

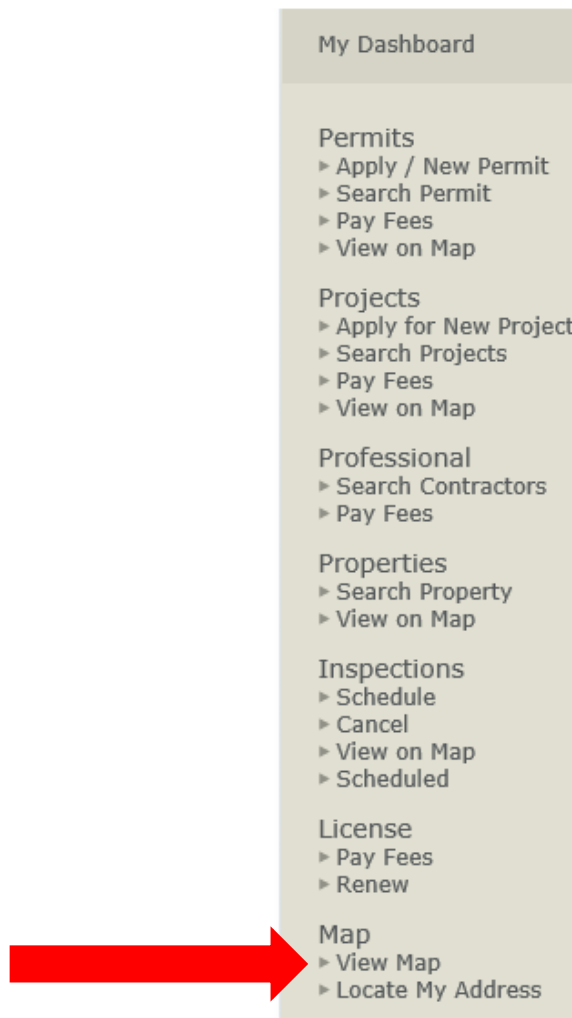
eTRAKiT Applying for ROW Permits

Please open and use eTRAKiT in **Internet Explorer** or **Chrome**. You must be registered as a Class D Public Way Contractor to apply for Right of Way permits.

1. Log into [eTRAKiT](#) as a professional user using your contractor license number.

| Log In

2. Under My Dashboard, under Map, click View Map



The screenshot shows a vertical menu titled "My Dashboard" with the following categories and sub-items:

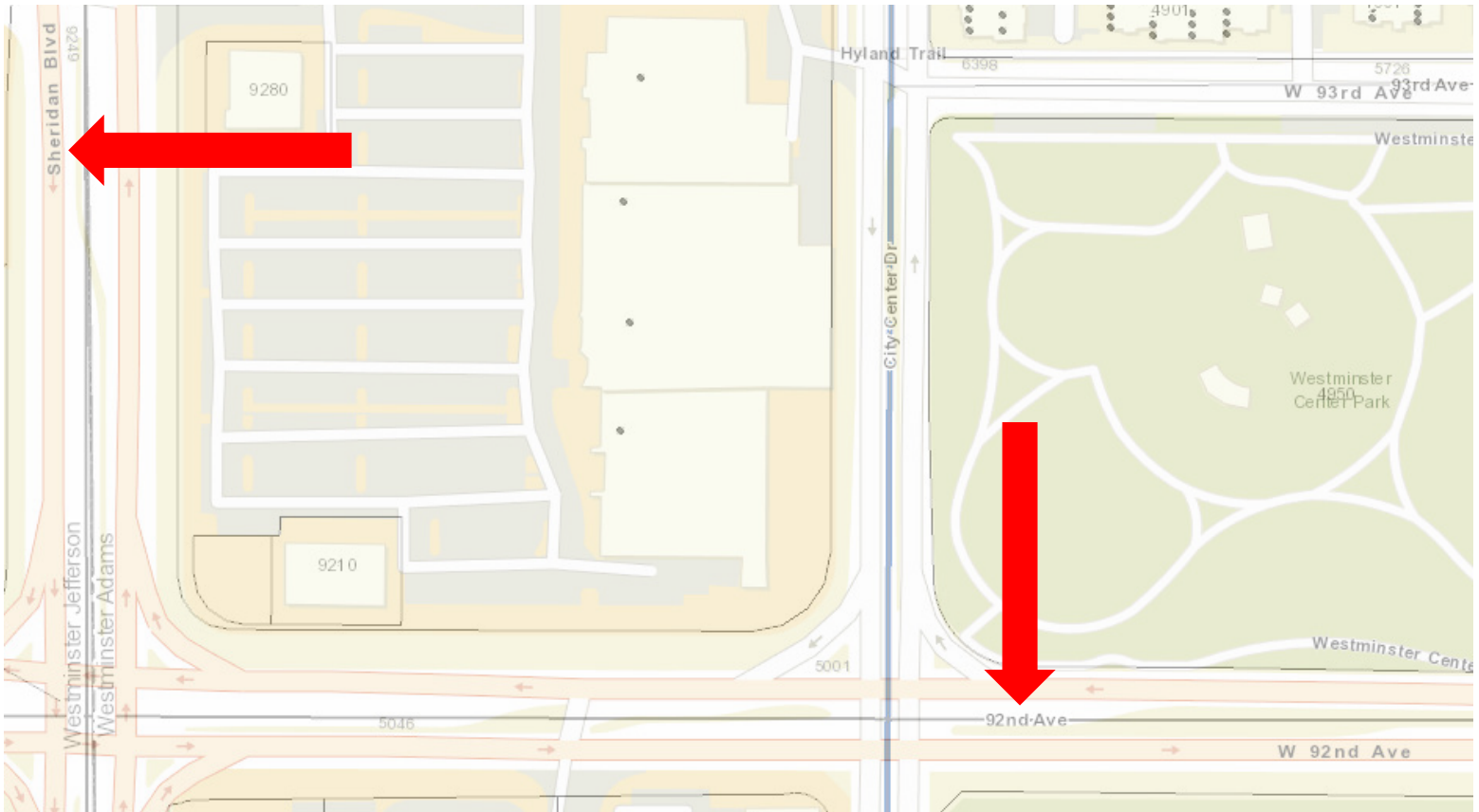
- Permits
 - ▶ Apply / New Permit
 - ▶ Search Permit
 - ▶ Pay Fees
 - ▶ View on Map
- Projects
 - ▶ Apply for New Project
 - ▶ Search Projects
 - ▶ Pay Fees
 - ▶ View on Map
- Professional
 - ▶ Search Contractors
 - ▶ Pay Fees
- Properties
 - ▶ Search Property
 - ▶ View on Map
- Inspections
 - ▶ Schedule
 - ▶ Cancel
 - ▶ View on Map
 - ▶ Scheduled
- License
 - ▶ Pay Fees
 - ▶ Renew
- Map
 - ▶ View Map
 - ▶ Locate My Address

A large red arrow points to the "View Map" option under the "Map" category.

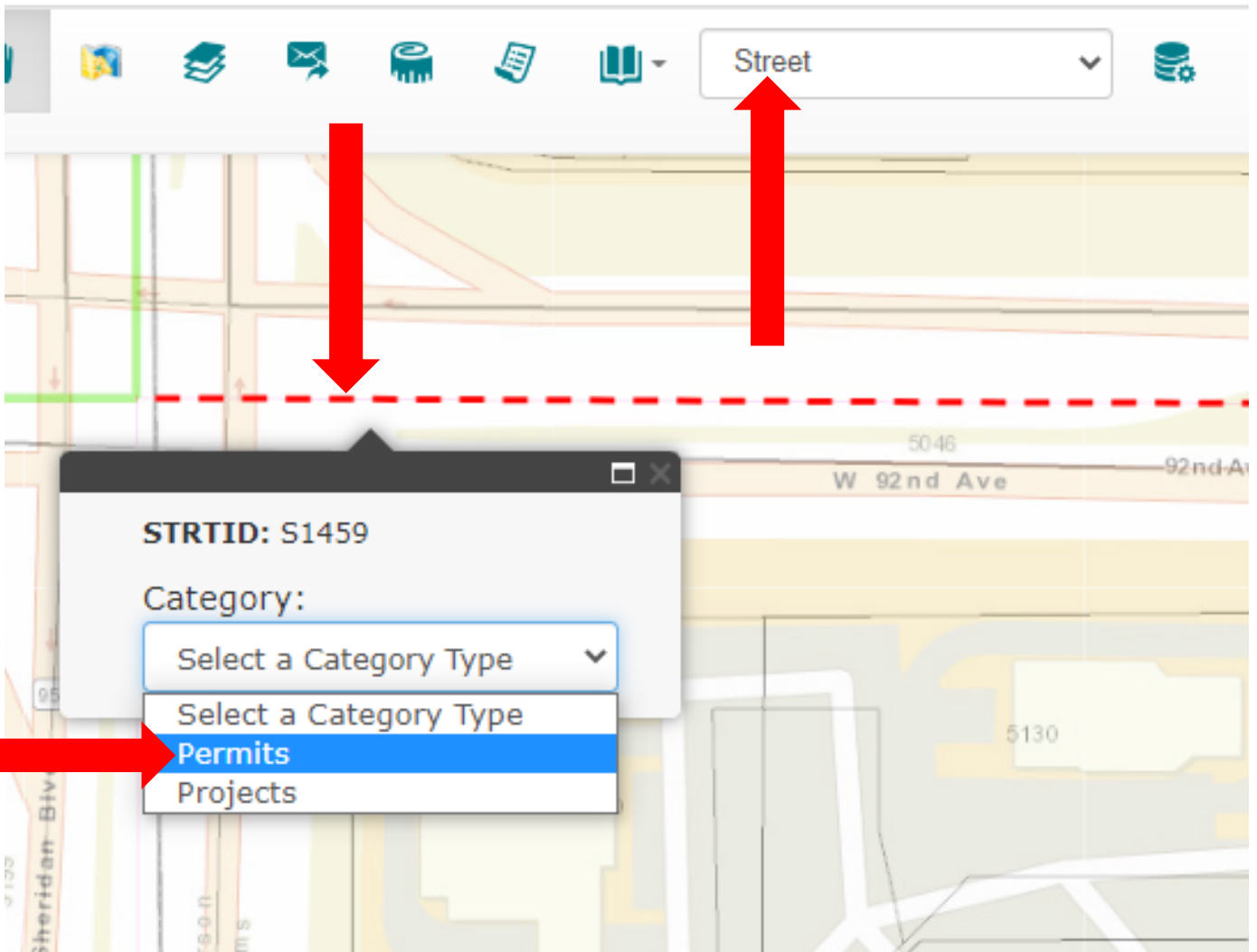
3. Search for your street segment. There are a couple way to do this.

Manually search for the desired street.

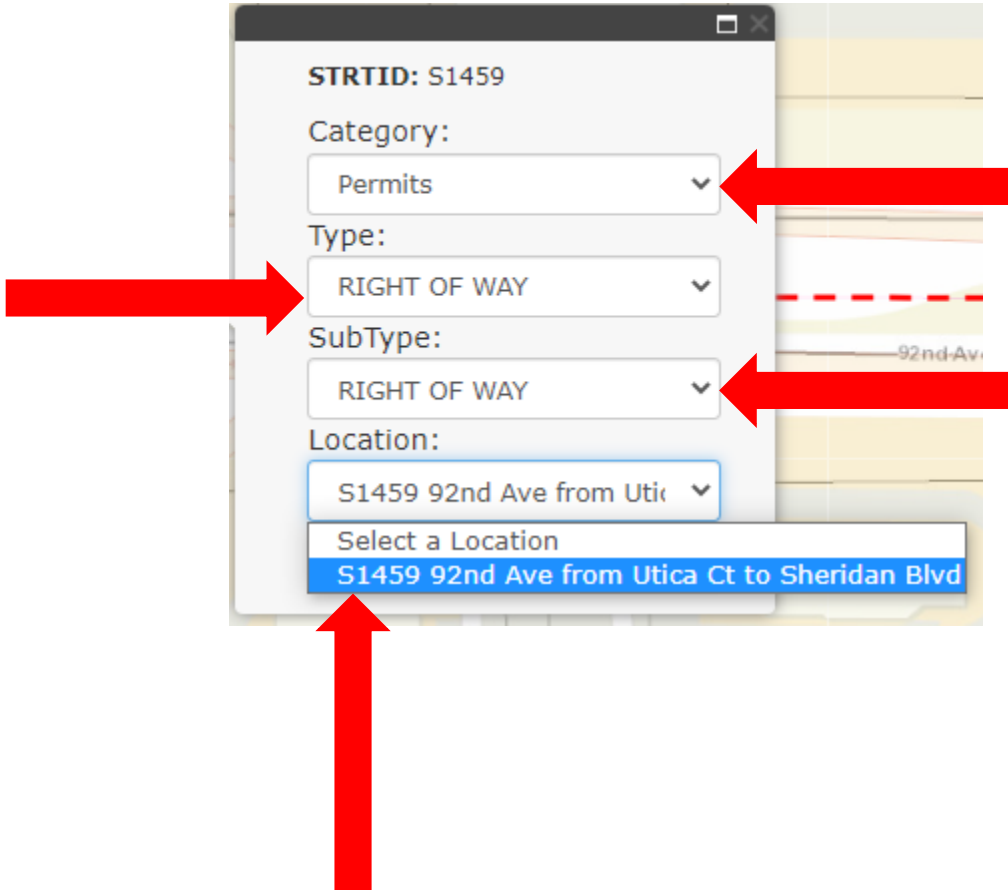
- Use the map and manually navigate to the desired street.
Example: intersection of 92nd and Sheridan.



- Make sure the dropdown is set to Street. Click the desired street. The street will highlight and a new window will open, under the Category dropdown choose Permits.



- Under the Type dropdown choose Right Of Way. Under the Category dropdown choose Permits. Under the Type dropdown choose Right of Way. Under the Subtype dropdown choose Right of Way. Under the Location dropdown choose the street segment given. Click Go To Step 1.



STRTID: S1459

Category:
Permits

Type:
RIGHT OF WAY

SubType:
RIGHT OF WAY

Location:
S1459 92nd Ave from Utic

Select a Location
S1459 92nd Ave from Utica Ct to Sheridan Blvd

- Fill out the permit information. The asterisk indicates a required field.

Permit Application



Permit Type Information

PERMIT Type [Instructions for online RIGHT OF WAY applications.](#)
PERMIT Subtype
***Description:**

Additional Information



ROW PERMIT INFO

***WORK BEHIND BACK OF CURB:**
***PERMIT TYPE:**
***APPLICANT TYPE:**
***STREET CUT REQUIRED:**
? *TOTAL SQUARE FEET:
? PAVED RECENTLY?:
START DATE:
END DATE:
***CATEGORY:**
***RULES AND REGULATIONS:**

- Make sure to read through the Rules and Regulations and choose if you agree.

- You'll notice that the location is automatically completed. The "S" number is the street segment number.

Location

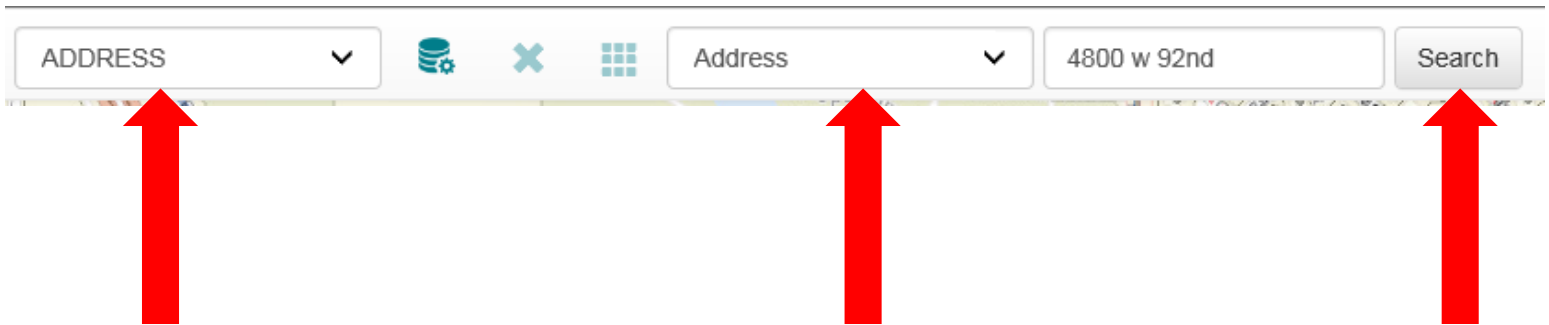
S1459
92nd Ave
WESTMINSTER, CO

[Address Lookup](#)

- Follow the steps to complete the permit and click submit.
- The permit will be reviewed. If revisions are required an email will be sent to the email address associated with the permit explaining what will be needed to complete the review.
- If the permit is approved and email will be sent to the email address associated with the permit explaining the permit has been approved. You will be able to log into eTRAKiT to make payment. The permit will then be issued.

You can also search for the exact address.

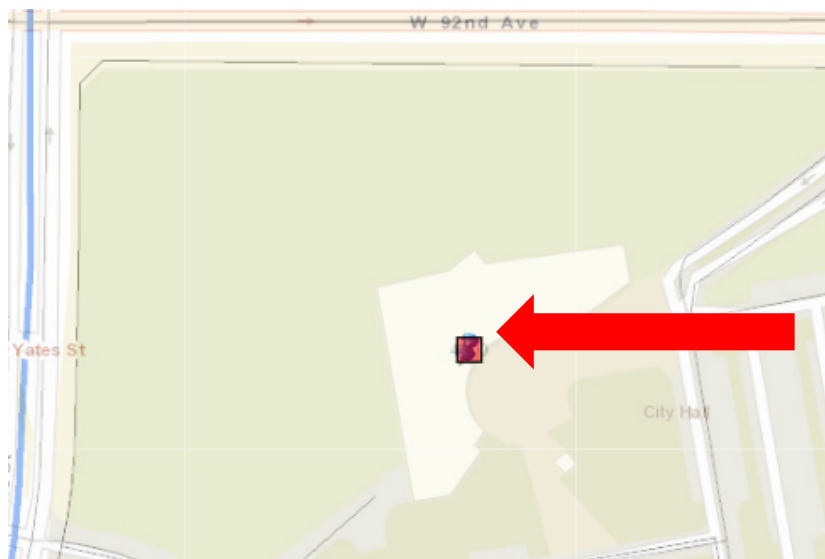
- If you know the address, select Address from the dropdown fields, type in the address, and click Search.



- Click the STREETNAME link.



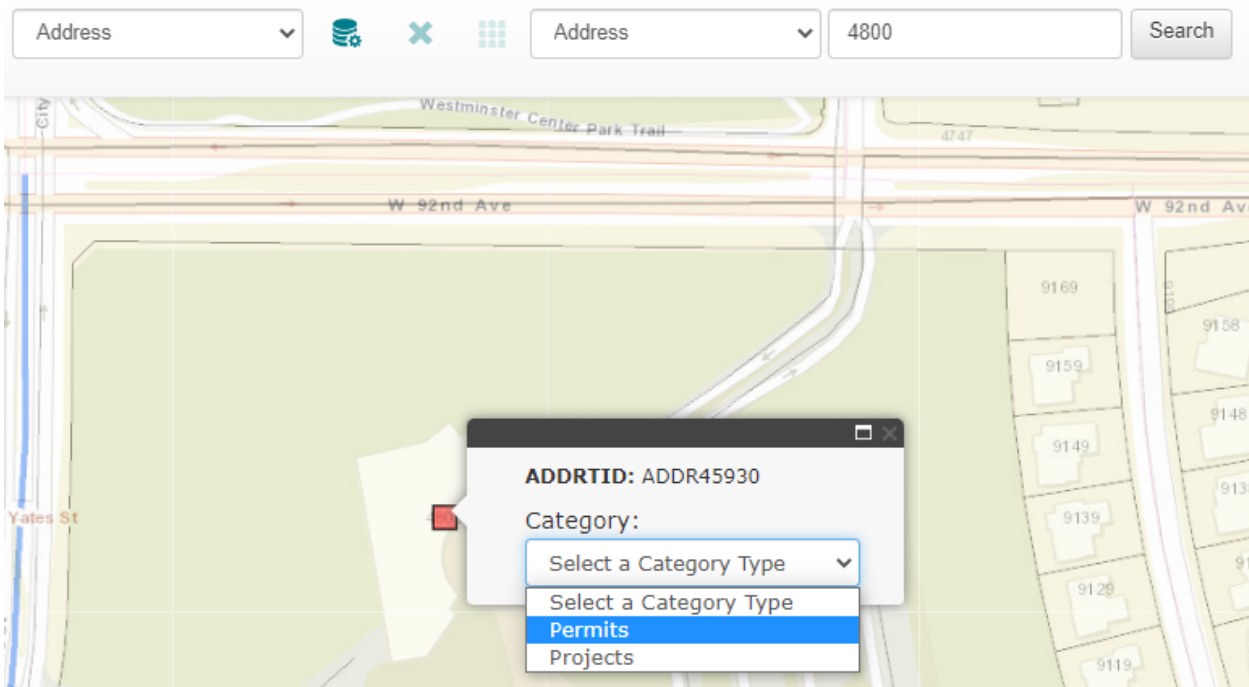
- The address will be highlighted on the map.



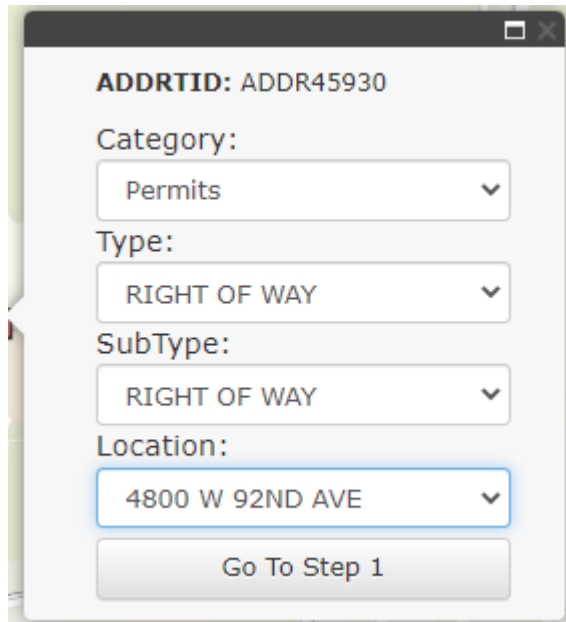
- Click the Clear Graphics button in order to select the location.



- Make sure the dropdown is set to Address. Click the desired address. The address will highlight and a new window will open, under the Category dropdown choose Permits.



- Under the Type dropdown choose Right Of Way. Under the SubType dropdown choose Right Of Way. Under the location dropdown choose the address given. Click Go To Step 1.



ADDRTID: ADDR45930

Category:
Permits

Type:
RIGHT OF WAY

SubType:
RIGHT OF WAY

Location:
4800 W 92ND AVE

Go To Step 1

- Fill out the permit information. The asterisk indicates a required field.

Permit Application



Permit Type Information

PERMIT Type: [Instructions for online RIGHT OF WAY applications.](#)

PERMIT Subtype:

*Description:

Additional Information



ROW PERMIT INFO

*WORK BEHIND BACK OF CURB:

*PERMIT TYPE:

*APPLICANT TYPE:

*STREET CUT REQUIRED:

? *TOTAL SQUARE FEET:

? PAVED RECENTLY?:

START DATE:

END DATE:

*CATEGORY:

*RULES AND REGULATIONS:

- Make sure to read through the Rules and Regulations and choose if you agree.

- Follow the steps to complete the permit and click submit.

- You'll notice that the address is automatically completed.

Location

1719 19 3 27 020
4800 W 92ND AVE
Westminster, CO 80031

[Address Lookup](#)

- The permit will be reviewed. If revisions are required an email will be sent to the email address associated with the permit explaining what will be needed to complete the review.
- If the permit is approved and email will be sent to the email address associated with the permit explaining the permit has been approved. You will be able to log into eTRAKiT to make payment. The permit will then be issued.