

Process for submitting Internet Right-of-Way (IROW) permits. This includes boring and micro-trenching installations throughout the City.

Pre Submittal Process:

ALL fiber installation contractors are required to register with the City as a Class D Public Way Contractor and provide a certificate of insurance (COI) before they can apply for an IROW permit via the City's eTRAKiT system. The amount of Surety required to be posted for this work will depend on the approved agreement with the City.

Step 1:

- The fiber contractor (Applicant) emails the Review Engineer (Tony Ficco at tficco@westminsterco.gov) the proposed Project Area (referred to as "Designated Area" in Agreement). The Project Area can be a large area that includes major road crossings and the subdivision, or the area to be served.
 - o Each permit submitted will be linked to one Project Area.
 - o The City will review the Project Area and boundary from a public and neighborhood impact lens.

Step 2:

- Once the City has approved the Project Area, the Applicant and the City's GIS Coordinator are notified via email.
 - o Applicant will email the approved Project Area in a KMZ file to the GIS Coordinator.
 - o The GIS Coordinator will add the area to GIS and eTRAKiT.

Step 3 (Micro-Trenching Only):

- After the Applicant is notified that the project area has been added to GIS and eTRAKiT the Applicant can apply for the IROW permit via eTRAKiT.
 - o The only permit type the Applicant should be applying for is an IROW.
 - o Each IROW permit submitted shall be linked to one Project Area.
 - o Run lines need to be shown on the permit for jurisdiction, intersections, etc.
 - o The Review Engineer may return the application with comments. If this occurs, the permit status will change to Revisions Required.
 - o Once approved, the permit status will change to Ready to Issue.
 - o Applicant will need to pay the permit fee.
 - o Once the fee is paid, the permit status will change to Issued and Applicant can proceed with Micro-trenching installation with deployment of typical traffic control operations.

Note:

- o Boring operations are required at major crossings and intersections. Micro-trenching will not be allowed.
- o Hatch out the proposed bore locations on the plans submitted for each Project Area and provide a note: "separate permit required."

Step 4 (Bore Installation Only):

- After the Applicant is notified that the project area has been added to GIS and eTRAKiT the Applicant can apply for the IROW permit via eTRAKiT.
 - o The only permit type the Applicant should be applying for is an IROW.
 - o Each IROW permit submitted shall be linked to one Project Area.
 - o Run lines need to be shown on the permit for jurisdiction, intersections, etc.
 - o IROW Permits for bore installations are a two-step process.
 1. Submit plans with run lines, location, and number of potholes required to identify the depths of existing utilities.
 - o The Review Engineer will review and may return the application with comments. If this occurs, the permit status will change to Revisions Required.
 - o Once a Pothole Only permit is issued, Applicant shall proceed with performing potholes with deployment of typical traffic control operations
 2. After pothole work is complete, submit SUE plans via eTRAKiT for review.
 - o If any bores/potholes are missed, or damage is done, no permit is issued until corrective measures are taken.
 - o The Review Engineer will review and may return the application with comments. If this occurs, the permit status will change to Revisions Required.
 - o Once approved, the permit status will change to Ready to Issue.
 - o Applicant will need to pay the permit fee.
 - o Once the fee is paid, the permit status will change to Issued and Applicant can proceed with boring installation with deployment of typical traffic control operations.
- Note:
 - o For permits with boring installation, each bore permit requires a separate permit as this will expedite the review process and not delay the issuance of permits if a conflict is identified.

General Notes:

- o Include only **typical** traffic control plans, unless otherwise directed by the City
- o All approvals for IROW permits will be based on the City's Standards and Specifications per the Agreement
- o Micro-trenching and boring installations need to be on separate permits
- o Major crossings and intersections need separate permits