



FORM G-3

RFTA
1340 Main Street #4
Carbondale, CO 81623
970.384.4982
www.rfta.com

CHECKLIST OF RFTA LICENSE/LEASE/CONTRACT APPLICATIONS

1.) Initial Application

- Form G-1: General information sheet. Please identify who the Applicant, its agent's (if any) and its consultants (if any) and provide RFTA contact information for all involved.
- Form G-2: Applicant site location form attach, if at all possible, a site location sketch showing the site and purpose of the application. Incorporate as many of the location parameters in Form G-2 as reasonably possible.
- Form G-4: Is the applicant's site location inside the limits of a conservation area impacted by Great Outdoor Colorado (GOCO). If yes, RFTA needs to investigate if it can reasonable accommodate the applicant's request while still protecting the integrity of the corridor and GOCO's covenant restrictions.
- A written description (narrative) of the purpose and scope of the application, preferably with a preliminary sketch or plan-set with a rudimentary design developed to-date.
- Form G-8: Fee Schedule estimate and check for the Fee Amount.

Please remember that RFTA is under no obligation to start review of the application until the application fee and all of the requisite forms and design plans/technical information and completed forms are received by RFTA.

2.) Follow-Up Documentation

- 100% Design Review plan-set on any improvements on RFTA controlled property.
- Form G-7: Any related land use application for properties adjoining RFTA property (city, county, state levels, including local roads and highways). Shows relationship of RFTA application to adjoining applications.
- Form G-6: Compliance with design guidelines suggested standards.
- Complete Task Specific Forms in Design Guidelines
 - Underground utility crossings and/or encroachments require form(s) A-1, A-6.
 - Drainage crossings require portions of Form A-1.
 - Overhead wireline crossings require Forms A-2 and A-3.
 - Environmental access requires Form(s) A-4 – Access Sheet, Work Plan
 - Geophysical/Seismographic access requires Form A-5.



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- Public/Private road crossings require detailed plan and profile drawing plan-sets that meet or exceed parameters of Design Guidelines and Access Control Plan.
- Public Trail and road crossings require compliance with Colorado PUC statute requirements (4CCR223-7) and providing PUC with letter agreements with all road agencies, trail agencies and railroads.

- Form G-5: Insurance requirements and certified proof of insurance forms attached.

- Updated Forms G-6, G-7 with current City/County/State land use permits from adjoining applications to match RFTA's land use forms and requirements (linkage for the record).

- Update Forms G1, G2, G4 if requested by RFTA after initial submittal.

- Location of physical improvements using RFTA control monumentation tied to DRGW/Rio Grande Trail Milepost data. If possible using:
 - RFTA State Plane coordinates.
 - RFTA drawing file software version DG-Section 11, survey requirements.

Purpose: Inclusion of Lease/Contract/License Data into RFTA GIS system for uniform Records Management, Risk Management and Public Safety Applications.