



**COLORADO**  
**Department of Transportation**

Region 2  
 Traffic & Safety - Access Permits  
 5615 Wills Blvd Suite A  
 Pueblo, CO 81008-2349

December 11, 2024

Permit No. **224109/224110/224111**  
 El Paso County

Ben Wilbor  
 12265 Hwy 94  
 Colorado Springs, CO 80929  
 P (719) 453-0181 E [rillax2@gmail.com](mailto:rillax2@gmail.com)

RE: 094A ±3,009-feet east from MP 5 (R-S) MP 5.57 / 12265 Hwy 94, Colorado Springs

The Colorado Department of Transportation (CDOT) has received your signed permit and application fee. The next step in the CDOT access permitting process is for you (Applicant) to obtain a Notice to Proceed (NTP). *Failure to obtain an approved Notice to Proceed prior to any construction will be a violation of the State Highway Access Code (2 CCR 601-1, “the Code”) § 2.4.*

**Notice to Proceed Checklist**

The request for NTP shall include the following documents along with any with any other items specified in the Terms and Conditions of your permit. The documents shall be submitted and approved before the NTP will be issued. The Applicant must submit a complete packet of this information to CDOT with their written request. If the Applicant chooses not to request the NTP, the permit expires pursuant to subsection 2.3(11)(d).

		Applicant/ Permittee	CDOT Access
<b>NOTE:</b> Please confirm each item below has been included/completed by placing a check mark in the “Applicant/Permittee” column. See right for example. The “CDOT Access” column is for office use only.		✓	
<b>Complete set of approved Construction Plans for the proposed improvements (must include, at a minimum)</b>			
1	Address, as applicable, geometry, drainage, striping, signing, and signalization		
2	Include, but not limited to, layout of the access, highway improvements, utility locations, present and proposed drainage, present and proposed right-of-way lines, present and proposed traffic control devices, and clear zone analysis		
3	Signed and sealed by a Colorado Professional Engineer in accordance with CRS 12-25-117		
4	Conform to the requirements of the permit terms and conditions		
<b>Approved Engineer’s Cost Estimate and Performance Bond</b>			
1	The performance bond must be at least 110% of the estimated total highway construction costs. Bonding agency must be licensed to do business in the State of Colorado. A cost estimate, sealed by a Colorado registered professional engineer, and a draft of each bond must be provided and approved by CDOT. Once approved, the final bond must be submitted to CDOT prior to issuing a NTP.		

<b>The applicant/permittee shall coordinate the following with the CDOT R2 Access Construction Coordinator prior to the issuance of the NTP.</b>		
<b>Pre-construction Meeting</b>		
1	The pre-construction meeting shall be scheduled between, but not limited to, Applicant, CDOT R2 Access Construction Coordinator, construction personnel, Traffic Control Supervisor, and Permittee (if other than Applicant). Contact Ron Young, Access Construction Coordinator, at (719) 289-2818 to schedule the meeting. This meeting will go over all construction items and submittals required for the project. The requested items shall be submitted and approved prior to the issuance of the NTP.	
<b>Insurance Liability Certificate (must include, at a minimum)</b>		
1	The Applicant or contractor shall be required to provide a comprehensive general liability and property damage insurance naming CDOT as an additional insured party, in the amounts of not less than \$600,000 per occurrence and automobile liability insurance of \$600,000 combined single limit bodily injury and property damage for each accident, during the period of access construction.	
<b>Construction Progress Schedule (must include, at a minimum)</b>		
1	The Applicant shall provide a construction progress schedule that identifies all critical path items including but not limited to excavation, embankment, surfacing, culvert installation, traffic control placement and removal, and access construction completion.	
<b>Traffic Control Plan (must be, at a minimum)</b>		
1	Consistent with CDOT Standard Plans Manual for Maintenance and Signing	
2	Consistent with the MUTCD	
3	Prepared by individual with American Traffic Safety Services Association (ATSSA) or Colorado Contractors Association certification - or sealed (stamped) by a Colorado registered professional engineer	
4	Accepted by CDOT prior to any construction within the right-of-way	
5	Presented in a manner that provides a method of handling traffic (MHT) for each different phase of construction. The MHT will describe proposed construction phasing and will include dimensioned diagrams of work zone elements. <ul style="list-style-type: none"> <li>The final traffic control plan must be submitted a minimum of three working days in advance of construction. Such plans may be revised as necessary with CDOT concurrence.</li> </ul>	
<b>After the above items have been approved, the applicant/permittee shall submit the following:</b>		
<b>Written request for a NTP (must include, at a minimum)</b>		
1	Access permit description with permit number	
2	Construction company name and contact information	
3	Construction Engineer of Record name and contact information	

Please contact me at (719) 251.7804 or [michelle.regalado@state.co.us](mailto:michelle.regalado@state.co.us) with any questions.

Respectfully,

*Michelle Regalado*

Michelle Regalado  
Assistant Access Manager

# DESIGN ELEMENTS FOR COMPLETING HIGHWAY IMPROVEMENT PLANS FOR ACCESS

## Introduction

This is a design aid listing elements that may be necessary to prepare a complete set of construction plans for access-related highway improvements. The scale of the improvement project and complexity of the topography will determine, in part, the necessary elements of the plan set.

## Title Sheet

- Standard Project Information (i.e. Subdivision Name, Permittee Name, etc.)
- State Highway Number
- County/City Name
- State Highway Access Permit Number
- Index of Sheets
- Vicinity map showing the highway improvements location, including Township, Range, and Section.
- Index of Revisions
- Length and Design Data
- Include the following statement: "This design is in full compliance with Section 4 of the State Highway Access Code, 2 CCR 601-1 except for the following approved design waivers:..."

## Standard Plans List Sheet

- Use CDOT "Table of Contents M&S Standards" to indicate the standards to be used on the project.
- Attach the latest revisions of the standards and details to be used on the project to the plans. The latest revisions can be obtained at:  
<https://www.codot.gov/business/designsupport>.

## General Notes Sheet

- Provide general surfacing, earthwork, traffic, utility, structures, and construction notes.
- Provide seeding and mulching plan, or a landscape plan (including irrigation).

## Summary of Approximate Quantities

- Provide tabulations of all appropriate quantities used on the project.

## Detail Sheets

- Provide details of all items not CDOT standard (i.e. inlets, curb and gutter, etc.). These may be local agencies standards.

## Urban Section Elements

- Provide any applicable elements indicated above.
- Show and label (including type) of curb and gutter.
- Show and label curb ramps.
- Show and label the location of the existing and proposed sidewalks.

## DESIGN ELEMENTS FOR COMPLETING HIGHWAY IMPROVEMENT PLANS FOR ACCESS

- Check with the local agency for their sidewalk requirements and provide documentation. At a minimum use 5' for detached sidewalk, and 6' for attached sidewalk. Provide detail of sidewalk including thickness.
- Show the profile of the flowline.
- Show the existing and proposed locations of streetlights and traffic signal facilities.
- Show the existing and proposed storm drain facilities.
- Lane widths are exclusive of the gutter pan.

### General Information

- The final construction plans must be signed and stamped by a Colorado Registered Professional Engineer. Check with the Access Permit author for the specific number of sets of plans required. Typically, 1 hardcopy and 1 digital copy will be required.

### References

The following regulation, design guidelines, standards, and reference materials are also to be used in the development of the plans. Also listed below are selected sections from the design documents that may be used in preparation of the plans. All the necessary documents may not be listed. If there are any discrepancies between the regulation listed below and the other materials, the regulation takes precedence.

- State Highway Access Code (2 CCR 601-1) - A State of Colorado regulation
- Current edition of CDOT Roadway Design Manual
- CDOT Materials Manual
- CDOT Construction Manual
- CDOT Standard Specifications for Road and Bridge Construction
- Drainage Design Manual
- Flagging Booklet
- CDOT M & S Standards, latest revision, including but not limited to the following:
  - a. M-100-1, Standard Symbols
  - b. M-603-1, Metal and Plastic Culvert Pipe
  - c. M-603-10, Concrete and Metal End Sections
  - d. M-606-1 & M-606-12, Guardrail
  - e. M-607-1, Fencing
  - f. M-608-1, Curb Ramps
  - g. M-609-1, Curbs and Gutters
  - h. S-612-1, Delineator Installation
  - i. S-614-1 & S-612-1, Ground Signs
  - j. S-627-1, Typical Pavement Markings
- A Policy on Geometric Design of Highways and Streets, AASHTO
- AASHTO Roadside Design Guide
- Highway Drainage Guidelines, AASHTO
- Manual on Uniform Traffic Control Devices for Streets and Highways
- Colorado Supplement to the Manual on Uniform Traffic Control Devices for Streets and Highways

Some publications may be found online at: <https://www.codot.gov/business/designsupport>.