



**COLORADO**  
Department of  
Transportation

Region 3 Traffic and Safety Section  
222 S. Sixth St, Room 100  
Grand Junction, Colorado 81501  
PH (970) 683-6284 FAX (970) 683-6290

<<< E-mailed >>>

December 3, 2021

City of Steamboat Springs  
137 10th St  
Steamboat Springs, Colorado 80487

Re: State Highway Access Permit No. 321121, located in Routt County on Highway 040 near Mile Marker Reference Pt. 130.919 Left

Dear Applicant/Permittee:

The Colorado Department of Transportation (CDOT) has received your signed permit and application fee. A copy of the issued permit is enclosed. This permit is valid for one year from the date of issue. If construction does not occur within the first year, the Applicant/Permittee may request in writing, an extension for another year. This permit may be extended twice for a total of two (2) additional years. If construction does not occur within the third year, a new application shall be submitted and the permit process shall begin again.

The next step in the CDOT access permitting process is for you, Applicant/Permittee, to request a Notice to Proceed (NTP) from CDOT. **You may NOT proceed with any construction without receiving an approved Notice to Proceed (NTP) from CDOT. Failure of receiving a Notice to Proceed prior to any construction will be a violation of the State Highway Access Code (2 CCR 601-1, "the Code") § 2.4.**

The Applicant/Permittee shall request a NTP in writing along with all required items. Once the complete NTP submittal has been received, CDOT has seven (7) days to determine if the NTP submittal is complete for review and then, if necessary, notify the applicant of any deficiencies. If complete, CDOT will review and comment on the submitted information within thirty (30) days. If CDOT determines the information is unacceptable, missing, or in need of correction, the Applicant/Permittee shall correct their submittal and resubmit the complete request for NTP.

Once resubmitted, CDOT will review the revised NTP documents within ten (10) days. If the revised documents are satisfactory, CDOT will issue a NTP. If further corrections are necessary, the cycle of submittal, review and comments will repeat itself until approval is granted and the NTP is issued.

**Notice to Proceed Steps and Requirements**

The request for NTP shall include the following steps and associated documents, along with any other items specified in the Terms and Conditions of your permit:

**1) Written Request for Notice to Proceed**

Well in advance of construction, the Permittee shall make a written request for a Notice to Proceed (NTP) to Nick Nordquist, Access Project Manager. If applicable please include the engineering firm name, Professional Engineer's name, and their contact numbers. Request may be sent to: 222 S. 6th St, Rm 100, Grand Junction, CO 81501 (or by email to [nicholas.nordquist@state.co.us](mailto:nicholas.nordquist@state.co.us)). He may also be reached by phone at: (970) 683-6280.

2) **Schedule a Pre-Design Meeting with the Access Project Manager**

The following persons should be in attendance: Permittee/Property Owner or their representative, a CDOT representative, the Engineer of Record, the Construction Superintendent, the Traffic Control Supervisor, and Permittee/Property Owner (or Property Owner's Representative if other than Applicant).

3) **Complete and Submit the Notice to Proceed Checklist**

The Applicant shall submit a NTP Checklist that was received from the Project Manager at the Pre-design meeting. This Checklist and associated plans and specifications will be included as exhibits to the NTP. The NTP checklist shall:

- A. Include the Engineer Design Certificate (last page) completed, signed, and sealed by the Engineer of Record; and
- B. Be complete and provide all required items marked with an "X" on this checklist.

4) **Submit Complete Construction Plans**

The Applicant shall provide **two (2) hard copies and one (1) electronic copy** of 11X17 construction plans and specifications (at the scale of 1" = 50 feet) for the proposed improvements. The plans shall:

- A. Include the name of the Engineering firm and/or the Professional Engineer with their contact information; and
- B. Address (as applicable) the geometry, striping, signing, and signalization; and
- C. Include (but not be limited to) the layout of the access, highway improvements, utility locations, existing and proposed drainage, existing and proposed right-of-way lines, existing and proposed traffic control devices, and a clear zone analysis; and
- D. **Be signed and sealed by a Colorado Professional Engineer** in accordance with CRS 12-25-117; and
- E. Conform to the requirement of the permit's "Terms and Conditions"; and
- F. If applicable include the following statement on the cover page of the plans: "This design is in full compliance with Section 4 of the State Highway Access Code, 2 CCR 601-1 except for the following approved design waivers:"

5) **Construction Progress Schedule**

The Applicant shall provide a construction progress schedule that identifies all critical path items, including but not limited to: excavation, embankment, surfacing, culvert installation, traffic control placement and removal, and access construction completion.

6) **Provide CDOT with Performance Bond(s)**

The performance bond must be at least 110% of the estimated total highway construction costs. Bonding agency must be licensed to do business in the State of Colorado. A cost estimate, sealed by a Colorado registered professional engineer, and a draft of each bond must be provided and approved by CDOT, prior to issuing a NTP.

7) **Insurance Liability Certification**

The Applicant or contractor shall be required to provide a comprehensive general liability and property damage insurance for the period of access construction. As per the State Access Code, Section 2 (11)(i), the certificate shall name CDOT, and the local Issuing Authority (if applicable) as an additional insured party for general liability in the amounts of not less than \$1,000,000 per occurrence and automobile liability insurance of \$1,000,000 with combined single limit bodily

injury and property damage for each accident. The additional insured(s) must be noted as such, not just "Certificate Holders".

8) **Traffic Control Plan (TCP)**

The traffic control plan must:

- A. Comply with CDOT Standard Plans Manual for Maintenance and Signing; and
- B. Be consistent with the MUTCD, identifying the type, number and spacing for all devices; and
- C. Be prepared by individual with American Traffic Safety Services Association (ATSSA) or Colorado Contractors Association certification - or sealed (stamped) by a Colorado registered professional engineer; and
- D. Be acceptable to CDOT prior to any construction within the right-of-way; and
- E. Be presented in a manner that provides a method of handling traffic (MHT) for each different phase of construction; and
- F. Describe the MHT according to the proposed construction phasing and include dimensioned diagrams of work zone elements, with the final traffic control plan submitted a minimum of three working days in advance of construction. (Such plans may be revised as necessary with CDOT concurrence.)

If you have any questions regarding the process or the required documents, please don't hesitate to contact me at the number above or Nick Nordquist, Project Manager at [nicholas.nordquist@state.co.us](mailto:nicholas.nordquist@state.co.us) or 970-683-6280.

Respectfully,



Brian Killian, Region 3 Access Manager

Cc: Nick Nordquist, Project Manager  
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