

TITLE: Standard Operating Procedure – Engineering Division ROW Inspector

GENERAL PROCEDURE:

This SOP outlines the administrative and field responsibilities for the Right-of-Way Inspector in the Engineering Division of the Public Works Department for the City of Golden, Colorado.

1) Permit Application

- a) ROW permit application processed by Permit Tech
- b) ROW permit application will be routed to the ROW Inspector to review for the following:
 - i) Directional boring operations
 - (1) Identify any conflicts with City of Golden infrastructure
 - (2) Verify vertical & horizontal clearances are met on quality level B utility plan
 - (3) Coordinate with City of Golden I.T. Department for any co-locate opportunities
 - (4) Coordinate with City of Golden Utility Division for any standby services needed during boring operations
 - (5) Provide any necessary comments to applicant for correction / clarification
 - ii) Traffic control impacting pedestrian / bicycle facilities
 - (1) Verify traffic control plan has made effort to minimize impacts to pedestrian & bicycle movement
 - (2) When necessary, verify traffic control plan reflects an adequate pedestrian & bicycle detour plan that minimizes the impacts to pedestrian & bicycle movement
 - (3) Verify traffic control plan meets 2009 MUTCD & City of Golden standards as outlined under city ordinance 2157
 - (4) Provide any necessary comments to applicant for correction / clarification
- c) ROW Inspector to contact listed site contact on permit application prior to permit being issued
 - i) Verify start date of project
 - ii) Coordinate a pre-construction meeting at project site for complex / lengthy projects
 - iii) Discuss potential impacts / conflicts in the ROW
 - iv) Review utility / site plan
 - v) Review traffic control plan
 - vi) Communicate City of Golden expectations & requirements for work in the ROW per city ordinance 2157
 - (1) Required inspections


3) **Miscellaneous notes & comments**

- a) ROW Inspector will be observant of any activity in the public right-of-way during daily inspections
 - i) Work without a ROW permit
 - ii) Work being conducted outside of permitted dates & times
 - iii) Unsafe traffic control
 - iv) Traffic control setup outside of permitted boundaries
 - v) Work being completed that is not covered by the ROW permit
 - vi) Dumpsters, storage pods, and the like
 - (1) Unpermitted
 - (2) Past the end date on the permit application
 - vii) Landscaping materials stored in the right-of-way
 - (1) Verify proper BMP's are in place and that the materials will be moved in a timely manner
 - (a) Advise a permit will be required with the proper BMP's in place if materials will be stored for a period of time
- b) ROW Inspector to support other City of Golden Departments & Divisions as needed

S.O.P. prepared by: Jerrett Hewen

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Approved by: Joseph Puhr, PE City Engineer

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