

# Town of Vail Public Works Department Public Way Permit Application



[<CLICK HERE> to link to Town of Vail OpenGov Permitting Portal](#)

**Application must be submitted 3 business days prior to permit issuance by the Town of Vail**

Submit application to the Public Works Department, [lsandoval@vail.gov](mailto:lsandoval@vail.gov), 970-479-2198

Company Name: \_\_\_\_\_ Company Phone/Cell: \_\_\_\_\_

Company Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone/Cell #: \_\_\_\_\_

Public Way Use Location/Site Address: \_\_\_\_\_

Public Way Use Request Dates: \_\_\_\_\_ to \_\_\_\_\_ Requested Work Times: \_\_\_\_\_

**Purpose for Request:**

- Underground Utility Installation (Circle)  
**Water/Sewer   Electric   Gas   Phone   CATV   Fiber**
- Landscaping
- Temp Site Access
- Construction Staging
- Construction Parking
- Roadway Construction (Bore, Open Cut, Trench)
- Other (Explain) \_\_\_\_\_

**Street Cut Dimensions (if applicable):**

Length: \_\_\_\_\_

Width (Min 4 ft): \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

**Requested Public Way Use:**

- Single Lane Closure – Liner ft of closure (including taper) \_\_\_\_\_
- Two Lane Closure – Liner ft of closure (including taper) \_\_\_\_\_
- Sidewalk/Bike Path – Liner ft of closure \_\_\_\_\_
- Parking (See Restrictions on Exhibit A) # of Vehicles \_\_\_\_\_ # of Days \_\_\_\_\_
- Other (Explain) \_\_\_\_\_

1. **Applicant shall submit a traffic control plan and work site/staging plan with this application.** Traffic Control Plan shall be in compliance with the MUTCD and shall show streets with names, adjacent intersections, advanced warning signage, taper lengths, buffer space and work zone dimensions. No full street closures allowed.
2. **Applicant must contact the Public Works Department at 970-479-2198, [lsandoval@vail.gov](mailto:lsandoval@vail.gov) , 24 hours prior to commencing of work.** Failure to notify the Town of Vail will result in forfeiture of bond money.
3. Applicant is responsible for obtaining approvals from all utility companies having an existing Utility line within the project site. **Applicant is required to provide the Positive Response email from Colorado 811 for the Utility Locates** prior to excavation.
4. **All Street Cuts and Bore/Potholes will require a Street Cut Bond.** The Public Works Department will provide the cost amount based on the information provide on this document. Street cut warranty bond will be held for Two Years.
5. **WARNING:** Inclusion of false information in this permit application establishes and automatic denial for a Public Way Permit and forfeiture of application fees. By signing the permit, the applicant declares he/she has read all contents of this document, Town of Vail Roadway Standards and Chapters of Title 8 – Public Ways and Property, of the Vail Municipal Code and is fully aware of its requirements and agrees to pay all applicable fees.

Print Applicant Name

Applicant Signature

Date

S:\Public Works\Engineering\PW Permit forms\Public Way Permit

<https://www.vail.gov/building-permits>

## Exhibit A

### Town of Vail Public Way Permit Fee Schedule Adopted April 1<sup>st</sup>, 2025

#### **Public Way Use and Street Cut Permit**

A Public Way Permit application fee of \$150.00 will be assessed for the issuance of any Public Way Use or Street Cut Permit. In addition, a charge will be assessed for both Public Way Use Permits and Public Way Street Cut Permits in order to offset costs due to Public Way use, public inconvenience, property degradation, inspection, coordination and administration. The Fee schedule shall be set as follows: *(Fees shall not be pro-rated, and shall be rounded up to the nearest measurement or time as indicated)*

#### **Public Way Use Permit Fee: (Minimum Fee \$100.00)**

##### **Construction Season**

Single Lane Closure:	\$0.25 / lft / day
Two Lane Closure:	\$0.70 / lft / day
Sidewalk/Bike Path Closure:	\$0.25 / lft / day
Core Areas Heated Streetscape	\$0.50 / sqft / week
Non-Paved Surface	\$0.15 / sqft / month
Parking	\$15.00 / space / day
Parking in Vail Core Area	\$30.00 / space / day

*(W. Forest Road to Vail Valley Drive-See maps.vailgov.com)*

##### **Non-Construction Season**

Single Lane Closure:	\$1.50 / lft / day
Two Lane Closure:	\$4.50 / lft / day
Sidewalk/Bike Path:	\$0.75 / lft / day
Core Areas Heated Streetscape	\$1.00 / sqft / day
Non-Paved Areas	\$0.60 / sqft / month
Parking	\$30.00 / space / day
Parking in Vail Core Area:	\$60.00 / space / day

*(W. Forest Road to Vail Valley Drive-See maps.vailgov.com)*

#### **Public Way Street Cut Permit Fee: (Minimum Fee \$100.00)**

##### **Public Ways:**

Asphalt/Concrete Paved Surface:	\$0.45 per square foot
Brick Paver Surface:	\$1.50 per square foot
Non-Destructive Exploration (each):	\$75.00 per location
Non-Paved Surfaces:	\$0.10 per square foot

##### **Public Ways Under Moratorium:**

Asphalt/Concrete Paved Surface:	\$12.00 per square foot
Brick Paver Surface:	\$22.50 per square foot
Non-Destructive Exploration (each):	\$300.00 per location
Non-Paved Surfaces:	\$0.40 per square foot

#### **Soil Nail License Fee: (Soil Nail License Agreement Required)**

0 to 20 linear foot encroachment	\$500 per nail (Horiz. or Vert. design)
Greater than 20 linear foot encroachment	\$1000 per nail (Horiz. or Vert. design)

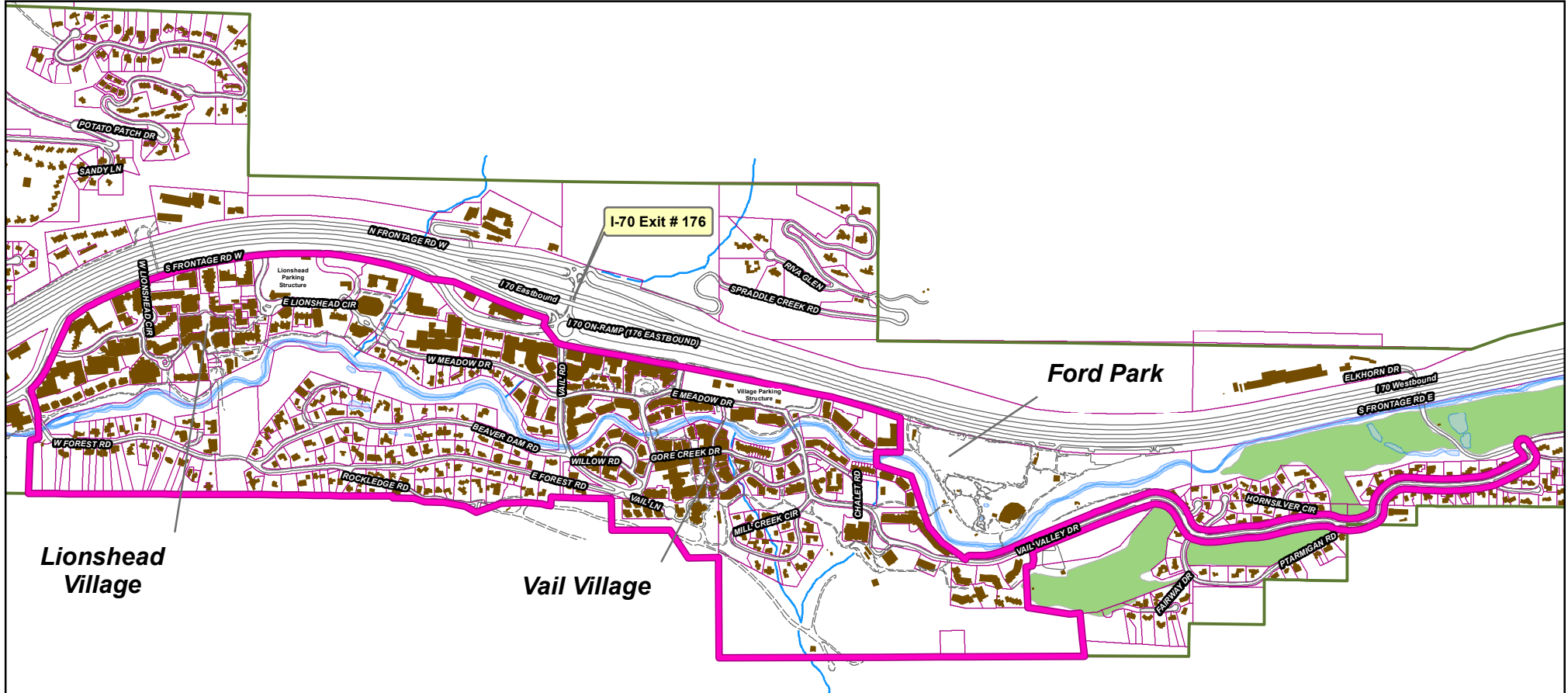
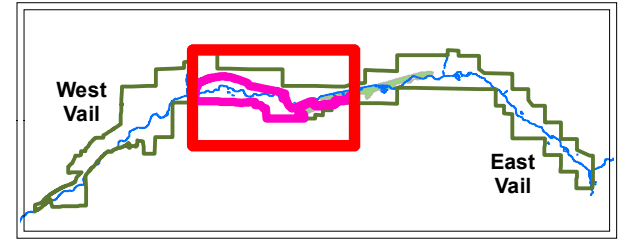
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## **Definitions:**

- Non-Construction Season:** Times in which construction is not allowed within the Public Way in the Town of Vail as defined in Title 8 of the Town Municipal Code and as further defined by the “Vail Village Construction Information Handout” information handout.
- Construction Season:** All times other than non-construction Season.
- Public Ways Under Moratorium:** Public Ways that have been reconstructed, rehabilitated, or resurfaced within the past five (5)yrs.
- Non-Destructive Exploration:** Non-destructive sub surface investigation by means of vacuum suction, auger, boring or other similar means that disturbs less than 12” diameter of the surface to determine depth and location of existing utilities or other structures, perform soil tests or analyses, or other sub surface exploratory needs.
- Parking:** A maximum of five (5) parking spaces may be issued to each Construction Site as long as the following criteria is met;
- Parking is only permitted Monday-Friday, except as further limited by the Village Construction Information Handout.
  - The Approved Parking Plan is posted at the job site in a location visible by the public adjacent to the impacted roadway.
  - One (1) parking space is equivalent to one (1) standard passenger van, standard pickup truck, or smaller vehicle.
  - The Parking is along the permitted property’s roadway frontage within the limits of the side property lines.
  - The Parking does not narrow the existing road to less than 16.’
  - The Parking allows through traffic from both directions to be able to see approaching vehicles through and beyond the parking area with sufficient time to yield prior to entering the narrowed portion of the roadway.
  - Through traffic volume is such that sufficient gaps exist for vehicular traffic to yield and not create a traffic queue.
- Village Core Area:** The Village Core Area is defined as all of Vail Valley Drive, and the entire area defined by the South Frontage Road to the north, ERWSD offices to the west, Ford Park to the East, and Vail Mountain to the south. See maps.vailgov.com

# Vail Core Areas

## Village Core Public Way Permit Fee Area

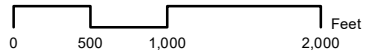


Lionshead Village

Vail Village



Core Area: Village Core Public Way Permit Fee Area



This map was created by the Town of Vail GIS Team. Use of this map should be for general purposes only. The Town of Vail does not warrant the accuracy of the information contained herein. (where shown, parcel line work is approximate)

Last Modified: August 19, 2025





## PUBLIC WORKS AND THE PUBLIC WAY PERMIT PROCESS

How it relates to Building Permits:

- Notice sign-offs for utility companies. ALL utilities must field verify (locate) respective utilities prior to signing application. Some utility companies require up to 48 hours notice to schedule a locate. Provide the Positive Response Email from Colorado 811 for the Utility Locates.
- A construction traffic control/staging plan must be prepared on a separate sheet of paper. An approved site plan may also be used. This plan will show locations of all traffic control devices (signs, cones, etc.) and the work zone (area of construction, staging, etc.). This plan will expire on November 1st and will need to be resubmitted for consideration for approval through the winter. Be aware that your resubmission for winter may be denied depending on the location of construction.
- Sketch of work being performed must be submitted indicating dimensions (length, width and depth of work). This may be drawn on the traffic control plan or a site plan for the job.
- Submit completed application to the Public Works office for review. If required, locates will be scheduled for the Town of Vail electricians and irrigation crew. The locates take place in the morning, but may require up to 48 hours to perform. The Town of Vail is a Tier One Member.
- The Public Works Construction Inspector will review the application and approve or deny the permit. You will be contacted as to the status and any requirements that may be needed. Most permits are released 48 hours of being received, but please allow up to one (1) week to process.
- NOTE: The above process is for work in a public way ONLY. Public Way Permits are valid only until November 15th. A new Public Way Permit is required each year if work is not complete. Re- application each November 15th does not mean an automatic renewal.

I have read and understand the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed



**DRAINAGE AND CULVERT INSPECTIONS ARE REQUIRED BY PUBLIC WORKS!**

Please read and check off each of the items below:

- The Town of Vail Building Department has developed the following procedures to ensure that new construction sites have adequately established proper drainage from building sites along and adjacent to Town of Vail roads or streets.
  
- The Town of Vail Public Works Department will be required to inspect and approve drainage adjacent to Town of Vail roads or streets and the installation of temporary or permanent culverts at access points from the road or street onto the construction site. Such approval must be obtained prior to any requests for inspection by the Town of Vail Building Department for footings, temporary electrical or any other inspection. Please call the Town of Vail Construction Inspector at 970-479-2198 to request an inspection from the Public Works Department. Allow minimum of 24 hour notice.
  
- Also, the Town of Vail Public Works Department will be approving all final drainage and culvert installation with resulting road patching as necessary. Such approval must be obtained prior to any Final Certificate of Occupancy issuance.

Agreed to by: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_

Project Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_



## Vail Staging / Parking Plan Information

The Staging / Parking Plan Philosophy - Is a very important step in the building process. Striking a balance between safe public access and giving construction projects room to build is becoming increasingly challenging, for us to meet all the needs of those who will be impacted by construction projects. The fact is, there is less room to build in the Town of Vail.

Developing a creative Staging Plan is a must. Staging in the Town of Vail Public Right of Way is a privilege, not a given right. When we review and approve staging / parking plans, we take into account impacts on neighborhoods, tourism, business and the traveling public along with your right to build.

**The General Contractor is responsible for all subcontractors and all construction activity relating to the building project.** The staging plan will be enforced according to the Approved Set of Building and Staging Plans. You are required to keep a copy of the Approved Staging Plan on site. Two staging / parking plans are required, summer and winter. Summer staging plans expire on November 1, and winter staging plans expire on April 15. (Note: There is no on street parking in the winter season and all materials, equipment, etc. must be 10' off the edge of asphalt.)

Enforcement of all staging / parking plan is as follows.

- A) Staging / Parking Plans to scale required.
- B) Once the plan is approved, they will be held to complete compliance.
- C) We will use a 3 step and you're out, process.

Step One - Verbal and written warnings as to the staging plan violation, then have contractor sign and date field memo warning.

Step Two - Police Department issue tickets and tows, or Public Works writes second written warning to all violators who have been notified under step one and who are still in violation of the approved Staging / Parking Plan. The Town of Vail Chief Building Official will call the contractor and notify them that the next time any violation happens, the building department will red tag the construction site for 48 hours.

Step Three - If still in violation after step two, a 48 hour Red Tag will be issued to the project site.

If you have any questions, please contact the Town of Vail Construction Inspector at 970-479-2198.



## Requirements for an Acceptable Staging Plan

It is preferred that an Approved Site Plan is used to draw a staging plan, but a hand drawn plan may be used as long as it is drawn to scale and is neat and legible.

- 1) The Staging Plan must show the following:
  - a. Show all parking that is required for the job site (including construction equipment).
  - b. Show the location of all material that will be staged on site.
  - c. Show the location of all dumpsters and port-o-johns that are to be on site.
  - d. A 6ft high construction fence with green screen is required.
  - e. If trees and / or vegetation is required to be protected, show how this will be done.
  - f. If this staging plan is for a Demo Permit, show staging for dump trucks and all related equipment. If the Town of Vail Right of Way area is needed for staging, a Traffic Control Plan is required in conjunction with the staging plan.
  - g. Please provide and show an Erosion Control Plan.
  - h. No equipment, vehicles, materials are allowed on Town of Vail Right of Way in the Winter Staging Plan.
  
- 2) If work needs to occur in the right of way, add a Traffic Control Plan to the staging plan showing the following:
  - a. The work zone (area that is to be performed).
  - b. Traffic Control Devices (warning, signs, cones, flaggers, etc.).
  - c. Distances that all devices will be set up from the work zone. Also show all dimensions of work being performed in the right of way. All traffic control plans must conform to the MUTCD (Manual of Uniform Traffic Control Devices) manual.
  
- 3) This plan will be reviewed by Public Works and, if necessary, the Police, Fire, and Community Development Departments. Once the staging plan is approved, it will be registered with the departments listed above and enforced.
  
- 4) The Village and Lionshead area have outside construction restrictions, please become familiar with the Vail Village and Lionshead Construction Hours handout.

# Vail 2026

## Vail Village and Lionshead Village Construction Information Handout

### Problem Statement

The Vail Village and Lionshead Village are invaluable assets to the community. Thousands of people come to Vail each year to sightsee, shop and to enjoy all the recreational activities the Vail Valley has to offer. The community and merchants rely upon our guests to generate revenue. Our summer/winter guests expect a pleasant experience while in Vail.

To ensure all the proposed construction has as little negative impact on the community and on our guests as possible, the Town of Vail finds it imperative to create and implement the Vail Village and Lionshead Village Construction Information Handout.

It's essential for the Town of Vail, the construction contractors and the merchants to participate and work together to minimize the impact of construction in the Vail and Lionshead Village areas.

### Givens

The following givens are intended to provide the foundation by which construction will be managed in the villages:

- The public's health, safety and welfare shall always be honored.
- Adequate pedestrian, loading/delivery vehicles, emergency vehicle access and circulation shall be maintained.
- Roadways and pedestrian walkways shall be kept clean and free of dirt and debris.
- All construction activities (deliveries, equipment, tools and materials) in the Vail Village pedestrian areas must enter through **Check Point Charlie**. All Lionshead construction deliveries should only enter the Lionshead Village pedestrian area when specifically allowed to, under an approved public way permit and adhere to the staging and traffic control plan required by the Public Works Department.
- Do not use loading and delivery zones for construction parking, refer to your approved staging plan or make other arrangements for parking.
- Do not contact Code Enforcement for construction related parking variances. These permits can only be approved in advance by the Public Works Department.
- The hours of outside construction activity shall be permitted as follows:
  - April 15 – June 19 & September 8 - November 15, 7:00 am until 7:00 pm, six days a week.
  - Deliveries shall be restricted to the hours of 7:00 to 10:30 am on Gore Creek Drive and E. Meadow Drive and 7:00 to 8:30 am on Bridge Street and Hanson Ranch Road. Right of Way Use permits are required.
  - Special construction deliveries permits must be requested in advance from the Public Works Department, when approved the permits are shared with Code Enforcement for monitoring and parking enforcement. Any deliveries outside of the hours listed above, require advance permitting from the Public Works Department.

- **No construction activity within the Town of Vail right-of-way shall occur between June 20 and September 7 and November 15 and April 15, 2027, including the holidays and special events listed below.**

**Holiday's**

**Martin Luther King - January 17 - 19**  
**President's Weekend - February 14 - 16**  
**Memorial Day - May 23 - 25**  
**Independence Day - July 3 - 5**  
**Labor Day Weekend - September 5 - 7**  
**Thanksgiving Day - November 26 - 29**  
**Christmas Week - December 24 - 31**  
**New Year Day - January 1 – 3, 2027**  
**Martin Luther King - January 16 – 18, 2027**

**Special Events** - No work allowed within these time frames without special consideration and approval, dependent on types and location of work. Other event dates may be added. Impacts will be limited as much as possible.

**Go Pro Mountain Games, (Vail Village) Set up, June 1 - 3, June 4 – 7**  
**Vail Craft Beer Classic, (Vail Village) June 12 - 13**  
**Vail Farmers Market/Art Show, (Sundays) June 14 through October 11**  
**Vail Kids Adventure Games, (Vail Village) August 6 - 9**  
**Vail Fine Arts Show, (Lionshead) August 13 - 16**  
**Vail Social (Vail Village), August 26**  
**Vail Oktoberfest, (Lionshead) – September 11 - 13**  
 (Vail Village) – **September 18 - 20**  
**Vail Concours (formerly Vail Automotive Classic), (Vail Village) September 18 – 20**  
**Artisan Rhapsody, September 24 - 27**  
**Vail Kris Kringle Market (Vail Village), December 10 - 13**

- The Town of Vail Noise Ordinance has been waived by the Town Manager from 7:00 am. – 7:00 pm. for construction activities from April 15 through June 19 and September 8 through November 15. The Noise Ordinance shall be in effect and strictly regulated from June 20 through September 7 and November 16, 2026, to April 15, 2027.
- All construction sites are required to obtain an **Approved Construction Staging and Traffic Control Plan** from the Town of Vail Public Works Department and must always be on site.
- The Town of Vail reserves the right to amend the Vail Village and Lionshead Village Construction Hours regulations at any time should abuse or unforeseen issues arise.
- The Public Way Permit may be revoked with any violation of Title 8, of the Town of Vail Code.

**Expectations**

The following expectations are established to ensure the success of the Vail Village and Lionshead Village Construction Hours Plan:

- Full and complete cooperation and understanding from all parties involved in the construction activity regarding this plan.
- Strict adherence and compliance with the requirements outlined in the construction plan.
- Respect and consideration for the affected interests and parties.

If you have any questions, please contact the Town of Vail Public Works Department,

**Leonard Sandoval, 970–479-2198 or Vail Police Department's Code Enforcement, 970-479-2201**