



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

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027
303-499-3675 ▪ (fax) 303-499-3677 ▪ www.superiorcolorado.gov

The Open Space 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 permit and fee must be to be submitted to Town of Superior Town Hall prior to construction.

Procedures:

1. 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 at 1-800-922-1987.
2. The completed application shall be returned to Town Hall at least one week before requested date(s). A \$25/permit fee and utility locate tracking number shall accompany the application.
3. A pre inspection will be scheduled within a week of the application date. The pre inspection will consist of items identified on page three (3) of this packet.
4. The access permit will be approved or denied based upon the findings in the pre inspection. The Homeowner/Contractor will be notified of the permit status by phone, within three business days.
5. If access is granted, the Homeowner/Contractor must pay a \$1,000 damage deposit prior to initiating work.
6. The Homeowner/Contractor shall notify the Parks, Recreation, and Open Space office at least 48 hours prior to completion of work for final inspection.
7. After final inspection, the accessed area will be inspected for damages. If no damage has occurred the \$1,000 deposit will be refunded in full.
8. If damage has occurred, Homeowner/Contractor will be given a reasonable time to rectify the damages. If repairs are not made, or are deemed unsatisfactory, the Town reserves the right to make repairs using funds from the damage deposit. Repairs in excess of \$1,000 will become the responsibility of the Homeowner.
9. Damage deposit refunds will be sent in the form of a check by mail to the applicant's address.



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Internal Use Only

Information

Homeowners Name _____

Address _____

Phone _____

Date Completed _____

Items to be checked	Before		Comments	After		Comments
	Yes	No		Yes	No	
Sidewalk Damage						
Turf Damage						
Curb and Gutter Damage						
Tree Damage						
Fence Damage						
Irrigation – Native Vegetation						
Other Damage						
Pictures Taken						

Additional Notes:
