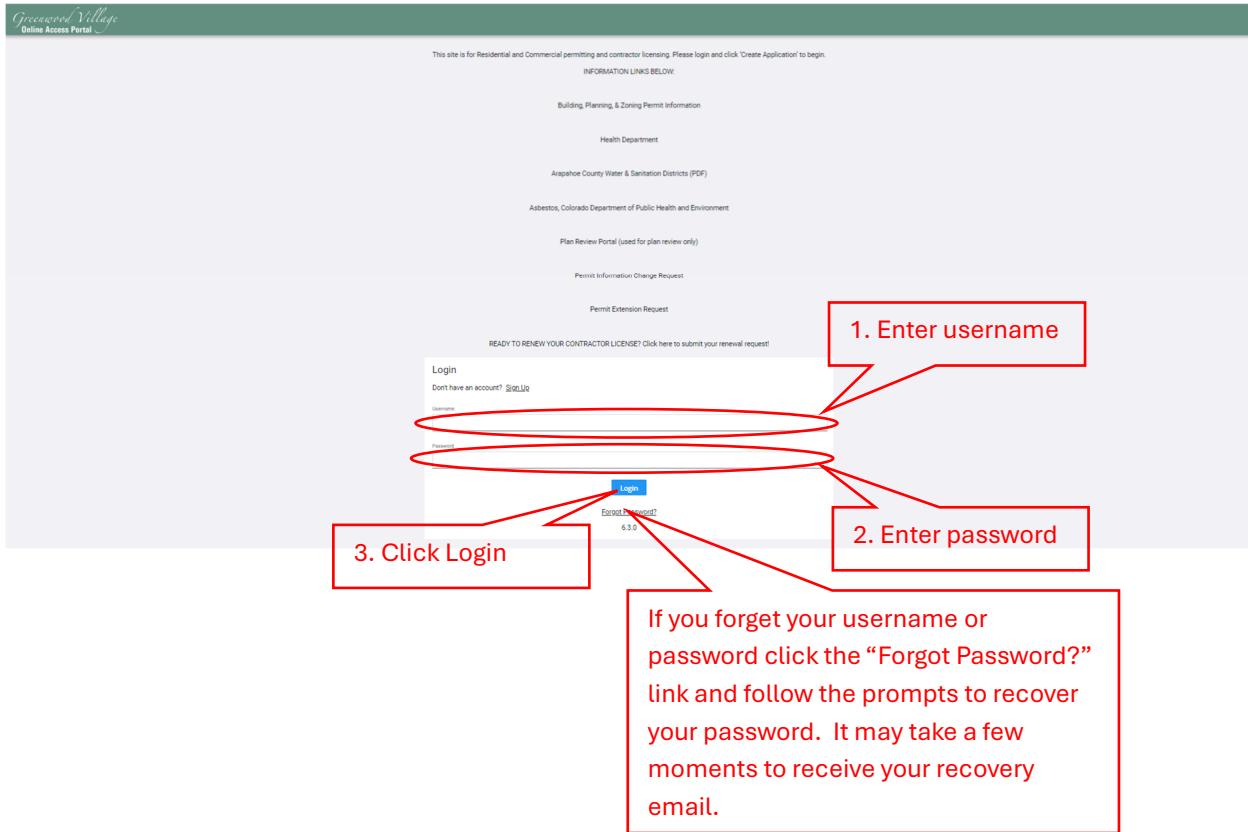


## Greenwood Village ROW Permit User's Guide

Begin your permit by logging in at this link:

This page will appear.



Once logged in you will be directed to the home screen. A summary of the contents of this page is shown below.

Submitted tab showing a map and list of all applications in process, active and closed permits.

Incomplete tab showing the list of all permit applications in progress. If at any point you close your application you may continue it by clicking this tab.

Contractor license tab (not used for ROW permitting)

List of permits in progress

Click here to begin a new application

Search button to filter active submissions by permit type, status location or work description

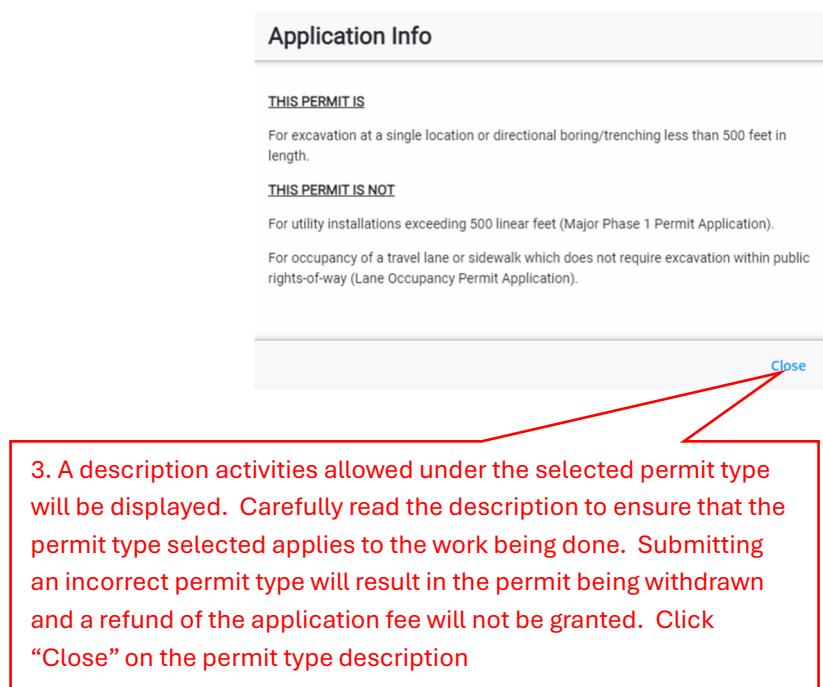
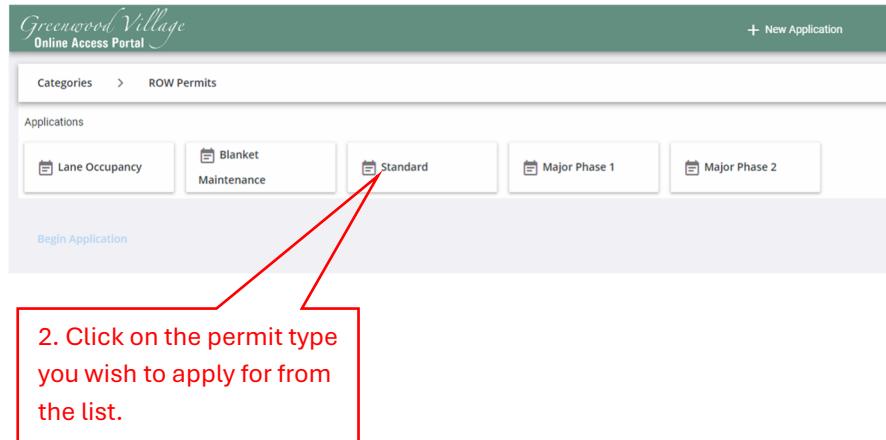
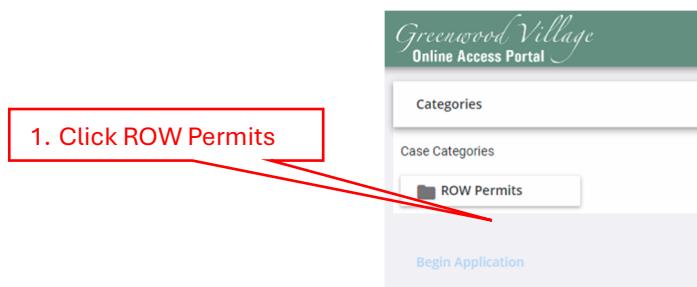
Notifications button (typically unused)

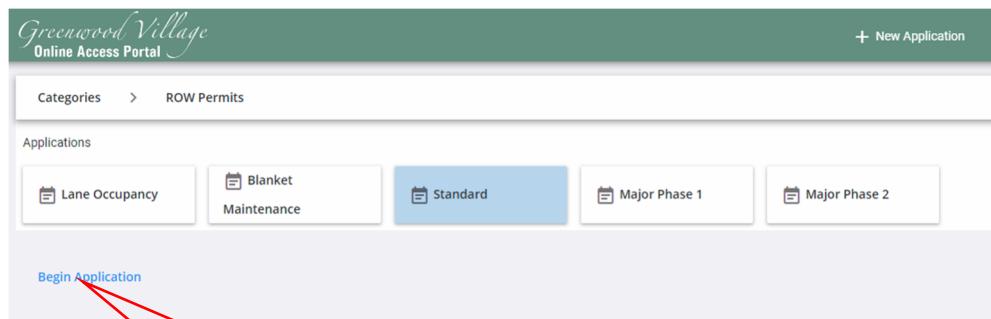
Account button. Use this button and drop-down to log out.

Map of permit locations

Toggle map on and off

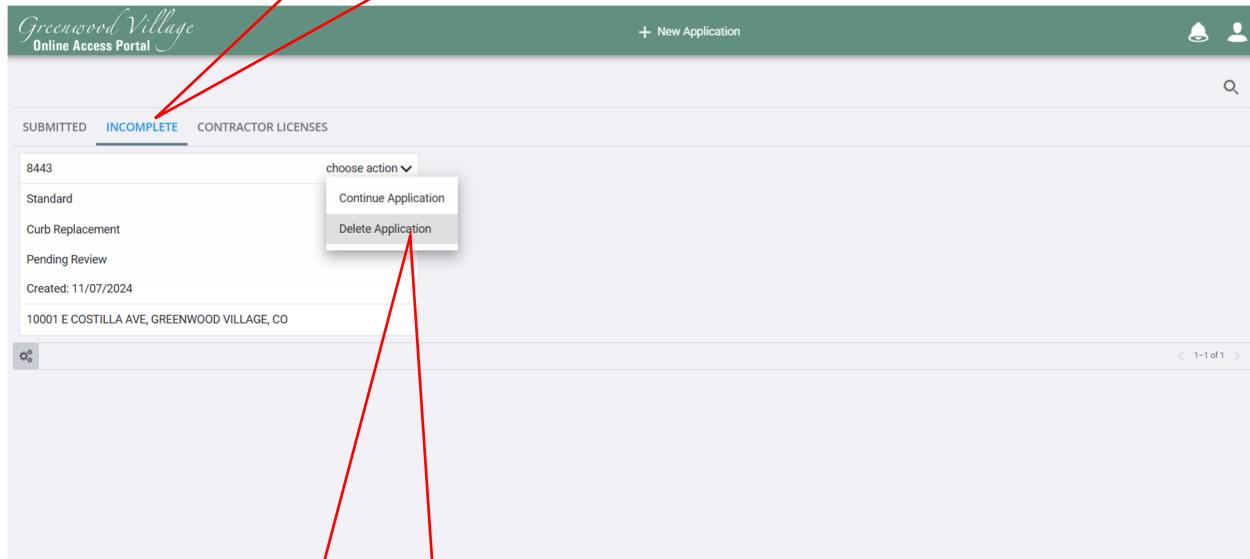
After clicking the new application button from the home screen, follow the following steps to apply for a permit.





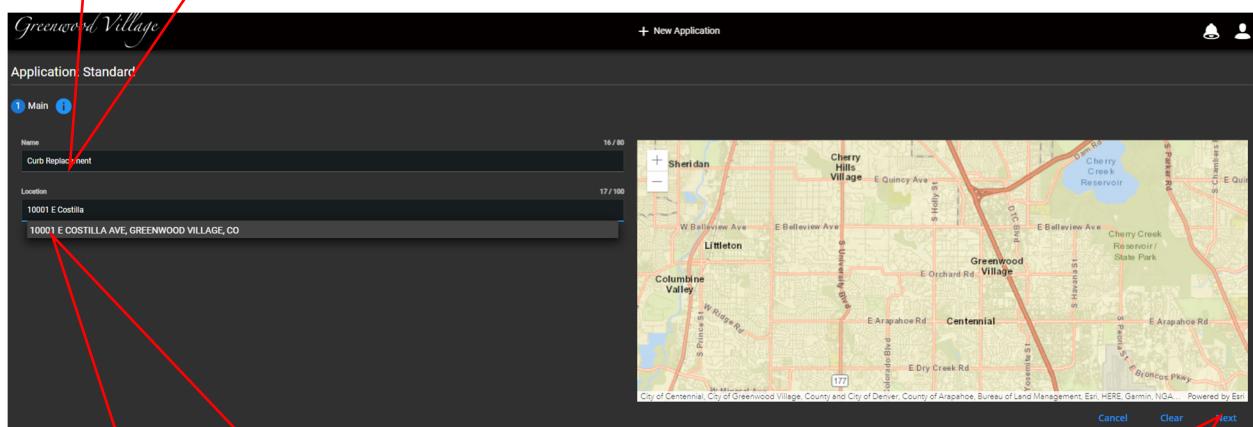
4. Click “Begin Application” button which is now available.

If at any point you need to pause the application process you can close your browser. To finish your application, log in to the permit portal and click the incomplete tab.



Select the “Choose Action” dropdown menu and click continue application to finish your application or delete application to cancel the application.

5. Provide a brief description of the project scope.



6. Begin typing project address and the webpage will suggest potential addresses. Select the matching address from the list.

7. Click "Next"  
Note: Clicking "Clear" will clear the data from all fields. Clicking "Cancel" will cancel the application and you will lose all previously entered data

8. Provide the contact information for the individual filling out the application. **IMPORTANT:** do not change the “Roles” Field

9. **IMPORTANT:** The name field should contain the individual’s name followed by a comma and the individual’s company. For example: Tim Smith, ABC Construction

12. Repeat steps 8-11 for the Permittee. This is a named representative of the entity installing the facility or the homeowner.

Greewood Village + New Application

People

Role: PERMITTEE: Permittee / Utility Owner

Name: \_\_\_\_\_ / 60

Address: \_\_\_\_\_ / 60

City: \_\_\_\_\_ / 60 State: \_\_\_\_\_ / 2

Zip: \_\_\_\_\_ / 15

Company Name: \_\_\_\_\_ / 60

Home Phone: \_\_\_\_\_ / 15 Cell Phone: \_\_\_\_\_ / 15

Work Phone: \_\_\_\_\_ / 15 Work Ext: \_\_\_\_\_ / 6

Email: \_\_\_\_\_ / 256

Comment: \_\_\_\_\_ / 2000

more... Use My Info more... Use My Info more... Use My Info

11. Fill in the Company Name, Work Phone Number and E-mail address of the individual. These fields must be filled in before being allowed to advance further

10. Fill in the address of the individual.

13. Repeat steps 8-11 for the Foreman. This is the on-site contact during the project. The phone number provided should be a 24-hr emergency contact phone number.

14. Near the bottom of the page, additional subcontractors may be added but are not required. The “Role” field may be changed on these fields, but not left blank. Repeat steps 8-10 to fill in the information for the subcontractors. If no other subcontractors are needed, all fields except the “Role” field may be left blank.

Greewood Village + New Application

Comment: \_\_\_\_\_ / 2000

more... Use My Info more... Use My Info more... Use My Info

Role: SUBADDITIONAL : Additional Subcontractor

Name: \_\_\_\_\_ / 60

Address: \_\_\_\_\_ / 60

City: \_\_\_\_\_ / 60 State: \_\_\_\_\_ / 2

Zip: \_\_\_\_\_ / 15 Home Phone: \_\_\_\_\_ / 15

Cell Phone: \_\_\_\_\_ / 15

Email: \_\_\_\_\_ / 256

Comment: \_\_\_\_\_ / 2000

Cancel Clear Previous Next

15. Click “Next”

Note: Clicking “Previous” will allow you to go back and amend completed sections

16. The “Permittee Reference Number” field is optional and may include the contractor’s job number

Permittee Reference Number  
Test

Type of Installation

Electric  Yes/No

Fiber/Cable  Yes/No

Gas  Yes/No

Sewer  Yes/No

Storm Sewer  Yes/No

Water  Yes/No

Other  Yes/No

If other, please explain  
Test

17. Select the utility being worked on. If it is not for a utility select other and fill in a short description below

18. Check whether this is emergency work. Emergency work is defined as a situation where there is potential loss of life or property, crews will be mobilized immediately and will remain until the situation is resolved. Typical examples include water main breaks or power outages. Emergency work may proceed immediately but the City should be notified promptly at 303-708-6100 and a permit shall be filed within 24 hrs.

Related to Emergency Work  Yes/No

Installation Details

Quantity of Installation  
Number

Value of Work Being Performed  
Currency

Number of Working Days Needed (Includes all Restoration)  
Number

Start Date  
Date Value

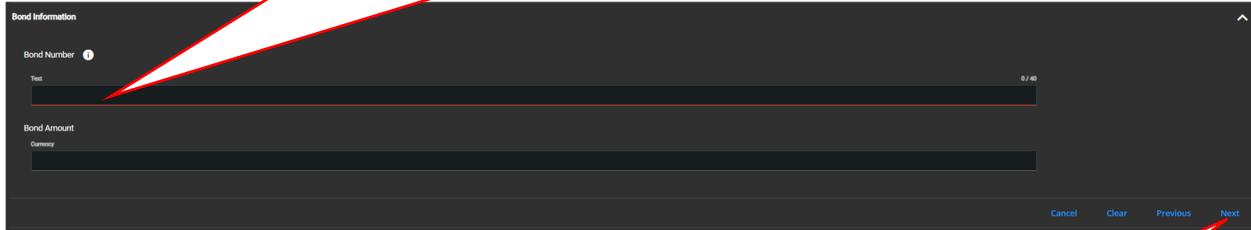
19. Identify the length of any utility or curb and gutter installation or square feet of paving/flatwork. Reminder: if the length of utility installation within and parallel to the right of way exceeds 500', a Major Phase 1/Major Phase 2 permit is required.

20. Identify the cost of the restoration (i.e. backfill, paving, concrete, landscaping). The bond amount shall match this amount or \$5,000, whichever is less. The City reserves the right to reject this estimate and require an appropriate bond amount based on the scope of work.

21. Identify the number of working days to complete the project, including restoration, or a minimum of 15 days. This will be used, along with the start date to establish the permit expiration date. All restoration must be complete within 10 days of the installation of the facility in the Right of Way

22. Identify the start date.

23. Fill in the bond number and amount. For permittees that have multiple projects in the City, the same bond may be used for multiple permits but the total value of the bond must be greater than the total value of all restoration on open permits.



Bond Information

Bond Number

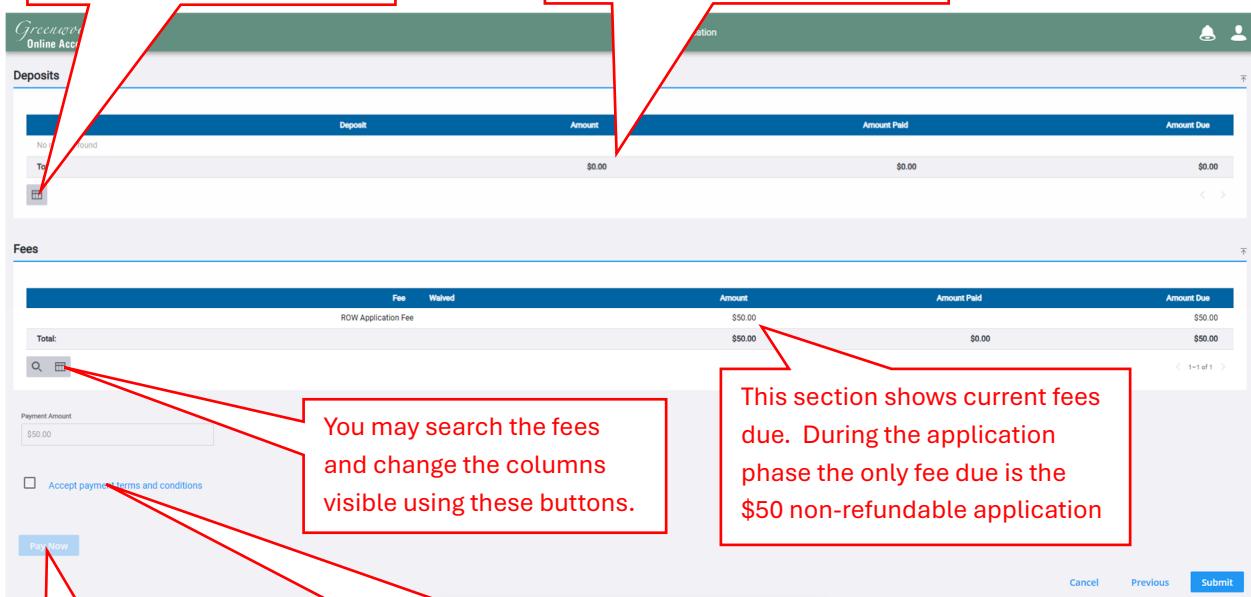
Bond Amount

Cancel Clear Previous Next

24. Click "Next"

You may filter the columns visible in the deposit summary using this button

This section shows any deposits you have paid for the permits but is typically unused.



Deposits

Deposit	Amount	Amount Paid	Amount Due
No Bond	\$0.00	\$0.00	\$0.00
Total			

Fees

Fee	Waived	Amount	Amount Paid	Amount Due
ROW Application Fee		\$50.00	\$0.00	\$50.00
Total:		\$50.00	\$0.00	\$50.00

Payment Amount: \$50.00

Accept payment terms and conditions

Pay Now

Cancel Previous Submit

26. Click "Pay Now."

25. Click the "Accept the Payment Terms and Conditions" link to review the terms and conditions. Once you have reviewed these, check the radial button to accept them.

### Terms and Conditions

I hereby certify that I have read and examined this application and know the same to be true and complete. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel any provisions of any State or City law regulating construction or the performance of construction.

I understand that if I have submitted for the wrong permit type, I will be required to submit a new permit application and pay any associated fees.

Decline

Accept

27. This notice will appear. Click "Accept" and you will be directed to an external vendor to pay the fees. Your application will not be reviewed until the fees are paid.

### Order Summary

Description	Payment for Case: ROW24-219	Total	\$ 50.00
Invoice Number	7400		

Card Number •  Exp. Date •  Card Code

### Billing Address

First Name	Last Name
Billing Country	Zip
USA	City
Street Address	Phone Number
State	

Pay  Cancel

28. Fill out the applicable credit card data and click "Pay". Your application has been submitted. You will receive an e-mail with a link to allow you to continue your application.

## UPLOAD AND SUBMIT

Hello Adam,

You have a task to complete to start your plan review.

**TIP: Are you a New User?**

**First complete your account setup (required),** if you have not already done so. Open the separate invite email you received, or to request a new password [click here](#) and then select "forgot password".

To begin, please click on "Start Task" below.

**Start Task**

To submit your files  
for **ROW24-174 : Right of Way Permits Standard**

30. Click the "Start Task" link.

29. Note the permit  
number assigned to your  
application in this email.  
From within the email.

*Please do not reply to this email.*

31. Review the terms and  
conditions on the right,  
enter your email address  
and password and click  
"Login."



Welcome to the Portal

November 8, 2024

### Login

E-mail:

Password:

**Login**

[Forgot password?](#)

You need an account to access your projects. Contact the jurisdiction if you don't have an account login.

### Welcome to the City of Greenwood Village Login Page!

This new, innovative system will enable you to participate in the electronic plan review process for our city. Our electronic plan review process increases efficiencies, reduces costs, and accelerates community development. For more information on our electronic plan review system and how to get started use the video series below and the Watch Video links within the system. For additional information regarding Permit Process, please visit: [Building Permits & Inspections](#) | [Greenwood Village Official Website](#)!

#### TERMS AND CONDITIONS OF USE

Your access to and use of City of Greenwood Village's ePlan is subject to the following terms and conditions, as well as all applicable laws. Your access to City of Greenwood Village's ePlan is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you", "your", and "user", means you and the employees, consultants, contractors, and other parties who access the City of Greenwood Village's ePlan using your password.

[USE OF STTF](#)

First Name \*

Last Name \*

Email \*

Phone \*  X

The Phone field is required in XXX-XXX-XXXX format.

Additional Phone  X

I Have a Company \*  Yes  No

This field is required.

Address 1 \*  The Address 1 field is required.

Address 2

Country \* United States

Province/State \* Alabama

City \*  The City field is required.

Postal Code/Zip Code \*  The Postal Code/Zip Code field is required.

Current Password \*

32. If this is your first time logging in, verify your first and last names and email address in the appropriate field.

33. Add your phone number to the appropriate field

34. Check the radial button and enter you company address as appropriate.

35. Enter your company password and click save.

ProjectDox Dashboard November 8, 2024

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (12)
ROW24-153	Right of Way Permits Lane Occupancy	10001 e costilla ave	In Review	<input type="button" value="Open"/> ROW Department Review
ROW24-140	Right of Way Permits Lane Occupancy	10001 E COSTILLA AVE	Applications Acceptance Review	<input type="button" value="Open"/> Applications Acceptance Review
ROW24-143	Right of Way Permits Major Phase 1	10001 E COSTILLA AVE	Applications Acceptance Review	<input type="button" value="Open"/> Applications Acceptance Review
ROW24-163	Right of Way Permits Standard	10001 E Costilla Avenue	Upload	<input type="button" value="Open"/> Upload and Submit
ROW24-170	Right of Way Permits Standard	10001 E Costilla	Upload	<input type="button" value="Open"/> Upload and Submit
ROW24-171	Right of Way Permits Standard	1001 E Costilla Avenue	Upload	<input type="button" value="Open"/> Upload and Submit
ROW24-172	Right of Way Permits Standard	10001 E Costilla Ave Greenwood Village, CO	Upload	<input type="button" value="Open"/> Upload and Submit
ROW24-169	Right of Way Permits Standard	10001 e costilla ave	In Review	<input type="button" value="Open"/> ROW Department Review
ROW24-173	Right of Way Permits Standard	10001 E COSTILLA AVE, GREENWOOD VILLAGE, CO	Upload	<input type="button" value="Open"/> Upload and Submit
ROW24-174	Right of Way Permits Standard	10001 E COSTILLA AVE, GREENWOOD VILLAGE, CO	Upload	<input type="button" value="Open"/> Upload and Submit

1 - 10 of 40 records

36. A list of your projects is presented. It shows the permit number, the description and location you entered in the application, the status of the permit and a list of tasks. Click open on the appropriate you wish to complete.

# UPLOAD AND SUBMIT

## Task Information

<b>Project Name:</b>	ROW24-174
<b>Project Description:</b>	Right of Way Permits Standard
<b>Coordinator:</b>	ROW Department
<b>Workflow:</b>	ROW Plan Review Workflow
<b>Current User Login:</b>	
<b>Task Due Date:</b>	11/15/24 2:37 PM

37. You will be redirected to the “Upload and Submit” page. A summary of the permit information will be displayed at the top of the page.

## Task Instructions

Please follow the steps below.

**STEP 1 of 3:** Select and upload your drawing and supporting document files into this project, as required

Below are the required documents to submit based on application type.

	Occupy	Blanket	Standard	Phase I	Phase II
Plan Set	N	N	Y	Y	Y
MHT	Y	OPT	Y	Y	Y
Security	N	Y	Y	Y	Y
Construction Schedule	N	N	Y	Y	Y
LOA	OPT	OPT	OPT	OPT	OPT
Special District Letter	OPT	OPT	OPT	OPT	OPT
Cost Estimate	N	N	Y	Y	Y

File Upload for: ROW24-174 

Please click appropriately for the **type of files** you are uploading.

**Upload Documents**

Uploaded files:

No files uploaded yet.

39. Click “Upload Documents”

Plan Set: A detailed plan, over an aerial, showing the proposed run line of a utility and area of surface disturbance. It shall contain dimensions to the nearest adjacent parallel utilities, dimensions to right-of-way lines, and dimensions to edge of roadway. Utility locations and patch locations shall follow the details in the Greenwood Village Public Infrastructure Design and Construction Standards. For Major Phase 1 and Major Phase 2 plan sets, pothole locations and a plan and profile shall be provided. Drawing scale shall not exceed 1"=50'.

MHT: A Method for Handling Traffic, or traffic control plan, shall be submitted. It shall at a minimum show the lane configuration of the road way, all driveways in and around the work zone, adjacent cul-de-sacs, roadway design speed, taper lengths drawn to scale, advanced warning sign spacing and locations, a summary of device quantities, detour routes, location of work within the street, and sidewalk detours.

Security: For permittees operating under a license agreement (Xcel Energy or Comcast) or Letters of Responsibility (i.e. many special districts, Denver Water) a letter acknowledging the applicant will be working under the permittee's surety will be sufficient. For other permittees a bond, on the Greenwood Village template provided on the Greenwood Village Right of Way webpage, matching the value of the cost of restoration or \$5000, whichever is greater, shall be submitted.

Special District Letter: This is a letter that is required when working in or around a median or other property operated by a special district. If required, a form letter and contact information for the applicable special district personnel will be provided during the review process.

40. Click “Browse for Files”, navigate to the location of the file required to be uploaded and click “Open” or simply drag the files from your file explorer and drop them below the blue line. **IMPORTANT: Only PDF files are supported at this time.** Files will appear in color coded text as described at the bottom of the screen. Clicking the red “X” next to the file name will

Greene  
File  
Folder: R:\174\Documents  
Browse For Files or drag files into area below.

Total:

Bond.pdf  
MHT.pdf  
Plans.pdf

42. Click “Start Upload”

Close Window  
Start Upload  
0 / 3

549 KB   
549 KB   
549 KB 

Orange files are **new uploads**  
Blue files are **new version uploads**  
Red files appear to be same as previously uploaded (**will likely be discarded**)

41. Clicking the red “X” next to the file name will remove the file from the upload list.

Uploaded files:

Select folder to open file list.

▼ Documents (3 - 3 New)

Bond.pdf New   
MHT.pdf New   
Plans.pdf New 

Approved  
Internal Only

43. A list of expandable folders appears on the upload screen. Clicking the trash can and red “x” icon next to the file name will delete the file from the submittal

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

\*All files for this project have been uploaded \*Required

STEP 3 of 3: Click the "Submit" button below to complete your task

44. Confirm all required items have been uploaded and check the check box.

46. If, at any time, you need to pause your application, you may click "Save for Later" and close your browser. The application may be resumed by following steps 29-36.

45. Click the Submit button. You will receive an email listing the files uploaded. You have entered the Acceptance Review Phase. The City will review the submittal to ensure all required items are included and notify you of any necessary items within 5 days, though usually much sooner. You will be notified via email when your acceptance review has begun.

## RESPOND AND RESUBMIT

Hello

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

**TIP: Naming new file versions**

It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, \_v2, or -r2).

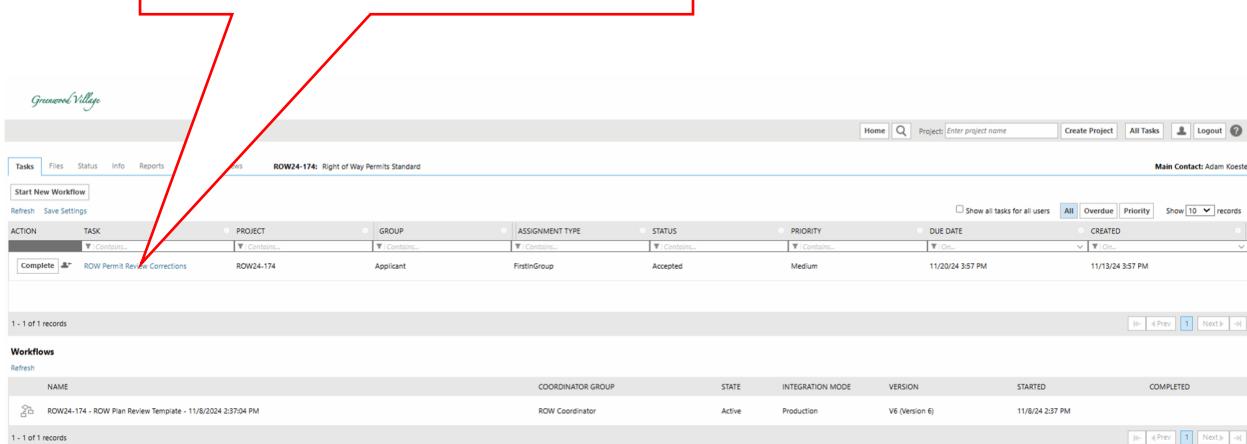
To begin, please click on "Start Task" below.

**Start Task**

To submit your corrections  
for **ROW24-174 : Right of Way Permits Standard**

46. If additional information is required after the City has completed the acceptance review, you will receive an email notifying you additional information is required. Click the "Start Task" link within this email to view the comments and upload additional information. You will be redirected to the login screen. Enter your email address and password and click "Login" as previously seen in step 31. You will be redirected to the ProjectDox home screen.

47. Click the “Row Permit Review Corrections” link next to the appropriate permit number and you will be directed to the plan review workflow.



ROW24-174: Right of Way Permits Standard							
Tasks		PROJECT		GROUP		ASSIGNMENT TYPE	
ACTION	TASK	PROJECT	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	CREATED
Complete	ROW Permit Review Corrections	ROW24-174	Applicant	FirstInGroup	Accepted	Medium	11/20/24 3:57 PM

1 - 1 of 1 records

Workflows

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
ROW24-174 - ROW Plan Review Template - 11/8/2024 2:37:04 PM	ROW Coordinator	Active	Production	V6 (Version 6)	11/8/24 2:37 PM	

1 - 1 of 1 records

48. Click the “Review Comments” button and the comment summary will pop up

**Task Instructions**

Please follow the steps below:

**STEP 1 of 4:** Respond to all comments

**Resolve Review Comments**

Unresolved Comments: 1  
Info Only Comments: 0  
Files with Markups: 0

Plan Review: **Review Comments**



Dept: Show All Status: Show All Response: Show All Search: Enter keyword

Type: Show All Cycle: Show All Time: Show All

Ref.# 1 ROW Adam Koester 11/13/24 3:54 PM Cycle 1

Unresolved Comment

Because you are working in a district owned median, a special district letter is required for this project please contact \_\_\_\_\_ at 555-555-5555 to obtain permission to work in this area.

Please enter your responses

Type your response here.

49. There are four types of comments. Please see below for a summary of each type. Click in the yellow box beside each comment to add a response. Then click close window at the top right corner.

## Comment Types:

Unresolved – This comment requires action from the applicant and must be responded to prior to being allowed to resubmit to the City

Resolved – This is a comment that has been previously addressed in a satisfactory manner and requires no further response.

Question – This is an item that requires clarification and may affect the way the City comments in subsequent rounds. This comment must be responded to prior to being allowed to resubmit to the City.

Info Only – This is information the City wishes the applicant to know but does not affect their submittal. Examples may include other permits working in the area that must be coordinated with, adjacent Capital Projects and their timing, and moratorium streets, among others.

50. You will return to the plan review workflow. Click the “New Files” Tab in the second section of the workflow.

51. You may add new items or revised documents following steps 39-41 outlined in the initial submittal. **IMPORTANT:** Revised documents must be named **EXACTLY** the same as the original documents to allow the system to track and version comments properly.

STEP 2 of 4: Upload any new or updated files to this project.

Version Upload for: ROW24-174

Select "Versioned Files" to upload files as updates for files previously submitted and received. Select "New Files" to upload any additional new file into this project as requested.

Versioned Files **New Files**

Please click appropriately for the **type of files** you are uploading.

Upload Documents

Uploaded files:

Select folder to open file list.

- ▶ **Documents** (3 - 0 New)
  - Approved
  - Internal Only

52. Confirm that you have responded to the review comments and uploaded any required files by clicking the check boxes

**STEP 3 of 4:** Click all to confirm you have completed this task and are now ready to submit

Confirmation 

\*I have responded to all review comments \*Required  
 \*I have uploaded my revised files, if requested \*Required

**STEP 4 of 4:** Click the "Submit" button below to complete your task

53. Click Submit to resubmit to the City or save for later to save your responses and continue later. After each review, you will receive an email from the City notifying you your review is complete. Steps 46-53 can be followed for each resubmittal throughout the review process. Once all items are resolved you will receive an email notification that your application is moving through the process. Once all technical comments are

54. Once your application has met all the technical requirements, you will receive an email to pay your estimated fees. Click the link in the email to be redirected to the permitting portal login screen. Follow steps 1-3 to log in.

Greenwood Village has approved your application for permit #ROW24

Permit fee is \$439.00 . Please log in and pay the applicable fees.

<https://online.greenwoodvillage.com/Permits/Template/CFU.aspx?CaObjectId=89773&BusCaseId=3>

If you have any questions, please do not hesitate to call (303) 708-6100.

Thank you,

Greenwood Village

55. Locate the applicable permit in the permit list and click the “Choose Action” drop down menu. This menu has several options discussed in detail below. Select Pay fees from the drop down menu. Follow Steps 25-28 to pay the initial inspection fees. The City will verify that all outstanding fees have been paid and email you a copy of your permit. You will receive a separate email with a link to your stamped approved plans

The screenshot shows the Greenwood Village Online Access Portal. At the top, there are tabs for 'SUBMITTED', 'INCOMPLETE', and 'CONTRACTOR LIC.' Below these, a list of permits is displayed. The first permit, 'ROW24-177', is highlighted with a red box. A dropdown menu is open over this permit, showing options: 'choose action', 'Standard', 'Curb Replacement', 'Pay Fees', 'Created: 11/14/2024', and 'Address: 10001 E COSTILLA AVE, GREENWOOD VILLAGE, CO'. Below this, there are buttons for 'Printable Documentation', 'Create New Case From Current', and 'Link Case'. To the right of the dropdown, another permit, 'ROW24-178', is shown with a similar dropdown menu. Further to the right, 'ROW24-173' and 'ROW24-170' are listed. At the bottom of the page is a map of Greenwood Village and surrounding areas, with a red line drawn across it.

**Check Case Status:** Redirects to the case page. You can review project contacts, fees, notes, etc. from this page.

**Schedule Inspections:** This is not used on ROW permits. To schedule inspections please contact your inspector at the number on the permit.

**Pay Fees:** Link for paying initial inspection fees, fines, or additional inspection fees.

**Printable Documentation:** This will bring up a copy of your permit.

**Create New Case From Current:** Will duplicate all information for this permit and create a new permit application. This is not typically used.

**Link Case:** Used for tying this permit to another related permit. For example linking a Major Phase 1 to its Major Phase 2.