Permit Subtype Application Quick Guide

	Potholing	Development	General Construction	Traffic Control	Land Grading
Definition & Key Points	Used for potholing within the Public Space. This permit is typically a prerequisite to subsequent permits involving underground work and cannot be applied for in tandem.	Used for major development construction within the Public Space and/or alterations to public infrastructure. If this work involves crossing an existing City-owned utility, a plan and profile is required, which also means that a prerequisite potholing permit is needed.	Used for construction activities within the Public Space and/or alterations to public infrastructure that do involve ground disturbance and are not related to a development. Potholing permits must be obtained before submitting a general construction application.	Used for construction activities in the Public Space that do <u>not</u> include ground disturbance but do include impacts to traffic/mobility.	Used for land disturbance activities (including clearing, grading, and excavation) on sites that are: • One (1) acre or more of total land area, • Less than one (1) acre and part of a larger common plan of development or sale, or • If deemed necessary by City staff.
Permit Name in eTrakit	*Type:* Public Space *Subtype:* Potholing	*Type:* Public Space *Subtype:* Development	*Type:* Public Space *Subtype:* General Construction	*Type:* Public Space Traffic	*Type:* Land Grading *Subtypes:* Land Grading or Modification/Transfer of Existing Permit

Required Application Components	☐ Accurate and complete permit application form (via eTrakit)
	☐ Valid Business/Contractors License with the City
	☐ Attached Traffic Control Plan(s)
	If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.
	☐ Attached Fee Schedule
	☐ GIS file with a <u>polygon</u> of the proposed work area
	We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.
		☐ Accurate and complete permit application form (via eTrakit)
		☐ Valid Business/Contractors License with the City
		☐ Attached Traffic Control Plan(s)
		If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.
		☐ Attached Fee Schedule
		This is also referred to as a Certificate of Quantities or Certified Quantities for development projects.
		☐ Attached Plan Set (must be signed and approved by the City)
		☐ GIS file with a <u>polygon</u> of the proposed work area
		We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.
			☐ Accurate and complete permit application form (via eTrakit)
			☐ Valid Business/Contractors License with the City
			☐ Attached Traffic Control Plan(s)
			If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.
			☐ Attached Fee Schedule
			☐ Attached Plan and Profile (if crossing existing City-owned utilities)
			☐ GIS file with a <u>polygon</u> of the proposed work area
			We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.
				☐ Accurate and complete permit application form (via eTrakit)
				☐ Valid Business/Contractors License with the City
				☐ Attached Traffic Control Plan(s)
				If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.
				☐ GIS file with a <u>polygon</u> of the proposed work area
				We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.
					☐ Accurate and complete permit application form (via eTrakit)
					☐ Valid Business/Contractors License with the City
					☐ Attached Plan Set (must be signed and approved by the City) that includes:
					  ☐ Erosion Sediment Control Plan (ESCP)
					  ☐ Stormwater Management Plan (SWMP)
					☐ Attached Colorado Department of Public Health & Environment (CDPHE) COR400000 Construction Stormwater Discharge Permit
					☐ GIS file with a <u>polygon</u> of the proposed work area
					We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.

Permit Fees	Fees are based on the specifics of the work and are calculated using the Fee Schedule found on the PW Permitting Webpage.	Fees are based on the specifics of the work and are calculated using the Fee Schedule found on the PW Permitting Webpage.	Fees are based on the specifics of the work and are calculated using the Fee Schedule found on the PW Permitting Webpage.	$100 base application fee	$600 base application fee + $25.38 per acre

	Tree Trimming/Removal	Landscaping	Oversized/Overweight Loads	Events
Definition & Key Points	Used for trimming and/or removal of ANY tree(s) located in the Public Space. A 7-day posting will be required for any tree removal (emergencies can be expedited by Forestry Manager)	Used for removal and/or installation of ANY plant materials other than lawn within the Public Space.	Used for movement of oversized or overweight loads within the City of Greeley limits. A valid CDOT Oversize and Overweight Transport Permit is required.	Used for any type of activity or event that is not work or construction based within the Public Space. Permit applications must be submitted no less than 60 days and no more than 6 months prior to the proposed event.
Permit Name in eTrakit	*Type:* Public Space Tree Trimming or Removal	*Type:* Public Space Landscaping	*Type:* Public Space Over Sized or Over Weight	*Type:* Public Space Event
Required Application Components	☐ Accurate and complete permit application form (via eTrakit) ☐ Valid Arborist License with the City ☐ Attached Traffic Control Plan(s) *If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.* ☐ GIS file with a <u>polygon</u> of the proposed work area *We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.*	☐ Accurate and complete permit application form (via eTrakit) ☐ Valid Business/Contractors License with the City ☐ Attached Traffic Control Plan(s) *If you believe your work does not require a traffic control plan, provide a diagram and/or written explanation of the work area that clearly demonstrates no impact to public mobility.* ☐ Attached sketch or diagram of proposed planting/landscaping ☐ GIS file with a <u>polygon</u> of the proposed work area *We accept KMZ and Shape files. The polygon(s) need to represent the entire work area(s). These file types are not accepted in eTrakit and must be emailed to COG.Permits@greeleygov.com separately with your permit number in the subject line.*	☐ Accurate and complete permit application form (via eTrakit) ☐ Attached map of the proposed route	☐ Accurate and complete permit application form (via eTrakit) ☐ Attached Certificate of Insurance listing the City of Greeley as an Additional Insured ☐ Attached Certificate of Good Standing ☐ Attached diagram or map of the proposed event layout and/or route ☐ Attached written security/control plan ☐ Attached Traffic Control Plan(s) *If you believe your event does not require a traffic control plan, provide a diagram and/or written explanation of the area that clearly demonstrates no impact to public mobility.*
Permit Fees	Trimming Activities - $10 per tree Removal Activities - $50 per tree	Residential Landscaping - $25 Commercial Landscaping - $50 base + $50 per hour of review time	$100 base application fee	Neighborhood Block Parties - $0 Tier 1 Events - $25 Tier 2 Events - $100 Tier 3 Events - $200