

Development Engineering Construction Right-of-Way Permit Handout

There are a few things you will need to have prior to applying for a Development Engineering Permit for a Construction Right-of-Way (“ROW”) permit.

Development Construction ROW Permits are required for any work in the City of Thornton Right-of-Way that is not covered under the Construction Permit for the Property. Typically for new development of re-development projects this would include street light install and/or dry utility services to the property.

Documentation & Information Required:

- **Active Thornton Contractor’s License:** When applying, please make sure you provide the correct Contractor information. (Company Name and address, please note that Thornton Contractor’s license will begin with “LCC”. You can also attach your license when applying but this is not required, or provide the LCC number on your application; not required).
-  **If you don’t have a license or need to renew your license:** You can apply for a new Contractor’s License in [CityView](#) under the Contractor’s Licensing section or for information and help on how to renew and expired license, please see the [CityView Portal Contractor Renewal instructions](#). Please reach out if you have any questions. You can email Buildings@ThorntonCO.gov for any questions about Contractor’s Licenses.
- Cross Streets or address of work being completed.
- Plan View -Shall show location of proposed utility with horizontal separation/offset from existing utilities and location of transformers, switching boxes, terminal boxes, meter cabinets, pedestals, ducts, and other appurtenances necessary to underground utility lines and streetlights when placed aboveground within any utility easement, right-of-way or other public place, as appropriate, and necessary to connect underground facilities to existing or permitted. Facilities and appurtenances described in Code Section 18-694(c)(1) are prohibited from being in:
 - a. The intersection visibility triangle as defined in Code Section 18-508
 - b. Horizontal sightline offsets as defined in the Standards and Specifications
 - c. Floodplains as defined in Article XIII
 - d. Overland flow paths as defined in Article XIII
 - e. A watercourse as defined in Article XIII

Profile Design – shall be required for utility installation in the ROW or when crossing exclusive easements granted to the City)

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- Email Addresses of those who you would like to have receive the permit.
- **IMPORTANT:** If this work is for a Capitol Improvement Project (“CIP”) for the City of Thornton, work in the City that is not related to a new development site or redevelopment site or non-construction related items, please use the instructions on the city’s [Infrastructures ROW Website](#) to apply as this handout is for active development and re-development projects ONLY.

Information for Franchise Companies: United Power, Xcel Energy and Comcast:

- Franchise companies are also required to apply for this permit as well as a separate development traffic permit if the work is in any portion of the right-of-way.
- A Plan and Profile is required to be uploaded with your ROW Permit application.
- Must be approved prior to the issuance of the ROW Permit.
- The cost of a ROW permit for a franchise is a flat \$250.00.
- To apply for a Development Engineering ROW Traffic Closure Permit, please log onto [CityView Portal](#) and apply for a Development Traffic permit under the planning applications.

Turnaround Time & Payment Process:

Please submit applications at least three days prior to requested start date to allow staff time to review the required documents and information before issuing.

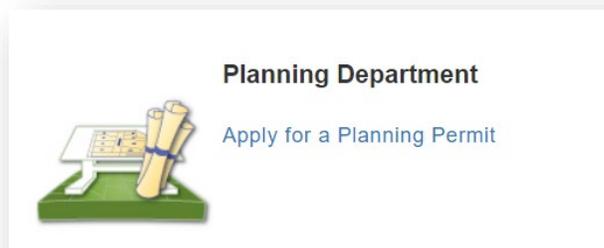
Once it is approved, you will receive an email requesting payment. Payments can be made online in CityView and we accept ACH payments and Credit Card payments. (Credit Card payments have a one-time banking fee which will be listed when making the payment online).

Please make the payment as soon as possible to avoid delays.

How to apply for a Development Engineering ROW Construction Permit:

Please go to the [CityView Portal](#) and create an account or log in using your existing account.

Once logged in, click on the “Apply for a Planning Permit” link under Planning Department



Once there, it will prompt you to provide some details for your project. Please use the information below as a guide to filling out the required information.

Filling out the online application:

Choose the Project Type:

- ROW Permit Development Engineering

Choose the project type:*

ROW Permit Development Engineering

Project Descriptive Name:

The Name should be the Legal Description of the property, Subdivision Name or the Project Name. If unknown, you can put the Address or Cross Streets of the work.

An Example of the Subdivision name would be: Rolling Hills Filing 1 Phase 2 (Coffee Shop)

An Example of Cross Streets would be: NWC 104th Avenue and Colorado Boulevard

Project Descriptive Name:*

Rolling Hills Filing 1 Phase 2 (Coffee Shop)

Please gi

Comments:

The comments section should be a description of the work being completed (there is a separate section for special conditions).

Example: ROW Permit for construction work at 100th Avenue and Washington to electric services at the Rolling Hills F1 P2 Coffee Shop Project.

Example Two: ROW permit for new street lights for WO#111 at 100th Avenue and Washington Street for the Rolling Hills F1 P2 Coffee Shop Project.

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Comments:*

ROW Permit for _____ (ie: ROW Permit for new utilities and road repairs at 120th and Colorado at the Rolling Hills F1 Project).

DE Right-of-Way Details:

Contact Name and Contact Phone: Please include the Contact name and phone number of the person on site who the city inspector should get a hold of regarding the work being completed.

Contact Name:

On Site Person's Name

Contact Phone:

On Site Person's #

Contractor Name: This should be the name of the Contractor who is completing the work, please note they must be a licensed contractor. (for more information, please review the Document and Information required section of the instructions).

Contractor Name:

Contractor completing the Work, LLC

Cross Streets or Address of Project: Please include the location of the work being completed here.

Cross Streets or Address of Project:

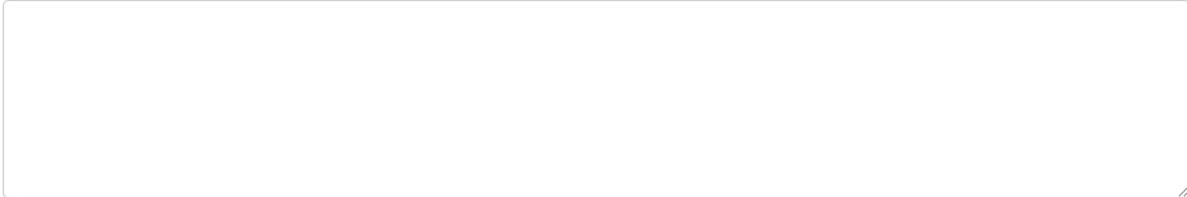
120th Avenue and Washington Street

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Special Conditions: Please note any special conditions here and include justification for the request, please note that all special conditions will be reviewed by the Development Engineering Inspection Supervisor for approval.

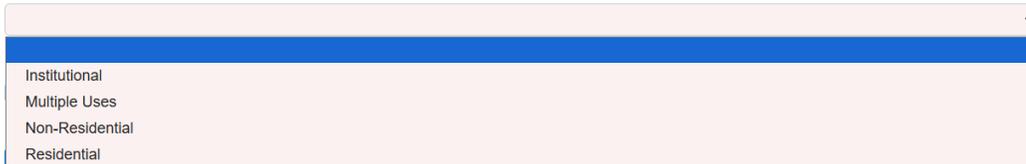
For example: devices will be left out overnight, request for extended work hours, weekend work, etcetera.

Special Conditions:



Development Type: Please choose the correct development type, either residential, nonresidential, institutional, or multiple use.

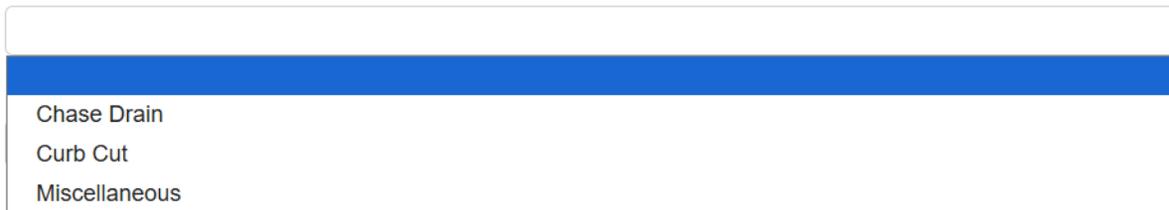
Development Type:*



- Institutional
- Multiple Uses
- Non-Residential
- Residential

DE ROW Types: Choose from the drop-down menu if it is Chase Drain, Curb Curt permit or Miscellaneous for all other work types.

DE ROW Types:



- Chase Drain
- Curb Cut
- Miscellaneous

Check Boxes:

Franchise Agreement (Check this box if you are applying for a franchise permit IE: United Power, Comcast, Xcel).

Check if the work is **Private**, **Public** improvements. You can choose both if applicable.

Franchise Agreement (United Power, Comcast, Xcel):
 ←

Private:
 ←

Public:
 ←

DE ROW Project Valuation:

Provide the actual awarded contract cost (install and restoration) for each line item listed within the project valuation section. Leave it blank or put a Zero “0” if the value is none.

If you are a **franchise company**, you can skip this portion (United Power, Xcel Energy and Comcast)

Include the actual awarded contract cost for concrete, erosion control, grading, lighting, Miscellaneous, sanitary sewer service, sanitary sewer, signage/stripping/street lights, storm drain system and water values.

Additional Emails:

If you would like to include several people on the emails regarding this permit (payment request and final permit issued) please use the **email field** to do so using the example format below. You can leave blank if the only the portal applicant needs to receive emails.

Separate each email with Semicolons and a single space after (See example below).

Email_1@ThorntonCO.gov; Email_2@email.com; Email_Three@email.com

Email (separate addresses with semicolon):

Example@applicant1.com; exmaple@applican2.com; Architect@test.com

Location of Project:

If you don't have an address please follow these steps:

Step 1: Use the search bar to type in the words “**ROW NO ADDRESS**”

Step 2: highlight the text “**ROW NO ADDRESS**” you want to choose and once it shows in the 2nd box, you are set.

The screenshot shows a web form titled "Submitted" and "Planning Application - Location of Project" with the ID "TMPPL20250000066". It includes a note: "Required information is indicated with an asterisk (*). A valid address, parcel number, or general location must be provided." The form has a "Locations" tab and a search bar labeled "Search for an address:". A red box labeled "Search bar" points to this field. A yellow box contains the text: "Type in the words 'ROW NO ADDRESS' In the search for an address bar." To the right are buttons for "Find locations near me" and "Find location in map". Below the search bar is a large text area with the instruction: "Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list." Below this is a section "The location you have selected: *" with a list box. A red box labeled "Optional last location step: you can add additional locations here and follow the same steps from above" points to a button labeled "Add another location", which is circled in red.

Steps for entering an address IF you have an address to include:

Step 1: Either use the search bar to type in the address or parcel number OR you can choose “find a location near me” or “find a location in map”

Step 2: highlight the address you want to choose and once it shows in the 2nd box, you are set.

Note: Try to choose the option that does not have a .1 or .5 next to it. Unless there are no other options available.

Step 3: move on to Next steps unless you need to add multiple addresses.

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Submitted

Planning Application - Location of Project

TMPPL2025000066

Required information is indicated with an asterisk (*).
A valid address, parcel number, or general location must be provided.

Locations

Search for an address:

You can choose “**find a location near me**” or “**find a location in map**” as well

Find locations near me

Find location in map

Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

The location you have selected: *

Add another location

Optional last location step: you can add additional locations here and follow the same steps from above

Locations

Find locations near me

Find location in map

Search for an address:

9500 civ|

9500 CIVIC CENTER DR .1, THORNTON, CO 80229-4326

9500 CIVIC CENTER DR .5, THORNTON, CO 80229-4326

9500 CIVIC CENTER DR, THORNTON, CO 80229-4326

Contact Information:

Please use the Contact Section to locate the contractor associated with the permit by choosing the “Add a Business or Contract From Address Book” link.

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Submitted

Planning Application - Contacts

TMPPL20250000166

Required information is indicated with an asterisk (*).

Type	Contact
Applicant	Desirae, Address:9500 civic center dr, Thornton, CO, 80229
<input checked="" type="checkbox"/> Contractor	Test Contractor 2 LLC (TN), Address:9500 Civic Center Dr, Phone:(303) 538-7417

City of Thornton → Thornton CityView Portal

Once the screen opens, it is very important you link the correct license to the permit (especially if duplicates appear).

Search for the license name exactly as it appears on your contractor's license for best results under "search for person or licensee". Choose contractor for contact type.

Project Description Location **Contacts** Upload Files Review & Submit

Address Book

Required information is indicated with an asterisk (*).

Contact Type:*
Contractor

Search for a person or licensee:*
Test Contractor 2 LLC (TN), Address:9500 Civic Center Dr, Phone:(303) 538-7417

Begin typing a name and/or address above and we will search the address book for a matching contact. If the correct name and address appears, please click on the contact name.

If your license doesn't appear or you can't find it, you can also search by the address of the license or keywords in the license name. If you don't have a contractor's license with the city of Thornton or you can't find it please reach out to Buildings@thorntonCO.gov or call 303-538-7250 for assistance.

File Upload:

Please use the Naming Conventions indicated next to each file when submitting your documents without adding additional words or numbers.

- Plan and Profile
- Any optional attachments you would like to include.

If you have other items you would like to submit as part of your Development ROW Permit, you can use the additional documents upload option and add them here. Please make sure they are in .PDF formatting and that the name clearly indicates what is being uploaded.

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Each item needs to be submitted separately (combined documents will not be accepted and can cause delays in issuance).

Choose browse and locate the document you wish to upload.

Once you have uploaded the required documents, you can write a brief description if you would like. choose **Next Step: Review and Submit**.

Current Submittal ☑

Submittal #1) Application Submittal (09/29/2025)

[Print Requirement Items](#)

Type	Status	Date Verified
☑ Optional ?	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		
☑ Plan and Profile ?	Pending	
Select a new document for this requirement: <input type="button" value="Browse.."/>		

Upload Additional Documents ☑

Select any documents you wish to provide:

Provide a short description of this set of documents:

Previous Step: Contacts

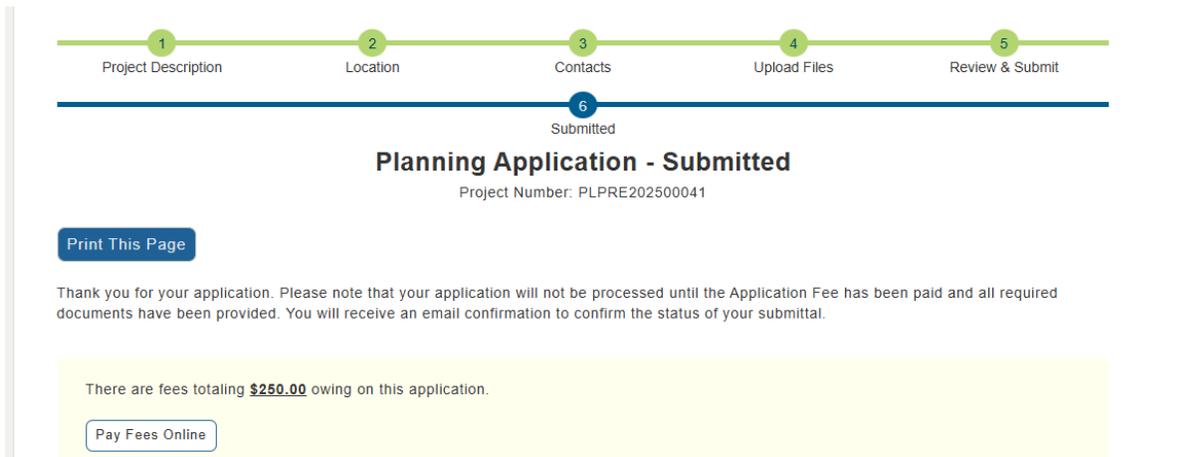
Next Step: Review & Submit

Final Review and Submission of your request.

Once you everything is ready to go, you can review your submission and then you would click “Submit Application”



You will know your application has been submitted when you see that all steps are highlighted in green and the Planning Application shows **Submitted** (screenshot below).



Payment information and how to make the payment

Once you receive an email that your permit is approved, you will receive an email notifying you to log onto your CityView Portal account and make the payment. (Reminder, if you are a Franchise, you will need to pay for both the ROW and Traffic Permit prior to issuance if applicable).

Make quickly to avoid delays in issuing permits.

Please note that if you stop payment or hit back before completing the transaction, you will have to close everything out and wait at least 20 minutes before re-starting the transaction so make sure you have the below information ready before starting the payment.

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Print This Page

Thank you for your application. Please note that your application will not be processed until the Application Fee has been paid and all required documents have been provided. You will receive an email confirmation to confirm the status of your submittal.

There are fees totaling **\$250.00** owing on this application.

Pay Fees Online

Click on Pay Fees online

If you are logged out, you can log back into [CityView Portal](#) and go to **your items**, and under Planning Applications, you will be able to locate your Development ROW Permit submittal and pay the fees from there. Staff will be notified of the payment and will process your permit in the order it is received.

Welcome **[redacted]**

Sign Out My Account My Items Portal Home Search for a Property Portal Help

Submitted

Planning Application - Submitted

Project Number: PLPRE202500066

My Contractor License Applications ☯

My Code Enforcement Complaints ☯

My Permit Applications ☯

My Fire Applications ☯

My Planning Applications ☯

Show Active ▾

Reference Number ↕	Address ↕	Type ↕	Status ↕	Date Created ↕
PLPRE202500066	9500 CIVIC CENTER DR .1, THORNTON, CO 80229-4326	Pre-Application	Pre-Application	06/25/2025

Name: ttest

Pay Fees Upload Submittals

It will prompt you to make a payment using a Credit Card or an ACH.

Planning Application Fees
PLPRE202500066

Fee Type	Amount	Amount Paid
Pre-Application Fee	\$250.00	\$0.00
Totals:	\$250.00	\$0.00
Total Amount Owing:	\$250.00	

Pay with Credit Card

Pay with E-check (ACH)

Make Payment:

Credit Card

- 3.15 percent service fee to the card processor (not collected by city)
- needs to be completed correctly or it may create a return or be declined.

E-check

- No associated service fees
- needs to be completed correctly or it may create a return or be declined.

Billing Information

* Required field

First Name *

ⓘ First name is a required field

Last Name *

Address Line 1 *

ⓘ Address is a required field

City *

Country/Region *

Zip/Postal Code *

Phone Number *

Email

Payee's first and last name
If the account is under a business name (put the exact name under both first and last name as it appears on the account)

Bank Address

Payment Details

Routing Number *

Account Number *

Check Number

Account Type *

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Bank information, make sure the Billing information matches the account payment details