



**RIGHT-OF-WAY FEES**

<u>Type of License</u>	<u>Type of Fee</u>	<u>Fees</u>
ROW Excavator	License Fee	\$50.00
ROW Cement Sidewalk	License Fee	\$50.00
ROW Paving	License Fee	\$125.00
ROW Special	License Fee	\$50.00
ROW General	License Fee	\$200.00
ROW Structural	License Fee	\$100.00
Sewer Contractor	License Fee	\$50.00

**STEPS TO APPLY FOR RIGHT-OF-WAY LICENSE**

1. Complete all the forms and return them to Contractor Licensing, 201 W. Colfax Ave, Dept. 205, Denver, CO 80202. Do not forget to sign and date the application or bond form. Be sure to answer completely all questions on the “Statement of Experience”. Use “N/A” in answering questions that do not apply in your situation. All affidavits must be notarized. If it is a Co-Partnership, Corporation or LLC, the Company Affidavit must be filled out (at top of page). The seal must be included on the Corporation affidavit.
2. All bonds must be Original and done on City and County License Bond forms and stamped with the surety company’s seal. Be sure the bond is issued in the individual or company name you will use when applying for permits. If you have a corporation or limited liability company, the bond must be signed by a corporate officer or member of the llc. The bonding company must attach a power of attorney to the bond.
3. Include a copy of your Certificate of Liability Insurance with the City and County of Denver listed as additionally insured. See Liability insurance requirements.
4. Include the appropriate fees with your application. Checks or money orders should be made payable to **“Manager of Finance”**. NO CASH. All licenses renew one year from month of issue.
5. If you are applying for a **General or Paving License**, we need a list of equipment (owned or rented) used in your business.
6. If you are applying for a **Sewer or General License**, the Employee Trade License Verification form must also be filled out and attached to application. It is a requirement for a Sewer or General License holder that you have a State of Colorado Licensed Master Plumber or Denver Certified Drainlayer Supervisor in your employ at all times.
7. **Sole Proprietors or Individuals** applying for a license must provide an Affidavit of Lawful Presence and proof that he or she is lawfully present in the United States. Applications submitted with original secure and verifiable identification who sign the affidavit in-person do not need to supply notarized copies. **Anyone bringing in documentation who is not the applicant must have both the affidavit notarized and the copy of a secure and verifiable identification notarized.** (This requirement does not pertain to Corporations, Partnerships, or LLC’s)
8. You will be notified of application approval or rejection within approximately 5-7 business days after the application has been reviewed. Approved licenses may be picked up or mailed to you.

**APPLICATION FOR PUBLIC RIGHT-OF-WAY LICENSE**

Please print in ink or type:

1. License Classification \_\_\_\_\_
2. Name (Exactly as it will appear on License) \_\_\_\_\_
3. Business Address \_\_\_\_\_ Phone # \_\_\_\_\_  
(Number & Street) (City & State) (Zip Code)  
 Local Address and Phone # if different from above \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Cell No. \_\_\_\_\_
4. Business set up as: \_\_\_\_ Individual /Sole Proprietor \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_ Other
5. Year for which license is first sought or renewed \_\_\_\_\_

**PERSONNEL OF APPLICANT**

(If the applicant is an individual, we need the information regarding that individual; if a partnership, all members of the partnership; if a corporation, the president, vice-president and secretary.)

NAME (first, middle initial, last)	TITLE	DOB	RESIDENTIAL ADDRESS

**ENCLOSURES:**

License fee (see fee schedule) \_\_\_\_\_ Signed \_\_\_\_\_  
 Original Bond \_\_\_\_\_  
 Certificate of Liability Insurance \_\_\_\_\_ Title \_\_\_\_\_  
 Equipment List (General or Paving) \_\_\_\_\_  
 Employee Trade License Verification (Sewer/General) Date \_\_\_\_\_

**(Official Use Only – Do Not Write Below This Line)**

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF EXPERIENCE**

Submitted By \_\_\_\_\_ (  A Corporation ) (  LLC )  
 (  A Co-partnership )  
 (  An Individual )

Company Name \_\_\_\_\_  
 Principal Office Address \_\_\_\_\_  
 (Number & Street) (City & State) (Zip Code)

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. How many years has your organization been in business as a contractor under your present name? \_\_\_\_\_
2. How many years experience in \_\_\_\_\_ construction work has your organization had:
  - A. As a general contractor? \_\_\_\_\_
  - B. As a subcontractor? \_\_\_\_\_
3. Show the projects your organization has completed during the past five years or the latest 10 projects:  
 (Use extra sheets if necessary)

YEAR	TYPE OF WORK	CONTRACT AMOUNT	LOCATION OF WORK AND FOR WHOM PERFORMED

4. Have you ever failed to complete any work awarded to you? \_\_\_\_\_ If so, where and why? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? \_\_\_\_\_ If so, state name of individual, other organization, and reason therefore. \_\_\_\_\_  
 \_\_\_\_\_
6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? \_\_\_\_\_ If so, state name of individual, name of owner, and reason therefore.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. In what other lines of business are you financially interested? \_\_\_\_\_  
\_\_\_\_\_
8. For what corporations or individuals have you performed work, when, and to whom do you refer? \_\_\_\_\_  
\_\_\_\_\_
9. For what cities have you performed work, when and to whom do you refer? \_\_\_\_\_  
\_\_\_\_\_
10. For what counties have you performed work, when, and to whom do you refer? \_\_\_\_\_  
\_\_\_\_\_
11. For what State Bureaus or Departments have you performed work, when, and to whom do you refer? \_\_\_\_\_  
\_\_\_\_\_
12. For what U.S. Government Bureaus or Departments have you performed work, when, and to whom do you refer? \_\_\_\_\_  
\_\_\_\_\_
13. Name the persons with whom you have been associated in business as partners or business associates in the last five years. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. What is the construction experience of the principal individuals of your present organization? (List below)

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE IN YOUR ORGANIZATION	YEARS OF CONSTRUCTION EXPERIENCE	MAGNITUDE & TYPE OF WORK	IN WHAT CAPACITY

**COMPANY AFFIDAVIT**

**If a corporation or llc, answer this:**

Capital paid in cash \$ \_\_\_\_\_  
When incorporated \_\_\_\_\_  
In what state \_\_\_\_\_  
President's name \_\_\_\_\_  
Vice-President's name \_\_\_\_\_  
Secretary's name \_\_\_\_\_  
Treasurer's name \_\_\_\_\_

**If a co-partnership, answer this:**

Date of Organization \_\_\_\_\_  
State whether partnership is general,  
limited or association \_\_\_\_\_  
Name, address and age of partners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT FOR CO-PARTNERSHIP**

State of \_\_\_\_\_ ) ss.  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ being duly sworn, deposes and says: That he is a partner of the  
partnership of \_\_\_\_\_ that said partnership submitted the foregoing statement of  
experience and financial condition: that he has read the same, and that the same is true of his own knowledge.  
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Member of firm must sign here

\_\_\_\_\_  
Name of firm

The foregoing statement and affidavits  
are hereby approved.

\_\_\_\_\_

\_\_\_\_\_  
Remaining members of firm sign here  
(Applicants sign exactly as proposals  
and contracts will be signed)

**AFFIDAVIT FOR CORPORATION or LIMITED LIABILITY COMPANY**

State of \_\_\_\_\_ ) ss.  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_, being sworn, deposes and says: That he is \_\_\_\_\_  
Official Capacity  
of \_\_\_\_\_ the corporation submitting the foregoing statement of experience  
and financial condition: that he has read the same, and that the same is true of his own knowledge.  
Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Officer must sign here  
Note: Use full corporate or llc name  
and attach corporate seal

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**AFFIDAVIT FOR INDIVIDUAL**

State of \_\_\_\_\_ ) ss.  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ being duly sworn, deposes and says: That he is the person submitting the foregoing statement of experience and financial condition; that he has read the same, and that the same is true of his own knowledge.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Applicant must sign here  
(Applicant must sign exactly as proposals and  
contracts will be signed)