

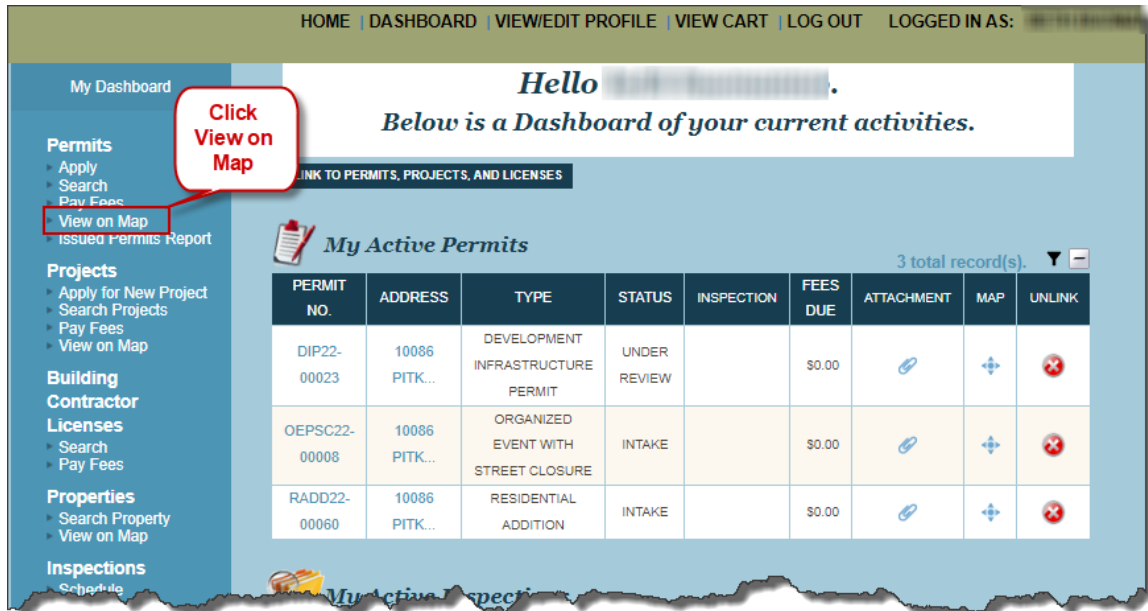
5.2 Requesting a Right of Way Permit

[Request Via View on Maps \(Preferred Method\)](#)

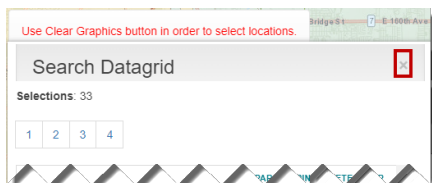
[Request via Apply](#)

Requesting via Maps (Preferred Method)

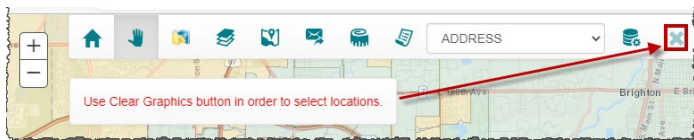
- From the external home page, click **Login** to login to eTRAKit. You are redirected to a dashboard of the current activities.



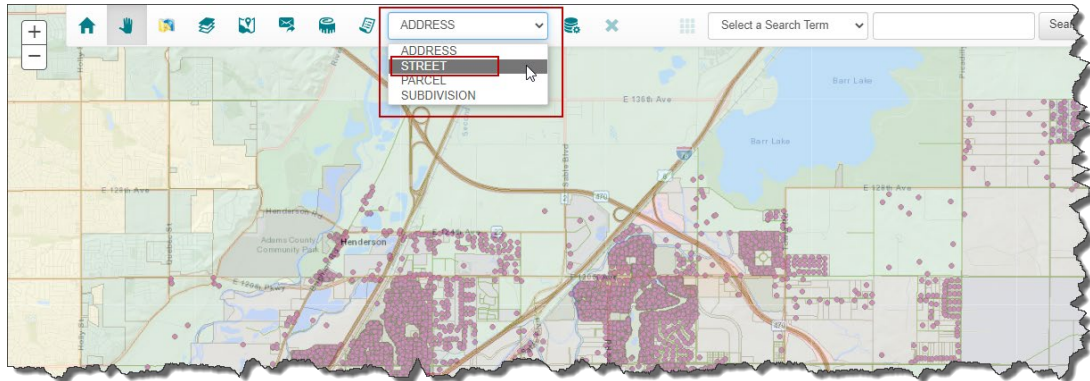
- On the left navigation bar under Permits, click **View on Map**. The GIS map loads and downloads. This process may take a few minutes. The Search Datagrid window pops up.
- Go the following:
 - For the **Search Datagrid** popup, click the **X** to close.



- On the top navigation bar, click the **X** Clear Graphics button to remove graphics from map.

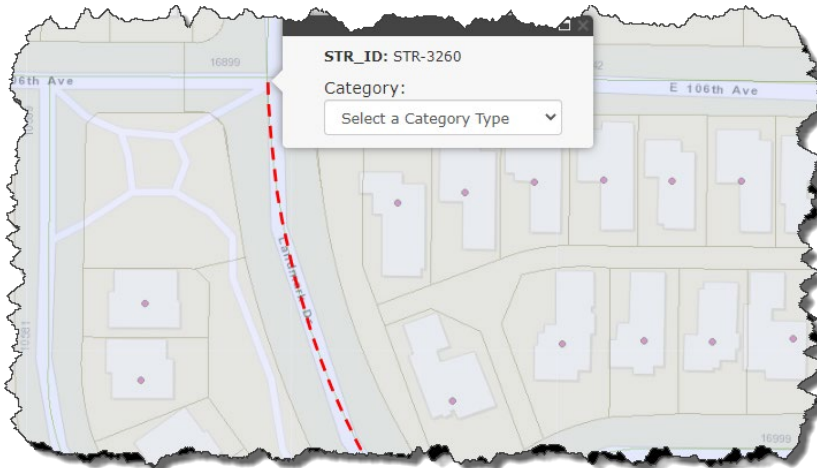


The graphics do not display on the map.



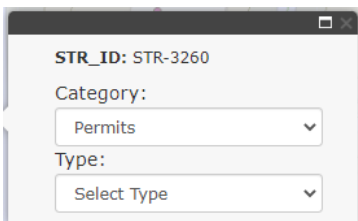
4. As shown above from the top drop-down list, select **Street**.
5. Use the + plus sign on the top left to zoom in to find the street. Also, you can left click, hold, and drag map to move view.
6. Click on the appropriate street.

A red dotted line displays on the street and the following window displays.

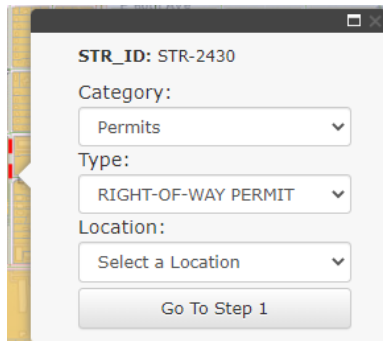


7. From the **Category** drop-down list, select **Permits**.

The Type field displays.



- From the **Type** drop-down list, select **Right-of-Way Permit**.
The Location field displays.



STR_ID: STR-2430

Category:
Permits

Type:
RIGHT-OF-WAY PERMIT

Location:
Select a Location

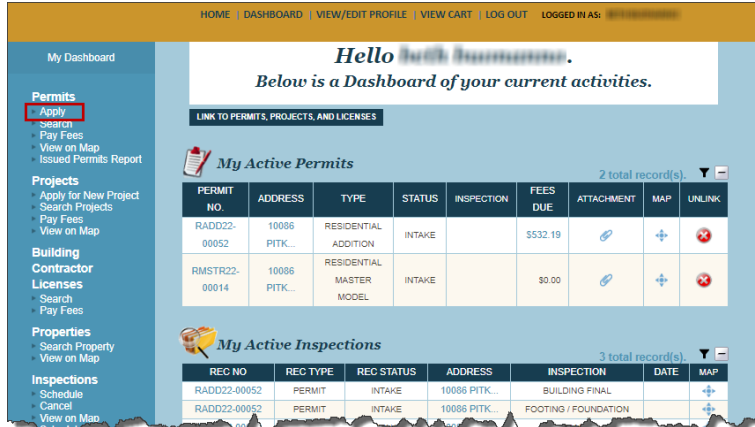
Go To Step 1

The Location field displays. This location is based on the area where the red-dotted line displays, and can be adjusted.

- From the Location drop-down list, select the address range.
Important: If you click back on the map to adjust location, you must repeat steps [5-9](#).
- Click the **Go to Step 1** button, and then in this document go to [Step 1 Permit Information: Short Description](#) below.

Requesting via Apply

- From the external home page, click **Login** to login to eTRAKit.
You are redirected to a dashboard of the current activities.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [User Name]

My Dashboard

Hello [User Name]
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

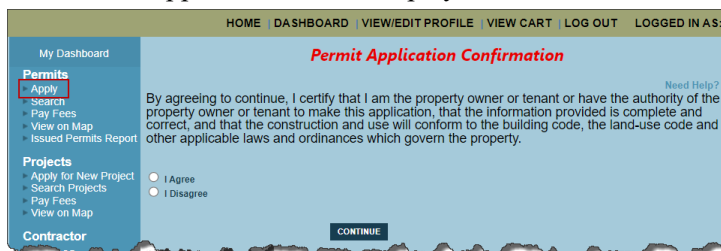
My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	ATTACHMENT	MAP	UNLINK
RADD22-00052	10086 PITK...	RESIDENTIAL ADDITION	INTAKE		\$532.19			
RMSTR22-00014	10086 PITK...	RESIDENTIAL MASTER MODEL	INTAKE		\$0.00			

My Active Inspections 3 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	MAP
RADD22-00052	PERMIT	INTAKE	10086 PITK...	BUILDING FINAL		
RADD22-00052	PERMIT	INTAKE	10086 PITK...	FOOTING / FOUNDATION		

- Under the **Permits** heading, click **Apply**.
The Permit Application screen displays.



HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [User Name]

My Dashboard

Permit Application Confirmation

By agreeing to continue, I certify that I am the property owner or tenant or have the authority of the property owner or tenant to make this application, that the information provided is complete and correct, and that the construction and use will conform to the building code, the land-use code and other applicable laws and ordinances which govern the property.

I Agree
 I Disagree

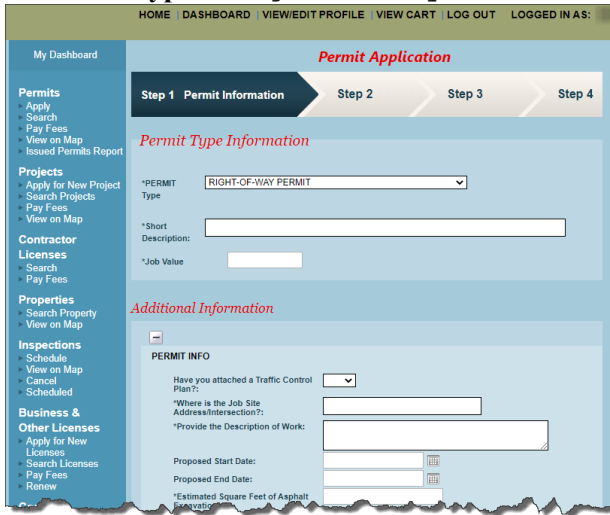
CONTINUE

- Click **I Agree**, and then click **Continue**.

The Permit Application screen displays.

The example below depicts:

PERMIT Type of Right of Way Permit



4. Go to [Step 1: Permit Information](#).

Step 1: Permit Information

1. Complete the following sections of the screen, dependent on your Permit selections.

EXAMPLE: In this example I chose Right of Way Permit.

Permit Type Information

* Required

R	Field	Description
*	Permit Type	From the drop-down list, select the type of permit. Once you select a Type, further fields may display. EX: Right of Way Permit
*	Short Description	To give as much information as possible, describe your intent for the permit, for example “Digging up road between 10500-10599 Landmark Drive.”
*	Job Value	The monetary estimated value of the work to be done, for example 75000. No dollar signs or commas allowed – the system generates them.

Additional Information:

Permit Info

Location information may display dependent on the Permit Type selected. In this scenario, for the Permit Type- Right of Way Permit, **Additional Information: Permit Info** displays.

R	Field	Description
*	Have you attached a traffic Control Plan?	From the drop-down list, select an answer. Important: In the Attachment section below, attach a Traffic Control Plan.
*	Where is the Job Site Address/Intersection?	Type the intersection streets for example Rosemary and 88 th .
*	Provide the Description of Work	Summarize the type of work to be done.
*	Proposed Start Date	Click the calendar and select the proposed start date.
*	Proposed End Date	Click the calendar and select the proposed end date.
*	Estimated Square Feet of Asphalt Excavation	Type the number of estimated square feet, for example 4000 .
*	What is the estimated square feet of Concrete?	Type the number of estimated square feet, for example 4000 .
*	What is the estimated linear feet of Concrete?	Type the number of estimated linear feet, for example 20 .
*	Number of Bores/Potholes	Type a number, for example 20 .
*	Estimated Linear Feet of Bore	Type the number of estimated linear feet, for example 20 .
*	Number of Culverts	Type the number of culverts, for example 2 .
	Arterial Streets Number of days impacted	Number of days streets are affected.
*	What is the length (ft) of Arterial Lanes Impacted	Type the number of feet, for example 500 .
*	Arterial Days Impacted	Type the number of days, for example 5 .

Permit Info 2

R	Field	Description
*	What is the length (ft) of Collector Lanes Impacted	Type the number of feet, for example 5.
*	Collector Days Impacted:	Type the number of days, for example 5.
*	What is the length (ft) of Local Lanes Impacted	Type the number of feet, for example 5.

R	Field	Description
*	Local Days Impacted	Type the number of days, for example 5.
*	What is the Estimated Linear Feet of Curb, Gutter, and Sidewalk?	Type the number of linear feet, for example 30
*	Who is doing the Pavement Repair	Type the name or role of the responsible party.
*	Who is providing the Barricades?	Type the name or role of the responsible party.
*	Please note: Subcontractors require COI and a Valid Business License. Please submit if applicable.	Important: In Attachments section, attach the COI and a valid business license.

Location *

Important: Pre-populated if View on Map option (preferred method) was used- go to [Attachments](#) below.

To choose a location:

- a. In the **Search By** field, From the drop-down list, select **Address**.
- b. In the **Search Value** field, type the street name—for example Monaco—and click **Search**.
The system retrieves results matching characters types of street segments.
- c. Select appropriate selection.

The system displays the full address for your selection, for example:

STR-4292
4800-4899 MONACO ST
COMMERCE CITY, CO 80022

Note: Clicking **Address Lookup** will clear fields and return you to the original display.

Attachments

Ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit.

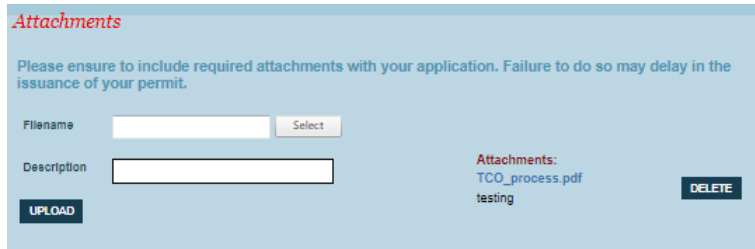
- a. Click **Select** and locate the appropriate file.
Note: You may upload more than one file at a time. In this instance, provide a separate description of each uploaded file.
The Description field displays.
- b. Optionally enter a **Description** of the file.
- c. Click **Upload**.

The following message displays:

Please ensure that *all required* attachments are included with the application. Failure to include all required materials will delay the application process. Attachments will not be returned once submitted. Attachments become the property of Commerce City.

- d. Click **Accept**.

The system displays the file as uploaded.



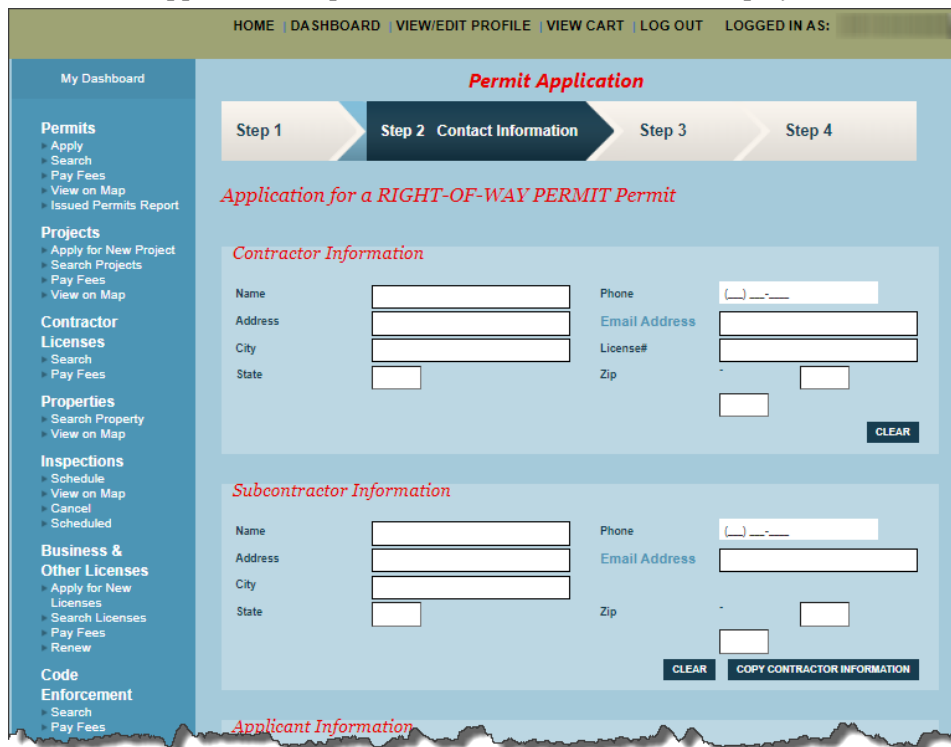
The screenshot shows a section titled "Attachments" with a blue background. It contains a message: "Please ensure to include required attachments with your application. Failure to do so may delay in the issuance of your permit." Below this, there are two input fields: "Filename" with a "Select" button and "Description". An "UPLOAD" button is located below the "Description" field. To the right, there is a list of attachments: "Attachments: TCO_process.pdf" and "testing". A "DELETE" button is positioned to the right of the attachment list.

- e. As needed, upload additional files.
2. Click **Next Step**.
[Step 2: Contact Information screen](#) displays.

Step 2: Contact Information

1. Click **Next Step**.

The Permit Application Step 2: Contact Information screen displays.



The screenshot shows the "Permit Application" interface. At the top, there is a navigation bar with links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: [Name]. Below this is a "My Dashboard" sidebar with various menu items. The main content area is titled "Permit Application" and shows a progress bar with four steps: Step 1, Step 2 Contact Information (highlighted), Step 3, and Step 4. Below the progress bar, it says "Application for a RIGHT-OF-WAY PERMIT Permit". There are two main sections: "Contractor Information" and "Subcontractor Information". Each section has input fields for Name, Address, City, State, Phone, Email Address, License#, and Zip. There are "CLEAR" buttons for each section. At the bottom, there is a "COPY CONTRACTOR INFORMATION" button. The bottom of the screenshot is torn.

- a. Enter information for ** required* contacts, and for optional contacts as needed:

*** Required**

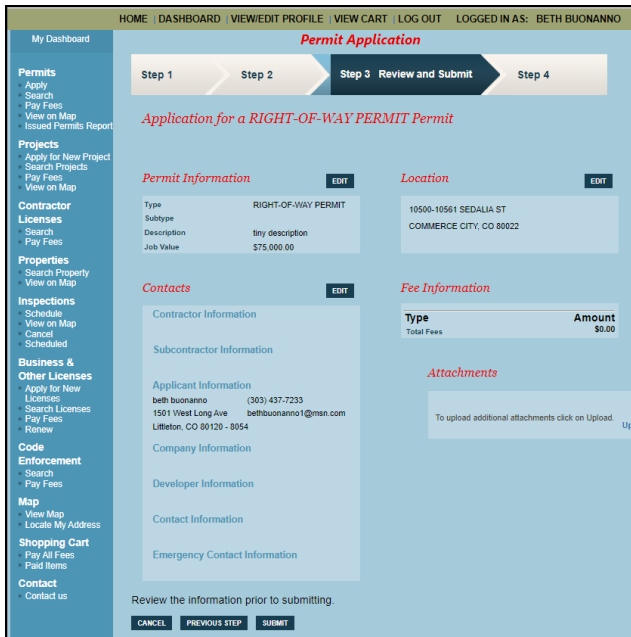
R	Field
	Contractor Information
	Subcontractor Information If contractor Information above is populated, you can click the Copy Contractor Information button to copy and paste to this section.
*	Applicant Information (Prepopulated and changeable)
	Company Information
	Developer Information
	Contact Information
	Emergency Contact Information

2. Click **Next Step**.

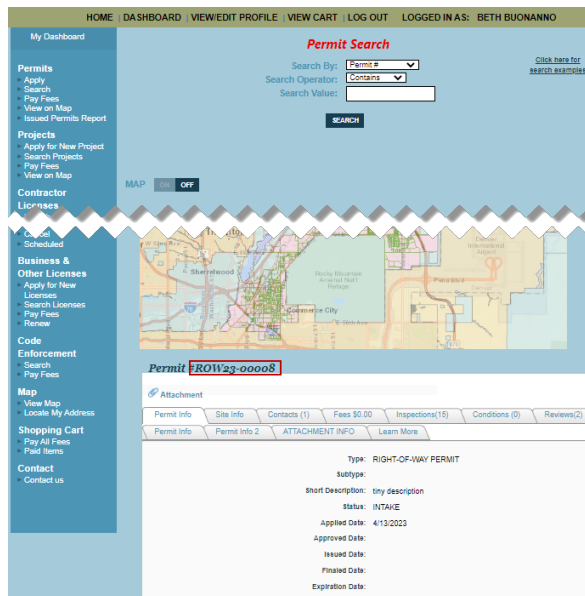
The [Step 3: Review and Submit screen](#) displays.

Step 3: Review and Submit

1. Review screen and click **Submit**.



The Permit Search/Summary screen displays.



- Go to [Step 4: Permit Search/Summary](#).

Step 4: Permit Search/Summary

The tabs summarize the content on the requested permit.

Note: The depicted information can change based on other activity happening on this permit, like edits, reviews or approvals, to name two. This information is collected based on *one* point in time.

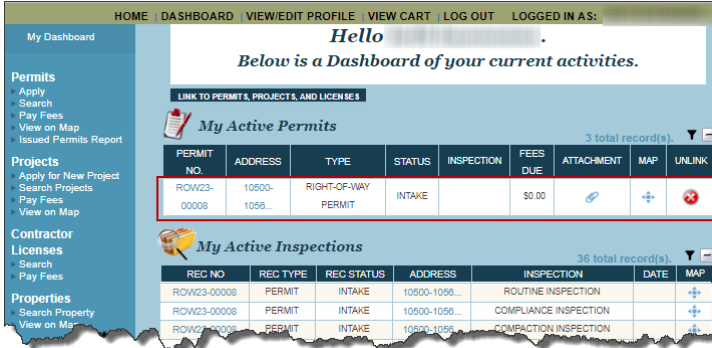
Tab	Content	Content Description																
Permit Info	<p>Type: RIGHT-OF-WAY PERMIT</p> <p>Subtype: STANDARD RIGHT OF WAY PERMIT</p> <p>Short Description: tiny description</p> <p>Status: INTAKE</p> <p>Applied Date: 8/7/2022</p> <p>Approved Date:</p> <p>Issued Date:</p> <p>Finalized Date:</p> <p>Expiration Date:</p>	Data you input plus any attachments uploaded to this permit are displayed.																
Site Info	<p>Address: PITKON CT</p> <p>City/State/Zip: COMMERCE CITY, CO, 80022</p> <p>Property Type: STREET</p> <p>APN: STR-14085</p> <p>Subdivision:</p> <p>Tract:</p> <p>Block:</p> <p>Lot:</p> <p>Sect-Twp-Rng:</p> <p>Lot Size (SF): 0</p>	Address of the site and associated lot details.																
Contacts	<table border="1"> <thead> <tr> <th>Contact Type</th> <th>Name</th> <th>Address</th> <th>City/State/Zip</th> </tr> </thead> <tbody> <tr> <td>CONTRACTOR</td> <td>Mr Clean</td> <td></td> <td></td> </tr> <tr> <td>APPLICANT</td> <td>Mr Clean</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120 - 8054</td> </tr> <tr> <td>OWNER</td> <td>Contractor 1</td> <td>1 West Long Ave</td> <td>Malomar, CO 80120</td> </tr> </tbody> </table>	Contact Type	Name	Address	City/State/Zip	CONTRACTOR	Mr Clean			APPLICANT	Mr Clean	1 West Long Ave	Malomar, CO 80120 - 8054	OWNER	Contractor 1	1 West Long Ave	Malomar, CO 80120	Data input on the Contact Information screen.
Contact Type	Name	Address	City/State/Zip															
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Tab	Content	Content Description																																																																																								
Fees	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>Paid Date</th> </tr> </thead> <tbody> <tr> <td>RIGHT OF WAY PERMIT</td> <td>\$50.00</td> <td>6/7/2022</td> </tr> </tbody> </table>	Description	Amount	Paid Date	RIGHT OF WAY PERMIT	\$50.00	6/7/2022	<p>At multiple points in the permit creation, you can pay fees. This tab contains a link to pay fees, and displays fees already paid, if any.</p>																																																																																		
Description	Amount	Paid Date																																																																																								
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Inspections	<table border="1"> <thead> <tr> <th>Type</th> <th>SEQ#</th> <th>Result</th> <th>Scheduled Date</th> <th>Time</th> <th>Completed</th> <th>Time</th> <th>More Info</th> </tr> </thead> <tbody> <tr><td>ROUTINE INSPEC...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>COMPLIANCE INS...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>COMPACTION INS...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>TRAFFIC CONTRO...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>PROOF ROLL</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>STREET CUT INSP...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>BACKFILL INSPEC...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>SIDEWALK/CURB/...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>DRIVE APRON INS...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> <tr><td>BORES/UTILITY P...</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td>More Info</td></tr> </tbody> </table>	Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info	ROUTINE INSPEC...	0						More Info	COMPLIANCE INS...	0						More Info	COMPACTION INS...	0						More Info	TRAFFIC CONTRO...	0						More Info	PROOF ROLL	0						More Info	STREET CUT INSP...	0						More Info	BACKFILL INSPEC...	0						More Info	SIDEWALK/CURB/...	0						More Info	DRIVE APRON INS...	0						More Info	BORES/UTILITY P...	0						More Info	<p>Based on the permit created, several inspections may be triggered. This page informs you of the activity and progress of each inspection.</p>
Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info																																																																																			
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Conditions	<p>There are currently no conditions on this record.</p>	<p>If there are conditions to the issuance of your permit, they are shown here.</p>																																																																																								
Reviews	<table border="1"> <thead> <tr> <th>Type</th> <th>Reviewer</th> <th>Status</th> <th>Submitted</th> <th>Completed</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>RIGHT-OF-WAY REVIEW</td> <td>PW INSPECTO...</td> <td></td> <td>6/7/2022</td> <td></td> <td>More Info</td> </tr> </tbody> </table>	Type	Reviewer	Status	Submitted	Completed	More Info	RIGHT-OF-WAY REVIEW	PW INSPECTO...		6/7/2022		More Info	<p>The parties that will be reviewing your permit request.</p>																																																																												
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RIGHT-OF-WAY REVIEW	PW INSPECTO...		6/7/2022		More Info																																																																																					
Permit Info	<p>Have you attached a Traffic Control Plan? Yes</p> <p>Where is the Job Site Address/Intersection? Rosemary and 88th</p> <p>Provide the Description of Work testing</p> <p>Proposed Start Date 5/30/2022 12:00:00 AM</p> <p>Proposed End Date 6/17/2022 12:00:00 AM</p> <p>Estimated Square Feet of Asphalt Excavation 100</p> <p>Estimated Linear Feet of Bore 100</p> <p>Number of Bores/Potholes 5</p> <p>Number of Culverts 5</p> <p>Arterial Streets Number of Days Impacted 4</p> <p>What is the Length (ft) of Arterial Lanes Impacted 500</p> <p>Collector Streets Number of Days Impacted 3</p>	<p>Additional Permit Information.</p>																																																																																								

Tab	Content	Content Description
Permit Info 2	<p>What is the Length (ft) of Collector Lanes 100 Impacted</p> <p>Local Street Number of Days Impacted 3</p> <p>What is the Length (ft) of Local Lanes Impacted 100</p> <p>What is the Estimated Linear Feet of Concrete? 20</p> <p>What is the Estimated Linear Feet of Curb, Gutter, and Sidewalk? 100</p> <p>Who is doing the Pavement Repair? subcontractor</p> <p>Who is Providing the Barricades? subcontractor</p> <p>Attach a Traffic Control Plan Below Yes</p> <p>Please note: Subcontractors require COI and a Valid Business License. Attachments Included Please submit, if applicable.</p> <p>For street classifications and if they impact arterial/collector/local streets Click Here</p>	Additional Permit Information.
Attachment Info	If you have attached a document, it displays on the Permit Info Tab. See Permit Info Tab	If you answered Yes to any questions about attaching documents, the question and your answer displays here.

Back on **My Dashboard**, your active permit is listed with a status of **Intake**, as shown below. If inspections are required for this permit request, as they are in this example, then they are listed under **My Active Inspections**.

Note: As permits are worked internally with the City, this dashboard displays the real-time status of the record(s).



The screenshot shows the 'My Dashboard' interface. At the top, there are navigation links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: [redacted]. Below the navigation is a greeting: 'Hello [redacted]' and a message: 'Below is a Dashboard of your current activities.' There is a link: 'LINK TO PERMITS, PROJECTS, AND LICENSES'. The main content is divided into two sections: 'My Active Permits' and 'My Active Inspections'. 'My Active Permits' shows 3 total record(s) with a table containing one record: ROW23-00008, 10500-1056..., RIGHT-OF-WAY PERMIT, INTAKE, with a fee due of \$0.00. 'My Active Inspections' shows 36 total record(s) with a table containing three records: ROW23-00008, PERMIT, INTAKE, 10500-1056..., ROUTINE INSPECTION; ROW23-00008, PERMIT, INTAKE, 10500-1056..., COMPLIANCE INSPECTION; and ROW23-00008, PERMIT, INTAKE, 10500-1056..., COMPACTION INSPECTION. A left sidebar contains navigation options for Permits, Projects, Contractor Licenses, and Properties.

- To monitor the review and approval process, refer to [Section 3.8 Permit’s Review & Approval Process](#).