

CHAPTER 3

**CONSTRUCTION AND GRADING PERMITS,
PERMIT PROCEDURES, AND
BONDING REQUIREMENTS**

**CHAPTER 3
CONSTRUCTION AND GRADING PERMITS,
PERMIT PROCEDURES, AND BONDING REQUIREMENTS**

INDEX

Section	Topic	Page
3.1	Construction Permits	3-1
3.2	Grading Permits	3-7

FIGURES

3.1	Construction Permit Form	3-11
3.2	Grading Permit Form	3-12

**CHAPTER 3
CONSTRUCTION AND GRADING PERMITS,
PERMIT PROCEDURES, AND BONDING REQUIREMENTS**

3.1 CONSTRUCTION PERMITS

3.1.1 Permit Requirements

3.1.1.1 Permit Required: Any person who proposes to perform work within the Town road right-of-ways or drainageways, and who hereinafter shall be referred to as the applicant, must obtain a construction permit from the Town in accordance with the provisions of this Chapter.

a. No excavations shall be permitted between October 15 and May 1; however, these dates may change subject to unusual weather conditions. Work authorized by a permit shall be performed between the hours of seven o'clock (7:00) a.m. and seven o'clock (7:00) p.m., Monday through Friday, unless the permittee obtains written consent from the Street Superintendent or Town Engineer to do the work earlier or later than the stated hours or on a weekend.

b. No permit will be valid unless: fee and bond paid, road permit application and construction permit completed and signed by all concerned parties and entities, and the permit is signed by Street Superintendent and/or Town Engineer.

3.1.1.2 Fees: An application and inspection fee will be charged in accordance with the following schedule:

- | | | |
|----|---|------------------------|
| a. | Major installations
(involving major road work) | \$ 100.00+ |
| | Per linear foot in the roadbed | .50 |
| | Or a maximum of: | 4,000.00 |
| | Per linear foot in the roadside | .25 |
| | Or a maximum of: | 4,000.00 |
| b. | Minor installations
(such as driveways and utility services) | \$ 50.00 |
| c. | Amount of bond for major installations | Based on scope of work |
| d. | Amount of bond for minor installations | \$1,000.00 |

3.1.2 Action on Permit Applications

The construction permit application for major installations shall be submitted at least fifteen (15) Town working days prior to the planned commencement of construction. The permit application for major installations shall be processed by the Street Superintendent and Town Engineer so as to ensure that the permit is issued at least five (5) days prior to the planned commencement of construction. No construction shall commence on major installations

unless the construction permit has been applied for and issued as provided above. Applications for minor installations and day labor installations shall be made at least five (5) Town working days prior to the planned commencement of construction and shall be processed so as to be issued at least two (2) days prior to the planned commencement of construction. All utility companies must be notified of such construction at least two (2) working days before the start of construction, so that any utilities involved can be located and or protected. No construction shall be commenced unless the permit is applied for and issued as provided above. The applicant shall submit construction plans and specifications for the work to be performed and shall include an approximate starting and completion date. A sketch will suffice for minor installations. Permits for major installations, after being signed by the Street Superintendent, shall also be signed by the Town Engineer. The methods specified for road repair and restoration shall be as specified in these Standards and Specifications. The plans shall not be changed after the permit is approved without the written consent of the Street Superintendent and the Town Engineer. Permits must be available to Town personnel on demand at the work site at all times. Construction permits expire at the approved schedule ending date and must be renewed in advance if the bond is not to default.

3.1.3 **Emergency Work**

For true emergency situations where time is not available to follow the procedures outlined herein, a permit may be obtained by calling the Street Superintendent or Town Engineer. If the Street Superintendent or Town Engineer cannot be contacted, then the emergency work may commence with a permit applied for by the first regular business day thereafter.

3.1.4 **Major Installation Bond Requirements**

Unless waived by the Town Council, all major installation applicants shall provide and serve unto the Town a bond for one hundred percent (100%) of the total amount required to restore public property as specified herein and in an amount based on current contract prices for performing such work or detailed engineering estimates as approved by the Street Superintendent. If said work and installation are not completed as herein called for and in accordance with these standards and specifications, said bond shall be in default and the Town shall recover on same, provided notice of defect of installation and standards is given by the Street Superintendent in writing, to the applicant. Under no circumstances shall this bonding requirement or the application and inspection fee referred to above be deemed an assessment of damages or fee for restoration, nor shall said provisions require the Town to repair or reconstruct any man-made or natural improvements in the right of way. The bond shall be in a form acceptable to the Town of Winter Park.

The Town will hold all bonds for a time period not to exceed two (2) years from the date of acceptance of the project for which the bond was given. The bond shall be released following expiration of the two-year warranty, provided the construction project has been accepted by the Town and that the Town has incurred no expenses in repairing the work performed on the project for which the bond was issued.

3.1.5 **Minor Installation Bond Requirements**

Unless waived by the Street Superintendent, all minor installation applicants shall provide and serve unto the Town a bond in the amount of one thousand dollars (\$1,000.00). The Town will hold such bonds for a period of two (2) years.

3.1.6 **Major Installations Liability Insurance**

All persons shall submit proof to the Town that there is being maintained and carried liability insurance covering bodily injury and property damage which may arise from or out of the performance of the proposed work. The insurance shall cover collapse, explosion, and underground coverage and shall include protection against liability arising from completed operations. The insurance for bodily injury shall be in an amount not less than two hundred fifty thousand dollars (\$250,000.00) for each person and not less than five hundred thousand dollars (\$500,000.00) for each occurrence and for property damage shall be in an amount not less than two hundred fifty thousand dollars (\$250,000.00) for each accident or a combined single limit of not less than five hundred thousand dollars (\$500,000.00) per occurrence for bodily injury and property damage. A certified copy of the policies or a certificate of insurance specifying all coverage shall be provided. It must also be specified that the insurance policies are in full force and effect and that the insurance shall not be altered, amended or cancelled without a ten (10) day written notice having first been given to the Town. All persons shall also furnish the Town with proof that workmen's compensation coverage is in full force and effect. Proof of insurance shall be in the form of a certified copy of the policy or a certificate of insurance.

The Town Manager has the authority to determine the insurance requirements when a self-insurance pool is maintained by a utility company regulated by the Public Utilities Commission.

3.1.7 **Construction Standards And Specifications**

In addition to the specific standards and specifications of these Town standards, the following shall be complied with:

- 3.1.7.1 Construction work is to be planned so as not to create safety hazards, maintenance problems, render portions of rights of way unusable for future road improvement, or to obstruct drainageways.
- 3.1.7.2 Where feasible, lateral installations are to be placed outside the roadbed within the roadside area, and transverse installations under asphalt or concrete surfaces shall be jacked or bored under the road in lieu of trenching.
- 3.1.7.3 All excavations that are made in paved streets shall be completely restored within fourteen (14) days after acceptance of the backfill by the Street Superintendent. However, the Town Engineer may grant an extension to this fourteen (14) day time frame if circumstances warrant a time extension. In the event weather conditions preclude restoration by permanent hot mix asphaltic concrete, temporary repairs shall be made by tamping and rolling into place a cold mix asphaltic concrete. When weather conditions prohibit the use of hot or cold mix asphaltic concrete, gravel may be used, provided repair with asphaltic concrete shall be completed as soon as weather permits.
- 3.1.7.4 Roads completed over excavated and backfilled trenches or cuts that show signs of depressions or evidence of failure and which have not been repaired by the applicant after reasonable notice may be repaired by the Town at the applicant's expense.

- 3.1.7.5 When work performed by the permittee interferes with the established drainage system of any street, provision shall be made by the permittee to provide proper drainage to the satisfaction of the Street Superintendent.
- 3.1.7.6 Monuments of concrete, iron, or other lasting material set for the purpose of locating or preserving the lines of any street or property subdivision, or a precise survey reference point, or a permanent survey benchmark within the Town, shall not be removed or disturbed or caused to be removed or disturbed unless permission to do so is first obtained in writing from the Street Superintendent. Permission shall be granted only upon condition that the permittee shall pay all expenses incident to the proper replacement of the monument.
- 3.1.7.7 Excavated materials shall be laid compactly along the side of the trench in a manner so as to cause as little inconvenience as possible to public travel. In order to expedite the flow of traffic or to abate a dirt or dust nuisance, the Street Superintendent may require the permittee to provide toe boards or bins and if the excavated area is muddy and causes inconvenience to pedestrians, temporary wooden plank walks shall be installed by the permittee as directed by the Street Superintendent.

3.1.8 Utilities

- 3.1.8.1 All utilities shall be installed in accordance with the plans approved by the utility owner and reviewed by the Street Superintendent.
- 3.1.8.2 The alignment of all utilities within the Town right of way shall be subject to Chapter 8 of these standards and specifications. The Street Superintendent's office shall be advised twenty-four (24) hours prior to the start of construction as to when construction will begin and shall be advised within twelve (12) working hours when construction is completed.
- 3.1.8.3 All road level accesses (manholes, vaults, etc.) to utilities, where permitted, shall be of heavy-duty construction, capable of safely supporting anticipated maintenance equipment and vehicular traffic, and shall conform to the finished grade of the road. All underground utilities within public rights of way shall be suitably marked with a durable marker post as required by the Street Superintendent.
- 3.1.8.4 Whenever possible, underground utilities and utility accesses shall be installed in the roadside and not in the traveled portion of the roadbed. If a utility access (manholes, valve boxes, etc.) must be installed in the traveled portion of a roadway, grades will be:

Asphalt-- 1/4" minimum to maximum one inch below finished grade
Gravel--minimum four inches below finished grade

- 3.1.8.5 All underground utilities (electricity, telephone, and TV cable) under the traveled portion of the roadbed or parking lots must be installed in conduit unless specifically waived by the Street Superintendent. All underground utilities at a depth of four feet (4') or less must be bedded in three-fourths-inch (3/4") minus or finer sand material,

or comparable suitable material as approved by the Street Superintendent, six inches (6") below, six inches (6") on sides, and six inches (6") above the utility. Bedding materials and methods for utilities installed at a depth of more than four feet (4') shall be reviewed by the Street Superintendent.

3.1.8.6 All above-ground utilities shall be located and installed so as not to cause unnecessary obstruction to pedestrian and vehicular traffic or damage to the utility itself that could be harmful to the general public. The minimum overhead clearance shall be eighteen feet (18') unless a greater clearance is required pursuant to the National Electrical Safety Code. No pole or structure aboveground shall be set in conflict with a pedestrian walkway nor be set less than ten feet (10') from the shoulder of any Town road, and in no case will a pole be permitted within the maintained portion of the traveled way. However, a lesser distance will be considered if the cleared right of way or terrain does not permit the minimum distance.

3.1.8.7 In general, utilities are not permitted to be attached to bridges but must be placed at least four feet (4') below the ditch or creek flowline as close to the right-of-way line as conditions permit. The utility must be continued four feet (4') below the flowline elevation for a minimum distance of at least ten feet (10') on either side of the ditch bank or twenty feet (20') beyond the one hundred (100) year floodway section as determined by the Street Superintendent. This would generally permit future bridge and channel improvements without the necessity of relocating utilities. Where utilities are permitted to be attached to bridges due to overriding conditions encountered in the field as judged by the Street Superintendent, then such utilities shall be placed so as not to obstruct the waterway of the bridge.

3.1.8.8 The plans for major installations must bear the name and signature of the engineer responsible for their preparation. At a minimum, all plans shall indicate the location of the proposed facilities. Existing subdivision plats should be used when possible and if the installation involves property which has not been subdivided, a drawing of legible proportions shall be provided. The plan shall indicate the nature and intent of all excavations, all structures, all equipment and the general location of all lines to be installed by the applicant.

3.1.8.9 Contractor shall have adequate compaction equipment on hand at the start of construction. All backfilling or other compaction shall meet the requirements of chapters 9 and 12 of these standards and specifications.

3.1.9 Road Closures

3.1.9.1 In general, road closures are not permitted unless justified on the basis of overall benefit to the general public. When road closures are permitted, the applicant must:

a. Verify the road closures specified on the permit with the Street Superintendent and Town Engineer at least one week in advance.

b. Notify one week in advance the appropriate fire protection district, school district, and sheriff's office of the exact location, date, and time traffic will be impeded.

c. Erect and maintain, at his own expense, necessary barricades, flashers, construction signs and flaggers, and take all necessary precautions for public safety and convenience.

d. Notify the Grand County Sheriff's office in those emergency situations where immediate action is required and the Town offices are closed. Upon such condition and notification, the road may be closed.

3.1.9.2 All signs and barricades and application of all signs and barricades shall be as described in the *Manual on Uniform Traffic Control Devices*.

3.1.9.3 Road closures will be permitted only when approved by the Street Superintendent and Town Engineer. Where closures of more than one day are approved, a suitable detour must be provided and adequately marked and signed to accommodate night traffic.

3.1.10 **Obstruction of Traffic**

3.1.10.1 The applicant shall at all times conduct his work to assure the least possible obstruction and hazard to the traveling public. The safety and convenience of the general public and the residents along the road and the protection of persons and property shall be provided for at all times. Access to private driveways shall be provided, except during working hours when construction operations prohibit provisions of such access; provided, however, that access to private driveways shall be restored promptly, and the blocking of private driveways shall be only for such a period of time as is necessary to complete the work immediately in front of the private driveway. Free access must be provided at all times to fire hydrants.

3.1.10.2 Flaggers will be required for one-lane or otherwise unsafe operations. Adequate warning signs, barricades, lighting, flags and other devices as specified in the "Manual on Uniform Traffic Control Devices" and as approved by the Street Superintendent shall be provided, maintained and paid for by the applicant.

3.1.10.3 The applicant's operations are to conform to the applicable requirements established by the Industrial Commission of Colorado and the Occupational Safety and Health Act (OSHA), as well as any other applicable State or Federal laws.

3.1.11 **Maintenance and Repairs**

After completion of authorized work, maintenance and repair responsibility shall be the applicant's until the bond expires. Application, in writing, may be made to the Street Superintendent for release of a portion of the bonding commitment if appropriate.

3.1.12 **Inspections**

Inspections will generally be performed on a spot check basis by the Street Superintendent for general conformance with the terms and provisions of these Standards and Specifications, and any special conditions of the permit(s) issued pursuant to this Chapter. In progress inspections by the Street Superintendent will eliminate the need for extensive post testing. Any work or material which does not conform to these Standards and Specifications will be

brought to the attention of the applicant, and if immediate corrections are not made, construction will be stopped.

3.1.13 **Bond Release: Faulty Work or Materials**

3.1.13.1 Before a bonding commitment is released, certification of satisfactory completion of the work from the Street Superintendent must be on file with the Town Engineer.

3.1.13.2 Any work in which unaccepted materials are used without written approval of the Street Superintendent shall be ordered removed and replaced at the applicant's expense.

3.1.13.3 The applicant shall be fully responsible for the maintenance and correction of any faulty construction, including unsuitable road cuts and chuck holes developed during the construction period. The roadbed and roadside areas wherein construction work has been performed shall be thoroughly cleared of all debris and extraneous material and shall be restored to a condition at least as good as the original condition. Such work shall include, but not be limited to: cleanup of pavement and all roadway appurtenances, pavement failures, broken concrete, damaged signs and fencing, debris on adjacent property, etc. All deficiencies must be resolved to the satisfaction of the Street Superintendent.

3.2 **GRADING PERMITS**

3.2.1 **Permits Required**

No person shall do any grading, excavation, or fill without first obtaining a grading permit from the Town Engineer. A separate permit shall be obtained for each site and may cover both excavations and fills, including excavations for utilities.

3.2.2 **Exempted Work**

A grading permit is not required for the following reasons:

3.2.2.1 An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit issued by the Town Building Official. This shall not exempt any fill made with the material from this excavation.

3.2.2.2 Exploratory excavations under the direction of soil engineers or engineering geologists.

3.2.2.3 A fill less than twenty (20) cubic yards on any one lot or lots providing that the fill does not obstruct a drainage course, encroach on a floodway, floodplain, wetlands or public right-of-way.

3.2.3 **Application For A Grading Permit**

An application for a grading permit is required for any grading in excess of twenty (20) cubic yards. The application shall be made for either a general grading permit or an engineered grading permit.

An engineered grading permit shall be required whenever the excavation or fill exceeds one thousand (1,000) cubic yards.

3.2.3.1 **General Grading Permit**

Each application shall be accompanied by a plan in sufficient clarity to indicate the nature and extent of the work. The plan shall give the location of the work, the name of the owner, the name of the person who prepared the plan and a construction sequence outlining the proposed time-table for completion of the grading and revegetation. The plan shall also include the following information:

- a. General vicinity of the proposed site
- b. Limiting dimensions and depth of the cut and/or fill
- c. Location of any building or structure within fifteen (15) feet of the proposed grading
- d. Location, size and depth of all existing utilities and easements on the proposed site
- e. Location of all natural features, such as watercourses and wetlands, on the proposed site or within one hundred (100) feet of the "graded area."
- f. A revegetation and erosion control plan.
- g. The Town Engineer shall determine if a special wetlands study is needed with such study being paid for by the permit applicant. The outcome of this study may necessitate the applicant obtaining a Corps of Engineers wetlands permit.

The general grading permit shall be issued by the Town Engineer within two (2) weeks of its complete submittal and may have conditions placed upon it, including a request for an engineered grading permit. The permittee may challenge these conditions in a public hearing before the Town Council. Said hearing must be requested in writing by the permittee within two (2) weeks of the Town Engineer's decision and shall be held within sixty (60) days of the request for hearing.

3.2.3.2 **Engineered Grading Permit**

Each application shall be accompanied by two (2) sets of plans and specifications, supporting data and a construction sequence outlining the proposed time-table for completion of the grading and revegetation. The plans shall contain the following information:

- a. General vicinity of the proposed site
- b. Property limits and accurate contours of existing ground and details of terrain and area drainage
- c. Limiting dimensions, elevations and finished contours to be achieved by the grading, and proposed drainage channels and related construction
- d. Location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structure on the land of adjacent owners that are within fifteen (15) feet of the property or that may be affected by the proposed grading operations.
- e. Recommendations included in the soils engineering report shall be incorporated in the grading plans and specifications.

- f. Location, size and depth of all existing utilities and easements on the proposed site.
- g. Location of all natural features, such as watercourses and wetlands, on the proposed site or within one hundred (100) feet of the disturbed graded area.
- h. A soils engineering report: The soils engineering report required shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design and opinion on adequacy for the intended use of sites to be developed by the proposed grading as affected by soils engineering factors, including the stability of slopes.
- i. A revegetation and erosion control plan.
- j. The Town Engineer shall determine if a special wetlands study is needed with such study being paid for by the permit applicant. The outcome of this study may necessitate the applicant obtaining a Corps of Engineers wetlands permit. The engineered grading permit shall be issued by the Town Engineer within thirty (30) days of its complete submittal and may have conditions placed upon it. The permittee may challenge these conditions in a public hearing before the Town Council. Said hearing must be requested in writing by the permittee within two (2) weeks of the Town Engineer's decision and shall be held within sixty (60) days of the request for hearing.

3.2.4 **Permit Fee**

Applicants for a permit shall pay the Town a \$50.00 fee for a general grading permit. For an engineered grading permit, a fee of \$500.00 plus \$50.00 per acre shall be charged.

3.2.5 **Hazards**

Whenever the Town Engineer determines that any existing excavation or embankment or fill has become a hazard to life or limb, or endangers property, or adversely affects the safety, use or stability of a public way or drainage channel, the owner of the property upon which the excavation or fill is located, or other person or agent in control of said property, upon receipt of notice in writing from the Town Engineer, shall within the period specified therein repair or eliminate such excavation or embankment to eliminate the hazard and to be in conformance with the requirements of this Chapter.

3.2.6 **Environmental Hazards**

Offsite fill material shall be free of environmental hazardous materials. Applicants for a permit shall ensure the Town that fill material hauled from an offsite location is free of environmental contaminants. The source of fill material shall be identified prior to application for a grading permit. If directed by the Town, the applicant shall have testing performed on a representative sample(s) of the fill material to determine if environmentally hazardous materials are present in the fill.

3.2.7 **Fill Material**

Detrimental amounts of organic material shall not be permitted in fills. No rock or similar irreducible material with a maximum dimension greater than twelve (12) inches shall be buried or placed in fills unless included and approved as part of an engineered grading permit. All fills shall be compacted to a minimum of 90% of maximum density.

3.2.8 Erosion and Sedimentation Control

The applicant conducting the grading activity shall install and maintain temporary and permanent erosion and sedimentation control measures in compliance with Chapter 11 of these Standards and Specifications.

3.2.9 Valid Period

All grading permits shall be valid for twelve (12) months from the date the permit is issued provided that the approved application and the conditions of its approval have not changed. No more than one (1) general grading permit shall be issued for one parcel of land within a three (3) year period.

3.2.10 Display of Permit

Each permit issued shall be kept at the grading site while the work is in progress and shall be exhibited upon request to any employee of the Town.

3.2.11 Cash Deposit

The Town Council may require cash to be deposited with the Town in such amount as may be deemed necessary to ensure that the work, if not completed in accordance with the approved plan and specifications, will be completed or corrected to eliminate hazardous conditions.

3.2.12 Penalties

Every person convicted of a violation of any provision of this Chapter shall be punished by a fine not exceeding three hundred dollars (\$300.00) or by imprisonment not exceeding ninety (90) days, or both such fine and imprisonment. Additionally, the convicted person may be required to replace the graded, excavated, or filled land to its original condition.



Construction Permit Street/Road Cut

Permit No. _____
Date Issued _____

THIS CONSTRUCTION PERMIT IS GRANTED EXPRESSLY SUBJECT TO THE FOLLOWING CONDITIONS AND AGREEMENTS:

The Applicant and Owner acknowledges by signing below that they have received, reviewed and understand the requirements set forth in the Town Furthermore, the Applicant and Owner certifies to the Town that all of the information contained in this Winter Park Construction Permit Application and Construction Permit is true and the work will be done in strict compliance with the Town Standards and Specifications for Design and Construction and the permit requirements stipulated above and will follow the reasonable direction of the Town's Public Work's Superintendent and Town Engineer. That this understanding and agreement will be binding upon your respective heirs, executors, administrators and assigns. That a copy of this Permit shall be available and presented upon demand on the job site at all times.

TYPE OF APPLICATION: _____ Minor Installation _____ Major Installation _____ Driveway

NAME OF APPLICANT _____ Address _____ Phone _____

NAME OF CONTRACTOR _____ Address _____ Phone _____

PROJECT LOCATION: _____

WORK TO BE PERFORMED (ATTACHED CONSTRUCTION DRAWINGS): _____

Existing street surface type: _____
Start date: _____
Estimated completion date: _____

APPLICANT'S SIGNATURE: _____ Date: _____

-----TOWN USE ONLY BELOW THIS LINE-----

PERMIT SPECIAL CONDITIONS: The following special requirements, together with the conditions and agreements as set forth in the Town Standards and Specifications for Design and Construction are made a part of this permit. All conditions are subject to change by the Town of Winter Park if conditions encountered in the field are different than those assumed in establishing these requirements.

PERMIT FEE: An application and inspection fee will be charged in accordance with the following schedule:

Table with 4 columns: Description, Amount, Quantity, Fee. Rows include Major installations involving major road work (roadbed and roadside) and Minor installations (such as driveways and utility services).

BOND REQUIREMENTS: Attach an executed copy of the Bond.
Amount \$ _____ (\$1,000 minimum) Date Bond issued: _____
Expiration Date: _____

INSURANCE REQUIREMENTS: Per requirements of the Town Standards and Specifications for Design and Construction
Company Name: _____ Policy Number: _____

APPROVAL: _____ Date: _____
Town Engineer or Public Works Superintendent



Grading Permit
General ___ Engineered ___

Permit No. _____
Date Issued _____

THIS CONSTRUCTION PERMIT IS GRANTED EXPRESSLY SUBJECT TO THE FOLLOWING CONDITIONS AND AGREEMENTS:

The Applicant and Owner acknowledges by signing below that they have received, reviewed and understand the requirements set forth in the Town Standards and Specifications for Design and Construction. Furthermore, the Applicant and Owner certifies to the Town that all of the information contained in this Winter Park Construction Permit Application and Construction Permit is true and the work will be done in strict compliance with Town Standards and Specifications for Design and Construction the permit requirements stipulated above and will follow the reasonable direction of the Town's Public Work's Superintendent and Town Engineer. That this understanding and agreement will be binding upon your respective heirs, executors, administrators and assigns. That a copy of this Permit shall be available and presented upon demand on the job site at all times.

NAME OF APPLICANT Address Phone

NAME OF CONTRACTOR Address Phone

PROJECT LOCATION: _____

WORK TO BE PERFORMED (ATTACHED CONSTRUCTION DRAWINGS): _____

-----TOWN USE ONLY BELOW THIS LINE-----

PERMIT SPECIAL CONDITIONS: The following special requirements are made a part of this permit. All conditions are subject to change by the Town of Winter Park if conditions encountered in the field are different than those assumed in establishing these requirements.

PERMIT FEE: A permit fee will be charged in accordance with the following schedule:

Table with 2 columns: Permit Type, Fee. Includes rows for General Grading Permit (\$50.00 each site), Engineered Grading Permit (500.00), and TOTAL FEE paid to the Town. Includes fields for Date Paid and Paid By.

CASH DEPOSIT: Amount \$ _____ (\$1,000 minimum)

APPROVAL: _____ Date: _____
Town Engineer or Public Works Superintendent