



---

# Forest Lakes Metropolitan District Excavation Permit Handbook



July 2, 2020

# TABLE OF CONTENTS

ITEM	PAGE #
<b>FLMD Excavation Permit Handbook</b>	
District Manager Policy Statement .....	2
Excavation Permit Application Flowchart .....	3
Excavation Permit Application .....	4

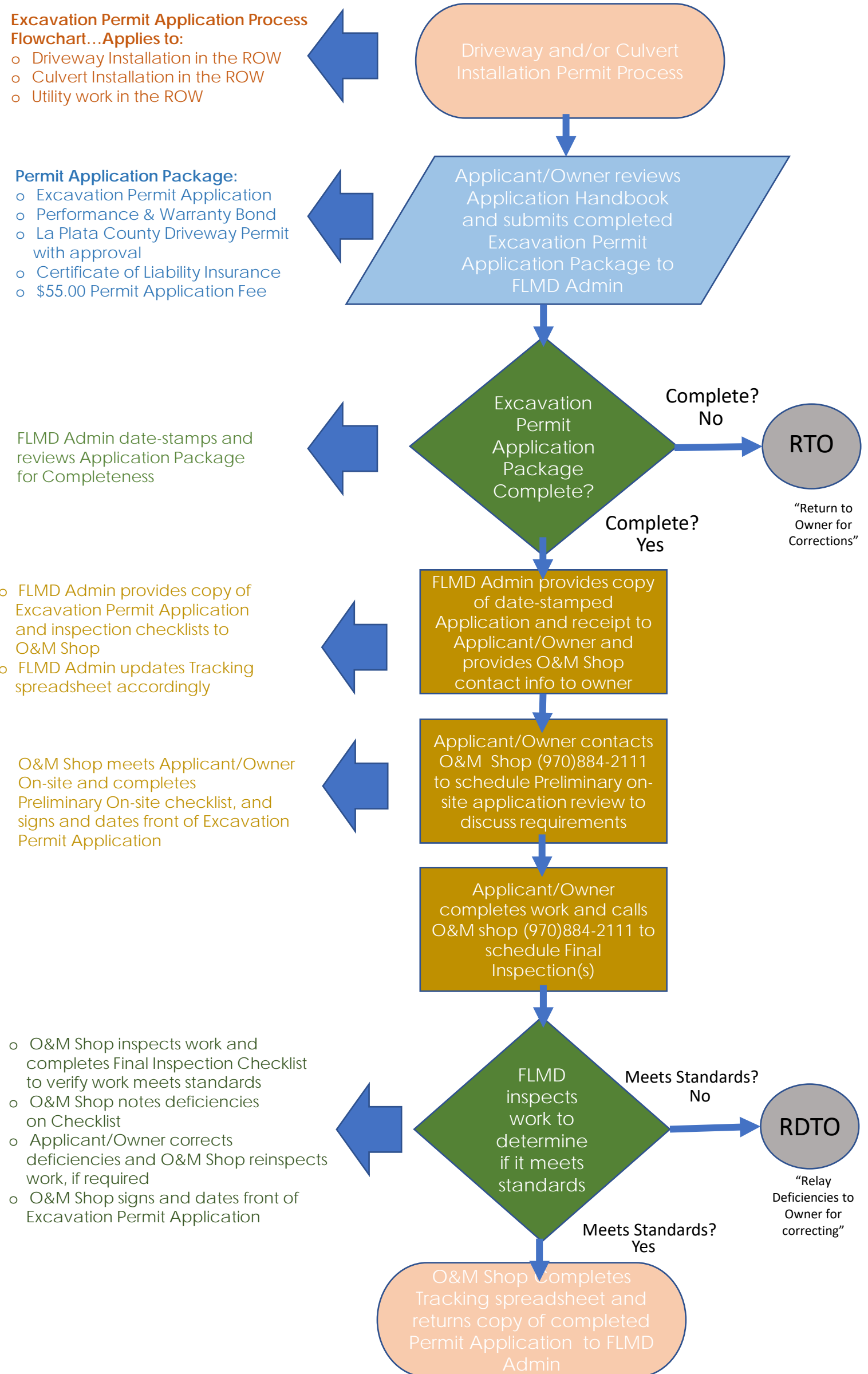
## **EXHIBITS**

- Exhibit A – FLMD Excavation Permit Application
- Exhibit B – FLMD Minimum Road Standard Specifications
- Exhibit C – FLMD Standard Driveway Specifications – Culvert Installation Guidance
- Exhibit D – FLMD Standard Specifications for Construction – Water Lines, Sanitary Sewer & Storm Drainage Facilities
- Exhibit E – La Plata County Driveway Application
- Exhibit F – La Plata County Driveway Standards



# Excavation Permit Application Process Flowchart

## Forest Lakes Metropolitan District



## Excavation Permit Application

As is stated above, the Excavation Permit Application is to be used whenever a resident or a contractor will be installing utilities in the District's right-of-way or when residents will install culverts (for driveways) where the work will also occur in the District's right-of-way. The document is to be submitted to FLMD Admin via email ([office@flmd.com](mailto:office@flmd.com)) for those that are out of the area, or preferably by dropping it off at 82 Alpine Forest Drive, Bayfield, CO 81122. It is important that all of the required documents (see the items with check boxes on the Application) are submitted with the completed Application so the process timeline will not be delayed. When you submit the Application, we will check off these items to verify they have been submitted. If they have not, the entire package will be returned to the Applicant.

Please note that by signing the Application, the Owner/Applicant/Contractor is also agreeing to all of the terms in the Application.

Once the Applicant/Owner/Contractor has submitted the Application and has paid all of the required fees, they are required to contact the O&M Shop for a Preliminary Walkthrough to discuss the requirements. The O&M Shop representative will document all of the requirements on the second page (top) of the Application. Once the work is completed, the Applicant/Owner/Contractor will again be required to contact the O&M Shop for a Final Inspection. The Final Inspection Checklist is on the bottom half of the Application and that will be used to inspect the work to ensure it complied with the District's requirements.

Permit No. \_\_\_\_\_



EMERGENCY: 911  
LA PLATA COUNTY DISPATCH: (970) 385-2900  
UPPER PINE RIVER FIRE PROTECTION DISTRICT: (970) 884-9508  
FLMD O&M SHOP: (970)884-2111 AFTER HOURS: (970) 749-5282 OFFICE: (970) 884-2925

**Forest Lakes Metropolitan District**  
82 Alpine Forest Drive, Bayfield, CO 81122-0440  
970-884-2925 (Phone) 970-884-0305 (FAX)

### **EXCAVATION PERMIT APPLICATION**

(For Driveways and/or Culvert installation and Utility Installations in FLMD ROW)  
(Valid for 180 days for Residents and One Year for Utility Companies)

1. Applicant/Owner/Contractor: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Work Location: Forest Lakes: Unit - \_\_\_\_\_ Lot - \_\_\_\_\_
4. Work being done for: \_\_\_\_\_
5. Proposed work to be done: \_\_\_\_\_
6. Specific location of cut: \_\_\_\_\_
7. Estimated Lineal foot or square feet of surface excavation: \_\_\_\_\_  
(One travel lane shall remain open at all times)
8. Estimated start date and time of completion: \_\_\_\_\_  
(Not more than 10 days nor less than 24 hours from the date cut is made)
9. Required documents Attached? (Check all that have been submitted):

- Attach evidence of current liability insurance with FLMD listed as additional insured
- Attach properly executed performance and warranty bond unless previously submitted or expired (min \$1,000,000.00)
- Attach a copy of La Plata County Driveway permit. Installation shall comply with County standards and a copy of County final approval is required before FLMD will approve and sign off on FLMD Excavation permit final.
- Sketch general details of work to be done on reverse side or attach copy of your utility plan. (Attach engineered drawings for Electrical, Gas and Phone installation)
- Permit fee is attached (\$55.00 per permit unless penalized)

10. Applicant is aware of all excavation and safety standards required by applicable agencies. Applicant agrees to not store items within Rights-of-Way and agrees with the attached Conditions.
11. Applicant agrees to guarantee all work for a period of one (1) year from date such work is accepted by District.
12. For culvert installations, size required (by District) : \_\_\_\_\_ ( See FLMD Culvert Specifications)
13. All work shall have a preliminary walk through, agreed location and utilities located prior to construction (with owner, excavator and District) and requires a final inspection by District. Minimum 24-hour prior notification of walk through and inspections are required (no weekends or holidays). It is the Applicant/Owners/Contractor's responsibility to contact the O&M Shop at 970-884-2111 for the above inspections.

Preliminary Walkthrough Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Note Deficiencies on Back of Sheet)

Final Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Note Deficiencies on Back of Sheet)

Final Re-Inspection Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Note Deficiencies on Back of Sheet)

#### **APPLICANT/OWNER/CONTRACTOR:**

- Is responsible for complying with all applicable safety requirements for excavation and open trenches on the worksite. Open trenches and excavation areas should be closed as soon as possible, and the use of barricades, safety fencing, and flagging is strongly encouraged for fall protection and general safety. Forest Lakes Metropolitan District is a heavily populated residential area with constant foot travel; take this into consideration to safely plan and complete your project.
- Hereby agrees to comply with all provisions of this excavation permit system (FLMD Resolution 93-05). Also, agrees not to drive or operate steel wheeled equipment, track machines, or other non-rubber tired vehicles on any roads, rights of way, easements, greenbelts or public places within the District or in any way cause damage to roads, rights of way, easements, greenbelts or public places within the District, unless performing work at the location specified and authorized in accordance with this permit.  
**APPLICANT AGREES NOT TO CUT OR FILL ROADS TO ACCOMMODATE DRIVEWAYS.**

These **Conditions** are hereby attached to and become a part of the referenced FLMD excavation permit.

1. The intent of the FLMD excavation permit system is to allow the applicant/contractor to excavate and install their equipment with minimal impact to existing facilities and return the infrastructure including the roadway and right of way to its original condition before their project began. All standards and specifications that might be encountered to accomplish this task may not be specifically listed but will be required in accordance with acceptable industry standards at applicants/contractors' expense.
2. Adequate fire protection systems shall be in place and practices followed to prevent the ignition and spread of a wildfire in the subdivision. Some provisions shall include on board fire extinguishers, adequate spark arresters on gas powered equipment, use of heated equipment and/or vehicles that could ignite tall grasses or pine needles and recognition of changing climate conditions that increase the fire danger during the construction period.
3. Applicant/contractor is responsible for complying with all applicable safety requirements for excavation and open trenches on the worksite. Open trenches and excavation areas should be closed as soon as possible, and the use of barricades, safety fencing, and flagging is strongly encouraged for fall protection and general safety. Forest lakes metropolitan district is a heavily populated residential area with constant foot travel; this should be a factor you take into consideration to safely plan and complete your project.
4. Allowable working hours are Monday through Friday; 8:00 am to 5:00 pm. FLMD O&M Department hours are Monday through Friday; 7:30 am to 4:00 pm. Services of the district after hours will be billed at overtime rates.
5. A pre-construction meeting with district, applicant/contractor shall take place before the commencement of work. Weekly/daily construction meetings are requested to coordinate work, locates, line placement, protection of existing and future underground/above ground infrastructure and review any damage repairs, inspections, etc.
6. Repairs to existing water and sewer mains and service connections shall be by contractor with approved materials and inspected by FLMD prior to cover in accordance with applicable FLMD specifications.
7. Minimum depth of bury shall be maintained throughout the service line including the crossing of drainage areas including ditches and all low-lying areas.
8. Repairs or replacement of water and sewer infrastructure shall be in accordance with FLMD water lines, sanitary sewers and storm drainage facilities standard specifications dated 1/26/2006 – Exhibit D.
9. Repairs to roads and rights of ways shall be in accordance with FLMD Minimum Road Standard Specifications, dated 10/25/2011 – Exhibit B.
10. Installation of lines/structures shall be in accordance with FLMD Minimum Road Standard Specifications, dated 10/25/2011 – Exhibit B.
11. A set of as built drawings of the final installation shall be provided to FLMD upon completion of the project and updated as the system is changed on a periodic basis.
12. All above ground structures located within the right of ways and/or within areas that could be damaged during plowing and maintenance activities shall be clearly marked with adequate snow markers to facilitate the safe removal of snow and maintenance activities.
13. Where possible, all above ground structures shall be located on the uphill slope of the row to facilitate the safe removal of snow and maintenance activities.
14. Applicant/contractor is required to restore all areas disturbed by this project to a condition equal to, or better than the condition prevailing prior to construction including reseeding if area had existing grasses. This includes but is not limited to, roads, row, easements, driveways, and yards.
15. Use of engine brake equipped vehicles by applicant/contractor is only allowed with approved mufflers.

16. Applicant/contractor shall prevent unnecessary damage to FLMD roads, adjacent land, timber, soil, water and other resources and improvements. Applicant/contractor shall ensure its operations on FLMD roads comply with applicable federal, state and county laws, regulations and standards regarding resource protection and noxious weed prevention and control. Excavated areas will require noxious weed prevention and control treatments as these areas have been found to proliferate the growth of noxious weeds.
17. Applicant/contractor shall adhere to the posted maximum speed limit of 20 mph or less.
18. Applicant/contractor will immediately report all accidents and damage to any FLMD or residential property or structures.
19. Applicant/contractor understands and agrees that FLMD is relying on, and does not waive or intend to waive by any provision of the monetary limitations or any rights, immunities and protections provided by the Colorado Governmental Immunity Act, as from time to time amended, or otherwise available to district, its officers or its employees.
20. Any road closures of more than one lane or damages to fire hydrants rendering them out of service require notification to the La Plata County dispatcher, upper pine river fire protection district and the forest lakes metropolitan district. In the case of road closures this will require prior notification to these entities.
21. Applicant/contractor shall post a construction notice sign in the mail stop with contact information for property owners who have construction related questions/issues and include this information in mailings to the property owners.
22. With any trench/pathway for buried cable, wire, or pipe that crosses FLMD infrastructure, trench must be opened to final depth and visually inspected by FLMD prior to burying any installed materials. Bores must be inspected before any boring equipment has been removed from bore hole. Please plan and schedule your work and staff accordingly to comply with this requirement.





# Exhibit B

## Forest Lakes Metropolitan District

### STANDARD SPECIFICATIONS FOR CONSTRUCTION

#### MINIMUM ROAD STANDARDS

#### **GENERAL**

**DESCRIPTION:** These specifications include material specifications and construction requirements for minimum road construction and inspection procedures so that public roads can adequately and cost effectively serve the public needs road systems installed in the District right-of-way and in other areas under District jurisdiction or ownership. Developer/Contractor/Owner should also refer to Forest Lakes Metropolitan District Excavation Permit Requirements, Standard specifications for Construction of Water lines, Sanitary Sewers, and Storm Drainage Facilities, latest revision for addition information.

**SPECIFICATION MODIFICATIONS:** Portions of these specifications may be modified or deleted by appropriate items in the Special Conditions or notes on the contract drawings. The District's Engineer shall approve all modifications and deletions.

**REVISIONS OF STANDARDS:** When reference is made to a Standard Specification (ASTM, AWWA, AASHTO, etc.), the specifications referred to shall be understood to mean the latest revision.

**PUBLIC SAFETY AND TRAFFIC ACCESS:** The Developer/Owner/Contractor's operations shall not cause unnecessary inconvenience. The safety and access rights of the public shall be considered at all times.

Vehicular access to residential driveways shall be maintained to the property line except when necessary construction precludes such access for reasonable periods. If back fill has been completed to such an extent that safe access may be provided, and the road opened to local traffic, the Contractor shall immediately clear the road and driveways, provide, and maintain access.

The Contractor shall cooperate with the various parties involved in the delivery of mail and the collection and removal of trash and garbage to maintain existing schedules for these services.

**BARRICADES AND WARNING SIGNS:** All signs, barricades, flagmen, lights, and other devices necessary for the protection of work and safety of the public shall be the Contractor's responsibility. A traffic control plan shall be submitted and approved by the District prior to beginning construction where any construction activity will involve the use of public right-of-way. Neither District nor District's Engineer will review the adequacy of the Contractor's traffic control measures.

#### **DEFINITIONS AND TERMS**

**ABC** – Aggregate Base Course, 6-inch minus (Class 3), placed and compacted on the prepared sub grade and 3-inch minus (Class 2) placed and compacted on the prepared 6-inch minus (Class 3) base course.

**ADDITIONAL RIGHT OF WAY REQUIREMENTS** – For all classes of streets or roads, additional right of way (R.O.W.) width may be required when the design cut or fill is greater than the R.O.W. width available. The exception to this requirement is when the cut is through rock, then the excavated slope may, as approved by the District's Engineer, be as steep as ½:1. For all types of material other than rock, the cut and fill slopes may not be steeper than shown on the appropriate drawing for the class of road.

**ARTERIAL STREET OR ROAD** – A road that carries a relatively high traffic volume over longer distances in a direct manner. It requires an 80-foot R.O.W., 27 foot surfaced roadway, 7-inches of compacted 6-inch minus and 3-inches of compacted 3-inch minus ABC and 3-inches of compacted ASC.

**ASC** – Aggregate Surface Course, 3/4-inch minus (Class 6), placed and compacted on the prepared ABC. The term "surface" indicates the top layer of aggregate, not

necessarily the actual surface of the roadway.

**COLLECTOR STREET OR ROAD** – A road which collects and distributes traffic from one or more residential or population concentration areas to or from an Arterial Road or major highway. It requires a 60-foot R.O.W. W., 27 foot surfaced roadway, 6-inches of compacted 6-inch minus and 3-inches of compacted 3-inch minus ABC and 3-inches of compacted ASC.

**CUL-DE-SEC** – A turning place at the end of a road requiring a 100-foot diameter R.O.W., with an 80-foot diameter surfaced area. Construction specifications shall match those required for the roadway leading to the cul-de-sec.

**DISCONTINUOUS STREET OR ROAD** – A road, which does not extend from an existing District Approved Road, Federal or State highway, or to a District approved cul-de-sec.

**DISTRICT** – The Forest Lakes Metropolitan District Board of Directors or their designees.

**DISTRICT ACCEPTANCE** – A District accepted road is one that has been accepted for future maintenance by the District.

**DISTRICT APPROVAL** – A District approved road is one that has been constructed in compliance with the requirements of the Forest Lakes Metropolitan District road specifications.

**DISTRICT'S ENGINEER** – A professional engineer, licensed in the State of Colorado, designated by the District to inspect and evaluate work on behalf of the District.

**LOCAL STREET OR ROAD** – A road that carries slow speed local traffic from residential areas to or from a Collector road. It requires a 60-foot R.O.W., 26-foot surfaced roadway, 6-inches of compacted 6-inch minus and 3-inches of compacted 3-inch minus ABC and 3-inches of compacted ASC.

**OWNER** – The subdivider, developer or any other person who is obligated or responsible to perform work which is to be District Approved or Accepted.

**STREET AND ROAD** – These terms are synonymous in these specifications.

**STUB STREET OR ROAD** – A short road used for access to a maximum of six single-family units and not over 800-feet in length. This road section may be used only when there is no possibility of lengthening the roadway in the future. It requires 60-foot R.O.W., 24-foot surfaced roadway, 6-inches of compacted 6-inch minus and 3-inches of compacted 3-inch minus ABC and 3-inches of compacted ASC. Use of this road specification shall be at the discretion of the District.

**SUB GRADE** – The natural or suitable fill soil of the proposed roadway to be prepared for placement of the ABC.

**TECHNICIAN** – A qualified material tester under the supervision of, or approved by, the District's engineer.

**TEMPORARY CUL-DE-SEC** – A cul-de-sec approved by the District to be used at the end of a road, which is shown on the final plat to be extended in the future.

## **CONTROL OF WORK**

**SCOPE OF WORK** – All work not covered in these Specifications shall be done in accordance with the "Standard Specifications for Road and Bridge Construction", Colorado Department of Transportation, current edition.

**INSPECTION OF WORK** – At least 14 working days prior to the commencement of construction with the District R.O.W., the developer/contractor/owner must notify the District of intent, obtain a District Excavation Permit, along with a submittal of a proposed schedule of construction activities. The developer/contractor/owner shall notify the District of any changes in scheduling. The District, and/or the District's engineer shall inspect the work throughout the construction period to verify that work complies with District standards, specifications, rules, and regulations. Inspection requests for road

construction during inclement weather shall be postponed until acceptable weather conditions prevail. Failure to notify the District may cause removal of material, at the developer/contractor/owner's expense to allow inspection of previous work. If, in the opinion of the District, the work is not being performed in a satisfactory manner, the developer/contractor/owner will be notified of deficiencies in writing. Failure to receive such notification does not relieve any developer/contractor/owner responsibilities of compliance with these specifications. All work shall be done to the District's satisfaction.

**APPROVAL OF COMPLETED WORK** – The developer/contractor/owner shall notify the District in writing of the completion of roadwork and that Approval is now requested. Payment of the inspections and testing must be made before Approval is requested. The developer/contractor/owner shall provide to the District written certification by a Colorado Registered Land Surveyor that the roadway is within the platted, deeded or monumented R.O.W. It is recommended that the survey be done at the time the sub grade is ready for the aggregate base course so that problems encountered may be dealt with before further construction takes place. The District will not consider Approval of discontinuous roads.

After review of the developer/contractor/owner's request, engineer's inspection report, the test results reports, and the surveyor's certification, the District will, within 30 days, notify the developer/contractor/owner in writing of provisional Approval or Rejection. If rejected, the District will give reasons for rejection and set forth what is required to make the work acceptable. Once the reasons for rejection have been corrected, the developer/contractor/owner may submit another request in writing to the District.

After developer/contractor/owner has been notified of a provisional approval, the developer/contractor/owner shall provide a bond or other assurance (if not previously provided), acceptable to the District in an amount to be determined by the District, warranting that any engineering or construction defects or inadequacies that show up within two years will be corrected or repaired by the developer/contractor/owner at their expense. Upon receipt of acceptable bond, or other assurance, the warranty period will begin and the work will be considered complete for purposes of Approval and, if applicable, release of any road improvements agreement.

After expiration of the warranty period and completion of any required corrections or repairs, which shall take place within 30 days of post warranty period, upon acceptable inspection by District, the bond or other assurance will be released.

### **CLEARING AND GRUBBING**

The centerline of the proposed road shall lie on the centerline of the R.O.W. where possible. The R.O.W. shall be cleared to a width of 5-feet outside the embankment toe line or the excavation cut line. Clearing shall consist of removal of trees, brush, grass, weeds, and all organic material. In areas of embankment, stump holes, and any other excavation for root removal shall be back-filled and compacted prior to starting embankment construction.

**MUD AND EARTH TRACKING ON PUBLIC STREETS:** The developer/contractor/owner shall conduct their operations so as not to have the equipment tracking mud and earth onto the adjacent public roads after surface treatments have been applied. Upon notification by the District or District's Engineer, the Contractor will clean from the public roads mud and/or earth tracked by their equipment or that of their material suppliers to the project

### **EXCAVATION AND EMBANKMENT**

Excavation and placing embankments shall be done by generally accepted methods of the industry. Benching shall be required on steep slopes and embankments shall be placed in lifts not to exceed 8-inches, and then shall be compacted as specified. In rocky areas where fill material consist predominately of rock too large to be placed in 8-inch lifts, material may be placed in maximum lifts of 24-inches, providing any boulders are scattered out within the fill and are compacted around them. Suitable fill shall comply with specifications stated herein.

Compaction of 93% of maximum dry density, as determined by AASHTO T99 or ASTM D698, shall be required for all embankment lifts and 8-inches of the sub grade surface.

The District will require compaction tests to be made by the developer/contractor/owner using a District approved engineer or technician on all lifts and sub grade surface to assure the work complies with specifications. All testing shall be at the developer/contractor/owner's expense.











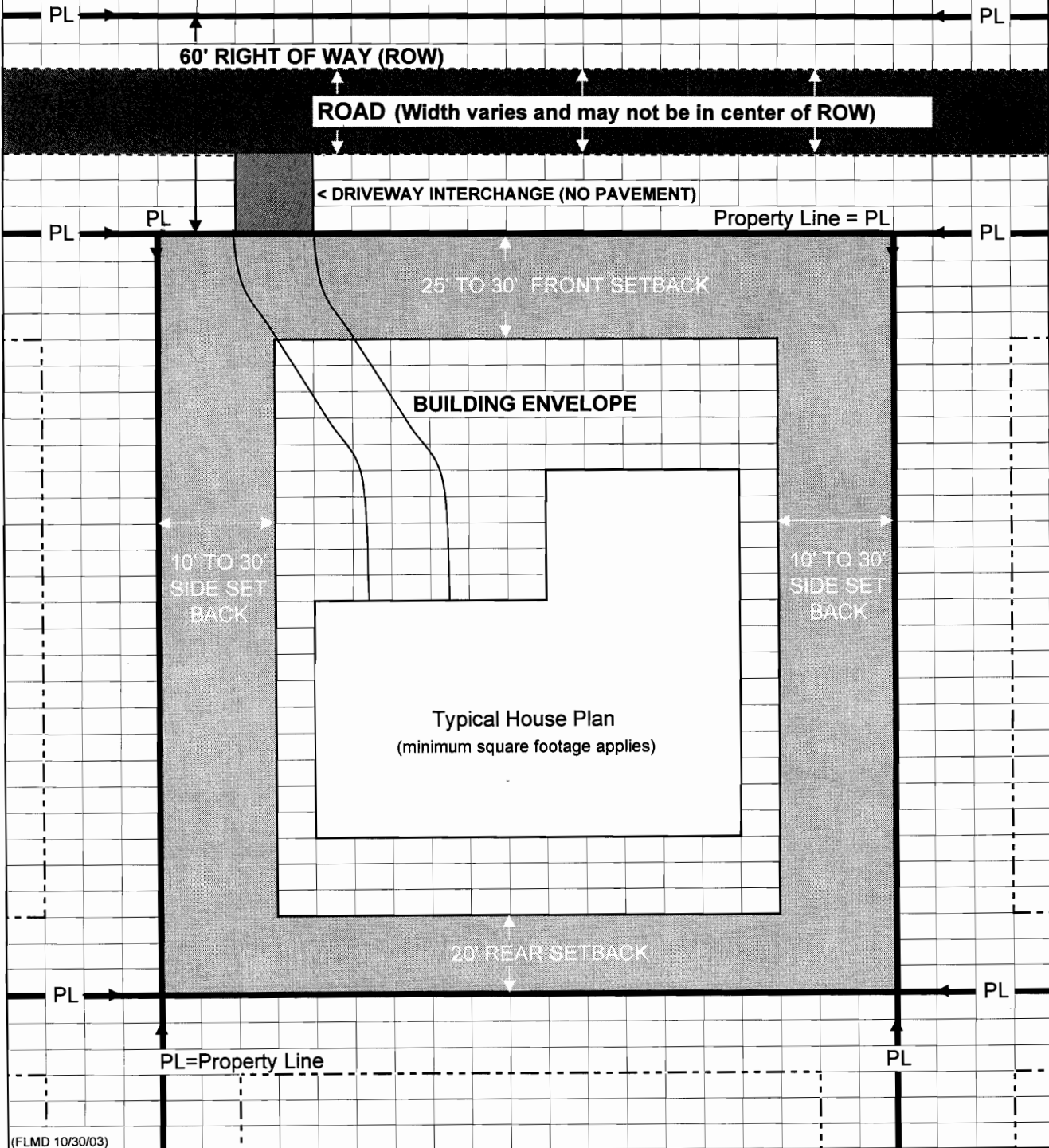


# Exhibit C

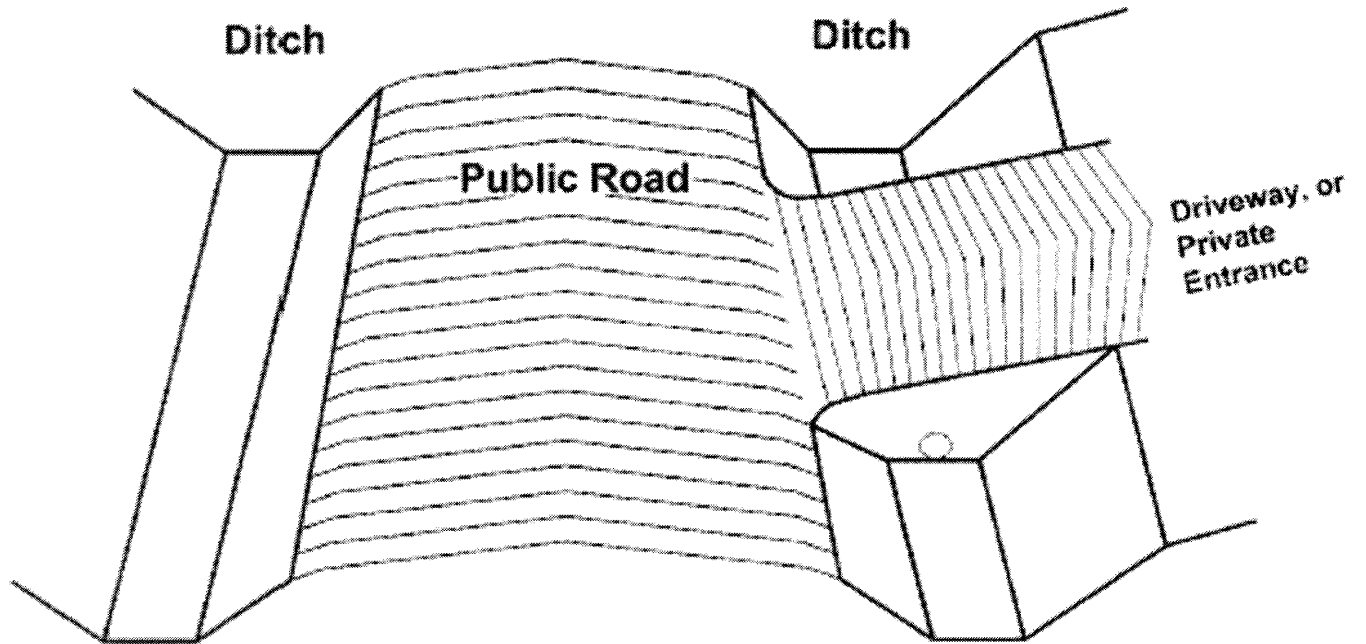
## Forest Lakes Metropolitan District

**SETBACKS** are areas measured from the property line. Structures or protrusions thereof not allowed. Designated setbacks for each unit and use can be found in the recorded Forest Lakes covenants.

**NOTE: THE EDGE OF THE ROAD IS NOT THE PROPERTY LINE (PL)**







**Figure 8: Proper matching of driveway and road edge**





















































