



From: Gayle Sturdivant, PE, Deputy Public Works Director/City Engineer

CC: Tyra Sandy, PE, Right-of-Way Inspections
Jeff M. Bailey, PE, Engineering Development Review

Date: January 23, 2025

Re: Policy Clarification – Public Improvement Plans with Utilities

Purpose

The City of Colorado Springs has encountered numerous projects with utility conflicts with either existing or proposed public improvements, both wet and dry, within the public right-of-way (ROW). The conflicts are creating costly utility relocations and construction delays. The intent of this policy clarification is to reduce, the utility conflicts with existing and proposed public improvements.

Background

Public improvement plans for proposed or existing improvements within the existing City public (ROW) showing the surface amenities including the stormwater drainage system currently do not show existing or proposed underground utilities when submitted to the Engineering Development Review (EDR) for review and approval through the City's electronic review system. Neither EDR or the design engineer can determine if conflicts with the utilities are present.

Submitted plans for review that do not contain all pertinent information including the existing and proposed utilities will eventually lead to conflicts in the field, resulting in additional costs and delays to both new and existing development projects.

The City Engineer has ultimate authority for approval of all construction within the public right-of-way, assuring City standards and requirements are maintained.

Requirements

Starting April 1, 2025, all wet utilities, private and City-owned, installed within the ROW or public easement shall be shown on the public improvement plans both in the plan view and profile (run lines, valves, vaults, and manholes). They will be shadowed so as not to overpower the improvements but dark enough to be legible. The utilities will contain the same information provided on the utility construction plans to easily determine if there may be conflicts with other public improvements.

Plans shall be submitted through the City's electronic review system, the Electronic Review System (ProjectDox) for review and approval prior to construction.

Displaying dry utilities on Public Improvement Plans will be incorporated into this policy at a later date.