acreage (ac): \_\_\_\_\_

Location/Site Address: \_\_\_\_\_

Description of Work: \_\_\_\_\_

5. PROJECT WORK TIMELINE:

Start Date: \_\_\_\_\_ Approximate Duration: \_\_\_\_\_ Permit Expiration Date: Office Use Only

6. PROJECT ENGINEER/INSPECTOR – CALL ENGINEERING INSPECTOR BEFORE ANY WORK BEGINS:

Project Engineer: Office Use Only Inspector: Office Use Only

7. PERMIT APPROVAL CONDITIONS (Office Use Only):

- X All work must be done per approved engineering plans and Broomfield Standards and Specifications.
X A Preconstruction Meeting is required before work may start. Call inspector as noted above.
X The Public/Private Improvement Permit must be on the job site at all times.
X All work shall be limited to Mon. – Fri. 7:00 AM to 7:00 PM unless written authorization from City Engineer is obtained.
X Notify affected property owners prior to commencement of work.
X All trenches shall be flow-filled and "T" Patched. Flow fill mix design must be approved prior to use per CCOB Standards.
X The permit holder shall be responsible for obtaining any rights to enter private property from such property owners, as applicable. The permit holder shall otherwise comply with B.M.C. 14-10-010 et seq.
X Traffic Control must be in place before work begins. Roadway must remain open at all times unless a Street Closure Permit has been issued. Traffic control limited to 9:00am-3:30pm on arterials and collectors. Traffic control must comply with MUTCD Standards.
X All disturbed areas including landscape must be restored to original or better conditions within two weeks of job completion (weather permitting).
[ ] CDOT, Northwest Parkway, FRICO, BNSF or other jurisdiction(s) Approval required prior to commencement of work.
[ ] Design Location is approximate. Final alignment to be reviewed and approved by Construction Inspector following utility locates.
[ ] Permit is for potholing only, no installation approved with this permit
[ ] Permit is for splicing and accessing handholes only, no disturbance approved with this permit.
[ ] 20-day environmental and wildlife letter approval is required prior to commencement of work.
[ ] Qualifies for Broomfield's Sewer/RCRP Program.
[ ] This project is located within a FEMA floodplain and all surface level improvements are required to be returned to the existing conditions. Before and after photos and/or survey is required to confirm the surface conditions have not changed.
[ ] Other:
[ ] Other:
[ ] Other:



PUBLIC PRIVATE IMPROVEMENT PERMIT APPLICATION

8. PERMIT QUANTITIES AND FEES:

Table with columns for Sanitary Sewer, Water Mains, Storm Drainage, Concrete, Street Surface, and Parks/Open Space. Includes sub-rows for Pipe, Manholes, Services, Valves, Fire Hydrants, Blow Offs, Inlet Structures, Earth Channels, Detention Ponds, Conduit, Handholes, Bore Pits, Sidewalks/Trails, Cross Pans, Drive Cuts, Curb/Gutter, Asphalt, Concrete, Base Prep, Edge Drains, Street Cut, Parks/Open Space, and Landscape/Irrig. Each row has Unit Fee, Quantity, and Fee columns.

OFFICE USE ONLY Fee Calculations: No Fee: [ ] Inspection Total Fee (\$125 min): \$ Plan Review Fee (50% of Insp. \$75 min): \$ Street Cut Fee (lf): \$ Other Fee: \$ Use Tax: \$ TOTAL FEE: \$

9. THE FOLLOWING ARE ATTACHED WITH THIS PERMIT APPLICATION FOR REVIEW:

- Construction Drawings: [ ] Wildlife-Environmental Clearance Ltr [ ] CDOT Special Use Permit: [ ] Traffic Control Plan [ ] Floodplain Permit: [ ] Other Agencies: Northwest Pkwy, FRICO, BNSF, Jurisdictions, etc. [ ] Other [ ]

10. PRIVATE SITE IMPROVEMENTS VALUATION (Labor & Materials):

Table with columns for Item and Valuation. Rows include Private Utilities (Service Lines, Private Storm), Asphalt, Concrete (Curb & Gutter, Sidewalk), Landscaping/Irrigation, Site Furnishings/Other, and TOTAL VALUATION.

FOR OFFICE USE ONLY:

- PPIP-SUB [ ] PPIP-DRY UTILITY [ ] PPIP-WATER [ ] PPIP-SEWER [ ] PPIP-STREETS [ ] PPIP-MISC [ ]

The Owner and Contractor agree to be bound by the provisions of this permit, the Broomfield Standards and Specifications, the Manual on Uniform Traffic Control, approved plans, or any other Ordinance, Law, Rule or Regulation, and that this Permit shall be invalid if, during the performance of the work, a violation of any of the above ensued. By signing this Public Private Improvement Permit, the Owner/Contractor accepts full responsibility for damage done to public or private property (this may include, but is not limited to, street pavement, sidewalk, curb and gutter, landscaping, and utilities); and further understands that he/she will be held financially liable for all required repair work.

11. Owner/Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_