City of Longmont considers construction of a chase drain to control runoff from private property that flows onto sidewalks (or other City Right of Way including alleys and bike paths) as the last option. Please see the City’s “**Residential Excess Runoff Sources and Solutions**” handout for details on other options.

1. **Criteria**  (To be filled out by Private Property Owner)
2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Runoff source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Solutions already implemented (including dates):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Situation meets additional criteria outlined in Chase Drain SOP (please initial and date)

 Runoff situation is unique to this property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Age of Building: \_\_\_\_\_\_\_\_\_

 Site adequate to meet chase drain length needs (see attached details) \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Permits**

In addition to the Chase Drain permit, a Right of Way (ROW) permit is required.

Follow the guidelines from the city’s website to obtain a ROW Permit. <https://www.longmontcolorado.gov/departments/departments-n-z/planning-and-development-services/development-services/permits>

Some project (underdrains) may require an infrastructure permit. Guidelines for this permit are also included in the ROW permit guidance provided on the City’s website.

1. ROW Permit has been obtained and approved.

 Initial and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Infrastructure Permit has been obtained and approved (if required)

 Initial and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Documentation**

Documentation required to obtain an approved ROW permit includes:

1. Review of overflow source and on-site solutions with Public Works Engineer

Initial and Date by Public Works Engineer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Photos and/or videos showing the overflow in summer and winter (If available)

Initial and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sketch of proposed location of the chase drain(s) – attach **REQUIRED**
2. **Maintenance**
3. Property owner is responsible for ensuring proper drainage **into** the chase
	1. (Initial and Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Property Owner is responsible for keeping the chase clean and free of obstructions (e.g. leaves and debris)
	1. Initial and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. City of Longmont is responsible for maintenance of the chase structure. Please call the Customer Service Center if maintenance of the structure is required 303-651-8416
6. **Funding**

The City of Longmont offers a public–private partnership for approved permitted Chase Drain installation.

1. The City will split the cost of an approved permitted chase drain installation 50:50 with the private property owner (current price as of summer 2021 is approximately $4000 total).
2. Chase Drain payment will be included with the fees for the Right of Way (ROW) permit also required by the City.
3. **Chase Drain Permit Fee**
4. Initial Review - $25.00

Initial and Date by City approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Additional Review(s) - $25.00 each

Initial and Date by City approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial and Date by City approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial and Date by City approver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 50% of cost of installation paid.

 Initial and Date by City permit technician:\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Construction**
	1. Approved permitted Chase Drains installation will be scheduled through the City’s Concrete Construction Supervisor (currently Trevor Barthen). Please send an e-mail to Trevor.Barthen@longmontcolorado.gov to schedule construction
2. **Approval**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Public Works Engineer Date

For additional information and/or questions, please contact Public Works Senior Civil Engineer, Monica Bortolini.

303-651-8328 – Direct office number

Monica.bortolini@longmontcolorado.gov