



Town of Superior
Parks, Recreation, and Open Space
Temporary Access Permit Guidelines

127 E. Coal Creek Drive ▪ Superior, CO 80027 ▪ 303-554-9005 ▪ 303-494-2521 (fax)

The temporary access permit application is the process by which the Town of Superior grants access to cross any greenbelt, park, or open space in the community. A complete application needs to be submitted to:

Town of Superior
Parks, Recreation, and Open Space Department
Attn: Access Permits
127 E. Coal Creek Drive
Superior, CO 80027

If the work performed can be accessed by an area not in the greenbelts, parks, and open space, the permit will be denied. If the application is approved the applicant will be issued an access permit.

Procedures:

1. The homeowner or contractor will obtain the application packet from the Town of Superior Parks, Recreation, and Open Space office or from our website (www.townofsuperior.com).
2. The Homeowner/Contractor is responsible for all utility locates and any damage to utilities in the accessed area. Locates can be received by calling UNCC 1-800-922-1987.
3. The completed application should be returned to the Parks, Recreation, and Open Space office at least two weeks before requested date(s). The permit fees and locate tracking number should accompany the application.
4. A pre inspection will be scheduled within a week of the application date. The pre inspection will consist of a run down of the checklist items.
5. The access permit will be approved or denied after pre inspection, and the homeowner/contractor will be notified by phone with a hard copy to follow.
6. The Homeowner/Contractor will notify the Parks, Recreation, and Open Space office at least 48 hours prior to work completion for final inspection.
7. After final inspection, any damage will be evaluated for cost of labor and material. If no damage has occurred the deposit will be refunded.
8. If damage has occurred the Town contractor will repair all damages assessed. Repairs will be paid for with damage deposit.
9. After all work is completed, any portion of the damage deposit left will be refunded. Refunds will be sent by mail to the applicants address.

Permit Fees

Department is responsible for determining the priority of intended use and the fees for each greenbelt, park, or open space within the Town of Superior. The fees for a temporary access permit are:

- Administrative Fee - \$25.00 (non-refundable)
- Damage Deposit- \$1000.00 (refundable upon satisfactory restoration and repair)

The damage deposit will be refunded to the Homeowner/Contractor after completing all steps in the procedures, and damage has not occurred. If some damage has occurred the Town contractor will be responsible for any repairs. Repairs made by the Town of Superior will be paid for by the \$1000 damage deposit and the rest will be returned to the homeowner/contractor.



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Parks, Recreation, and Open Space
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Applicant Information

Applicant Name _____ Date _____

Address _____

Phone _____ Fax _____

Address/ Location of Access _____

Contractor _____ Contact Name _____

Address _____

Contact Phone: Home _____ Work _____

Purpose for Access _____

Type of Equipment to be used _____

Dates _____ / _____ to _____ / _____

Applicable Fees

Administrative Fee = \$ 25.00 Ck # _____
 Deposit = \$ 1000.00 Ck# _____

Access Permit

Access as Described Above is _____ Approved _____ Denied

Special Conditions _____ Reason for Denial _____

Waiver of Liability

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit, including: waiver of liability and permit terms and conditions.

The attached Access Permit Checklist and Access Permit Conditions are incorporated into this permit.

Signature _____ Date _____

Office Use Only

Approved/Disapproved	Date
Comments	Tracking #