

# Internet ROW

## IROW PERMIT PROCESS

eTRAKiT works best when used in **Google Chrome**. Applications cannot be completed on a smartphone or tablet. You must be registered as a Class D Public Way Contractor to apply for Internet Right of Way permits.

EACH PERMIT WILL BE LINKED TO ONE DESIGNATED AREA. Prior to submitting an IROW permit the Fiber Contractor needs to have their Designated Area approved by the Project Manager (refer to the IROW pre submittal process). If work extends beyond the Designated Area they need to submit that proposed Designated Area to the PM and IROW team for review and approval.

### **STEP 1: Permit Information**

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

| Log In

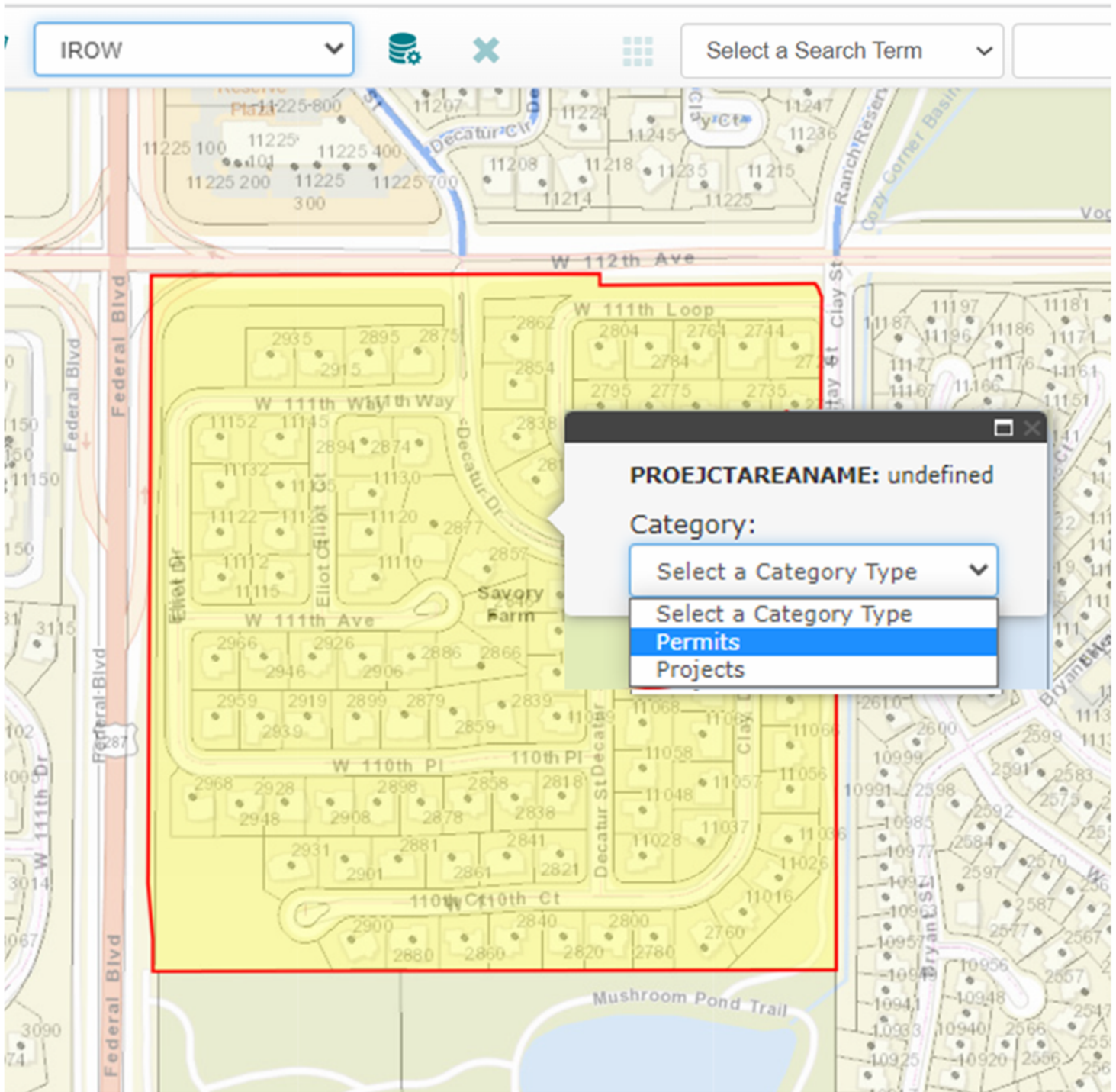
2. Under My Dashboard, under Map, click View Map.



- My Dashboard
  - 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

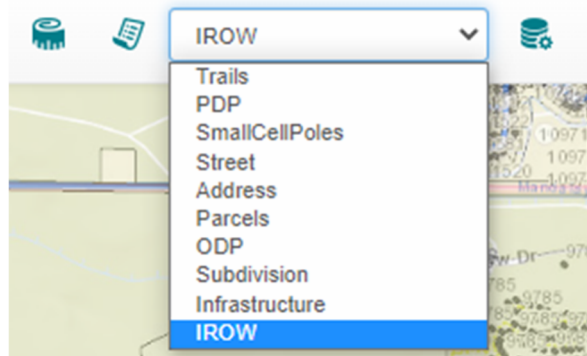
Search for the Residential Area.

**Manually search for the Designated Area.**

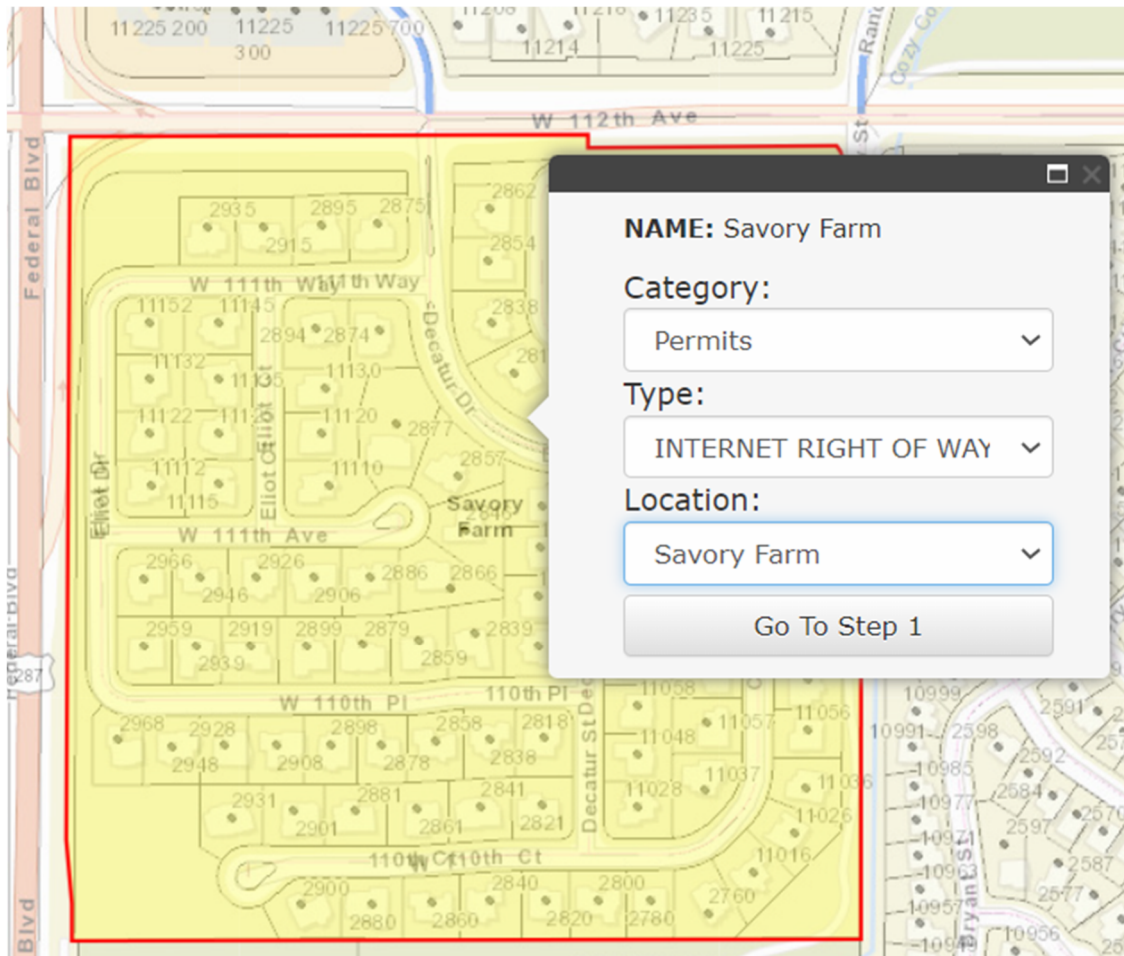


The screenshot shows a GIS application interface. At the top, there is a search bar with the text "IROW" and a dropdown arrow. To the right of the search bar are several icons: a database icon, a close icon (X), a grid icon, and a search term dropdown menu labeled "Select a Search Term". The main area is a map of a residential neighborhood. A large area of the map is highlighted in yellow and enclosed by a red border. This area includes streets such as W 111th Ave, W 111th Way, W 110th Pl, and W 110th Ct. A popup window is overlaid on the map, displaying the text "PROEJCTAREANAME: undefined" and "Category:". Below this text is a dropdown menu with the text "Select a Category Type" and a dropdown arrow. The dropdown menu is open, showing two options: "Permits" (highlighted in blue) and "Projects".

- Use the map and manually navigate to the desired area. **Example:** Savory Farm at the intersection of 112<sup>th</sup> and Federal.
- Make sure the dropdown is set to IROW. Click the designated area.



- The IROW area will highlight and a new dialog box will open, under the Category dropdown choose Permits. Under the Type dropdown choose Internet Right Of Way. Under the Location dropdown choose the residential area given. Click Go To Step 1.



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

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS:

## Permit Application

Step 1 Permit Information

### Permit Type Information

PERMIT Type: INTERNET RIGHT OF WAY

Write a short description of work to be completed.

\*Description:

### Additional Information



#### PERMIT INFO

\*Lineal Feet:

Please input the lineal footage of work to be completed.

\*Street Segment in Feet:

Please input the number of street segments where work is to be completed. Street segments are roughly 1,000 ft. Each 1,000 ft will be equivalent to 1 street segment. Round up to the next even thousand feet. For example, 7,200 ft = 8 segments OR 5,622 ft = 6 segments.

Fees will be based off of the Lineal Feet and Street Segment in Feet.

\*Applicant Type:

Start Date:

End Date:

\*Category:

By applying for this permit, you understand and agree that you are applying as Google, or Intrepid, or Metronet, or as a subcontractor to Google, Intrepid, or Metronet.

Permit Type:

\*Class D Contractor License Required:

Contractors must have a current Class D contractor license and be in good standing with the City of Westminster to pull a Right-Of-Way permit.

**Permit Type** - If the permit will include potholing choose "POTHOLE ONLY". The reviewer will review the pothole portion of the permit **first**. Once the potholing has been reviewed the rest of the permit work can be uploaded and reviewed.

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

I AGREE TO ALL OF THE ABOVE

- Read through the Attachments section and make sure to upload all required documents.



#### ATTACHMENTS

A PDF map of the area to be covered by the permit showing actual location of the trenching.:

A PDF map of the area to be covered by the permit showing actual location of the trenching:

Traffic Control Plan:

Site information where applicable:

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


### *Location*

Savory Farm

[Address Lookup](#)

- Make sure to upload any attachments by clicking "Select".

Filename	<input type="text"/>	<input type="button" value="Select"/>
Description	<input type="text"/>	
<input type="button" value="UPLOAD"/>		



## **STEP 2: Contact Information**

The Applicant Information, Owner Information, and Contractor Information will automatically populate.

### *Applicant Information*

*Name	GPiz Test Public Way	*Phone	(303) 658-2087
*Address	4800 W 92ND AVE	*Email Address	gpizinge@cityofwestminster.us
*City	WESTMINSTER		
*State	CO	*Zip	8003 -

### *Owner Information*

*Name	City of Westminster	Phone	( ) - -
*Address	8575 W 88th Ave	Email Address	
*City	Westminster		
*State	CO	*Zip	8003 -

### *Contractor Information*

*Name	GPiz Test Public Way	*Phone	(303) 658-2087
*Address	4800 W 92ND AVE	*Email Address	gpizinge@cityofwestminster.us
*City	WESTMINSTER	License#	
*State	CO	*Zip	8003 -

**If applicable:** if the **Pothole Contractor** is known input their information under the Pothole Contractor Information section. The contractor must be registered with the city. Once the permit is submitted the reviewer will confirm they are registered. If the Pothole Contractor is unknown at time of submittal, they cannot be added to the permit via eTRAKiT after it has been submitted. The contractor information will need to be relayed to the reviewer via email and the reviewer can add them to the already submitted permit.

### *Pothole Contractor Information*

Name		Phone	( ) - -
Address		Email Address	
City			
State		Zip	-

If the **IROW Contractor** (the contractor who will be doing the boring, trenching, etc.) is known, input their information under the IROW Contractor Information section. The contractor must be registered with the city. Once the permit is submitted the reviewer will confirm they are registered. If the IROW Contractor is unknown at time of submittal, they cannot be added to the permit via eTRAKiT after it has been submitted. The contractor information will need to be relayed to the reviewer via email and the reviewer can add them to the already submitted permit.

### *Irow Contractor Information*

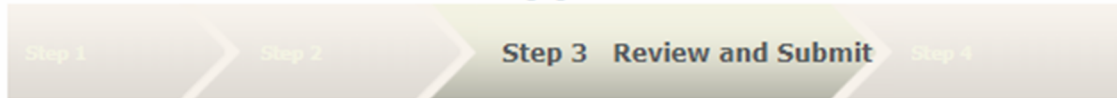
Name	<input type="text"/>	Phone	( ) - -
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	-
State	<input type="text"/>		

### **STEP 3: Review and Submit**

Double check all information is correct. If there are any edits click "Previous Step".

Review the information prior to submitting.

## Permit Application



Application for a INTERNET RIGHT OF WAY Permit

### Permit Information

EDIT

Type INTERNET RIGHT OF WAY  
 Subtype  
 Description Test

### Location

EDIT

### Fee Information

Type	Amount
IROW LINEAL FEET	\$3,005.80
IROW SEGMENT	\$250.00
<b>Total Fees</b>	<b>\$3,255.80</b>

The fees are based off of the Lineal Feet and Street Segment fields and are not final until the reviewer has had a chance to review. Fees will not be paid at time of submittal.

### Contacts

EDIT

#### Applicant Information

GPiz Test (303) 658-2087  
 Public Way  
 4800 W 92ND AVE gpizinge@cityofwestminster.us  
 WESTMINSTER, CO 80031

#### Owner Information

City of Westminster  
 6575 W 88th Ave  
 Westminster, CO 80031

#### Contractor Information

GPiz Test (303) 658-2087  
 Public Way  
 4800 W 92ND AVE gpizinge@cityofwestminster.us  
 WESTMINSTER, CO 80031

#### Irow Contractor Information

#### Pothole Contractor Information

Katie Test Electrical

#### Public Way Contractor Information

#### City Staff Contact Information

### Attachments

#### Attachments:

TEST.pdf

Test

DELETE

To upload additional attachments click on Upload.

Upload

If any other attachments need to be uploaded click "Upload".

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

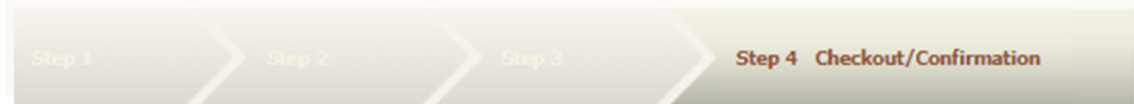
NEXT STEP

If all information looks correct click "Next Step" to submit the permit.



## **STEP 4: Confirmation**

### *Permit Application*



#### *Confirmation*

Thank you for your application submittal, please note that your application will now be reviewed for Completeness. You should receive an email shortly with your updated status. Additional information or payment request may be required.

[VIEW PERMIT](#)

To view the permit number click  
"View Permit".

**Permit Info Tab:**

Permit number.

Permit #IROW24-0012

 Attachment

Permit Info

Site Info

Contacts (4)

Fees \$3,255.80

Inspections(1)

Reviews(4)

To upload additional attachments click the "Attachment" icon.

Type: INTERNET RIGHT OF WAY  
Subtype:  
Description: Test  
Status: RECEIVED  
Applied Date: 2/18/2024  
Approved Date:  
Issued Date:  
Finaled Date:  
Expiration Date:

Note the status of the permit throughout the review process.

Attachments:

Test TEST.pdf

Attachments can be accessed and opened from the Attachments section.


**Site Info Tab:**

*Permit #IROW24-0012*

**Attachment**

Permit Info | **Site Info** | Contacts (4) | Fees \$3,255.80 | Inspections(1)

Reviews(4)

Address: **IROW Project Area: INTREPID-23-0001** 

City/State/Zip:

Property Type: IROW

APN: INTREPID-23-0001

Subdivision:

Jurisdiction:

Block:

Lot:

TRS:

Lot Size (SF): 0

The "Address" is the Designated Area that is approved during the Pre-Submittal process.

**Contacts Tab:**

*Permit #IROW24-0012*

**Attachment**

Permit Info | Site Info | **Contacts (4)** | Fees \$3,255.80 | Inspections(1)

Reviews(4)


Contact Type	Name	Address	City/State/Zip
APPLICANT	GPiz Test Public Way	4800 W 92ND AVE	WESTMINSTER, CO 80031
CONTRACTOR	GPiz Test Public Way	4800 W 92ND AVE	WESTMINSTER, CO 80031
POTHOLE CONTR...	Katie Test Electrical		
OWNER	City of Westminster	6575 W 88th Ave	Westminster, CO 80031

All contacts added to the permit will be listed in the Contacts Tab. **Note** - contacts cannot be added to the permit via eTRAKiT after the permit has been submitted. If any additional contacts need to be added after submittal, the reviewer must add them.

**Fees Tab:**

Fees will be listed in the Fees Tab. **Note** – fees cannot be paid until after the review is conducted. An email will be sent when fees are payable and an “Add To Cart” icon will show. Paying the fee does not issue the permit. The permit is only issued after the status has been updated to “Issued”.

*Permit #IROW24-0012*

Attachment  **Add To Cart**

Permit Info Site Info Contacts (4) Fees \$3,255.80 Inspections(1)

Reviews(4)

Description	Amount	Paid Date
IROW LINEAL FEET	\$3,005.80	
IROW SEGMENT	\$250.00	

**Charged: \$3,255.80    Balance Due: \$3,255.80**


## Inspections Tab:

Permit #IROW24-0012


Attachment

Permit Info Site Info Contacts (4) Fees \$3,255.80 Inspections(1)  
Reviews(4)

Type	SEQ#	Result	Scheduled Date	Time	Complete	Time	More Info
PRE CONSTRUCTI...	0						More Info




Inspections will be listed in the Inspections Tab. To see detail and notes about the inspection click "More Info".



Inspection - PRE CONSTRUCTION


Inspection Type: PRE CONSTRUCTION  
Order#: 0  
Result:  
Scheduled Date:  
Scheduled Time:  
Completed Date:  
Completed Time:  
Inspector: STREET OPERATIONS  
Notes:

CLOSE



Notes from the Inspector will show in Notes section.

**Reviews Tab:**
*Permit #IROW24-0012*

 Attachment

Permit Info | Site Info | Contacts (4) | Fees \$3,255.80 | Inspections(1)

Reviews(4)

Type	Reviewer	Status	Submitted	Complete	More Info
ROW INTERNET COMPLETEN...	Lonnie Henderson		2/18/2024		More Info
ROW INTERNET STREETS	Brock Hufford		2/18/2024		More Info
ROW INTERNET TRAFFIC CON...	TRENTON MIL...		2/18/2024		More Info
ROW INTERNET UTILITY ...	Lonnie Hend...	REVI...	2/18/2...	2/18/2...	More Info

Note the review Type, Reviewer, and the review Status. The Completed column will show the date the review was completed.

Reviews will be listed in the Reviews Tab. To see detail and notes about the review click "More Info".

**Review - ROW INTERNET UTILITY PLAN COMPLETENESS**

Group: AUTO

Type: ROW INTERNET UTILITY PLAN COMPLETENESS

Status: REVISION REQUIRED

Date Submitted: 2/18/2024

Date Completed: 2/18/2024

Reviewer: Lonnie Henderson

Notes: 2/18/2024 12:19:42 PM  
Please upload additional documentation showing pothole location.

**CLOSE**

Notes from the reviewer will show in Notes section.

- Once submitted 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 an 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.

**Process for submitting Internet Right-of-Way (IROW) permits. This includes boring and micro-trenching installations throughout the City.**

Pre Submittal Process:

ALL fiber installation contractors are required to register with the City as a Class D Public Way Contractor and provide a certificate of insurance (COI) before they can apply for an IROW permit via the City's eTRAKiT system. The amount of Surety required to be posted for this work will depend on the approved agreement with the City.

**Step 1:**

- The fiber contractor (Applicant) emails the Review Engineer (Tony Ficco at [rcarter@westminsterco.gov](mailto:rcarter@westminsterco.gov)) the proposed Project Area (referred to as "Designated Area" in Agreement). The Project Area can be a large area that includes major road crossings and the subdivision, or the area to be served.
  - o Each permit submitted will be linked to one Project Area.
  - o The City will review the Project Area and boundary from a public and neighborhood impact lens.

**Step 2:**

- Once the City has approved the Project Area, the Applicant and the City's GIS Coordinator are notified via email.
  - o Applicant will email the approved Project Area in a KMZ file to the GIS Coordinator.
  - o The GIS Coordinator will add the area to GIS and eTRAKiT.

**Step 3 (Micro-Trenching Only):**

- After the Applicant is notified that the project area has been added to GIS and eTRAKiT the Applicant can apply for the IROW permit via eTRAKiT.
  - o The only permit type the Applicant should be applying for is an IROW.
  - o Each IROW permit submitted shall be linked to one Project Area.
  - o Run lines need to be shown on the permit for jurisdiction, intersections, etc.
  - o The Review Engineer may return the application with comments. If this occurs, the permit status will change to Revisions Required.
  - o Once approved, the permit status will change to Ready to Issue.
  - o Applicant will need to pay the permit fee.
  - o Once the fee is paid, the permit status will change to Issued and Applicant can proceed with Micro-trenching installation with deployment of typical traffic control operations.

**Note:**

- o Boring operations are required at major crossings and intersections. Micro-trenching will not be allowed.
- o Hatch out the proposed bore locations on the plans submitted for each Project Area and provide a note: "separate permit required."



#### Step 4 (Bore Installation Only):

- After the Applicant is notified that the project area has been added to GIS and eTRAKiT the Applicant can apply for the IROW permit via eTRAKiT.
  - The only permit type the Applicant should be applying for is an IROW.
  - Each IROW permit submitted shall be linked to one Project Area.
  - Run lines need to be shown on the permit for jurisdiction, intersections, etc.
  - IROW Permits for bore installations are a two-step process.
    1. Submit plans with run lines, location, and number of potholes required to identify the depths of existing utilities.
      - The Review Engineer will review and may return the application with comments. If this occurs, the permit status will change to Revisions Required.
      - Once a Pothole Only permit is issued, Applicant shall proceed with performing potholes with deployment of typical traffic control operations
    2. After pothole work is complete, submit SUE plans via eTRAKiT for review.
      - If any bores/potholes are missed, or damage is done, no permit is issued until corrective measures are taken.
      - The Review Engineer will review and may return the application with comments. If this occurs, the permit status will change to Revisions Required.
      - Once approved, the permit status will change to Ready to Issue.
      - Applicant will need to pay the permit fee.
      - Once the fee is paid, the permit status will change to Issued and Applicant can proceed with boring installation with deployment of typical traffic control operations.

#### Note:

- For permits with boring installation, each bore permit requires a separate permit as this will expedite the review process and not delay the issuance of permits if a conflict is identified.

#### General Notes:

- Include only **typical** traffic control plans, unless otherwise directed by the City
- All approvals for IROW permits will be based on the City's Standards and Specifications per the Agreement
- Micro-trenching and boring installations need to be on separate permits
- Major crossings and intersections need separate permits