

Driveway Cut Permit Information

Every person, firm, or corporation who wishes to construct a driveway accessing a Park County or private road must first obtain a driveway cut permit. Permits may be obtained from the Park County Environmental Health Department. Your driveway must be finalized before a Certificate of Occupancy will be issued from the Park County Building Department. Your permit fee includes the following inspections: Preliminary and Final inspection. *It is the responsibility of the owner, applicant, or contractor to schedule inspections. Because of the volume of permits processed, the PCEHD cannot be responsible to contact each applicant.*

The Application Process

Prior to submitting the application for a Driveway Cut Permit and before any driveway inspection can be made you must first:

1. Clearly stake the intended site of driveway construction.
2. Post your physical address as shown on page 2. (The address may be obtained from the Mapping Department: 719-836-4288)
3. Submit the following to the *Planning Department* (located in the bottom southwest corner of the Development Services Building) for approval:
 - A Plot Plan (with a detailed drawing of the proposed driveway including the name of the frontage road and the nearest crossroad). Please include the distance (in feet or mileage) from the nearest intersection to make locating your property easier.
 - The most current *Warranty Deed* for the property.

Submit the completed Driveway Cut Permit Application with the above approved paperwork to the Environmental Health Department with the \$150 fee.

The Driveway Cut Permit is good for one year from the date of issue. If more time is necessary, permits may be extended. Contact the Environmental Health Office to renew your permit. A fee of \$50 is required to renew for another year.

Please note: An additional fee will be assessed in the amount of \$75 for each additional inspection beyond the 2 inspections (Preliminary and Final) included with your permit. Circumstances that would generate an additional inspection could include the property owner's failure to comply with the above specifications or County standards in construction.

Site Preparation

"POSTED" ADDRESS REQUIREMENTS

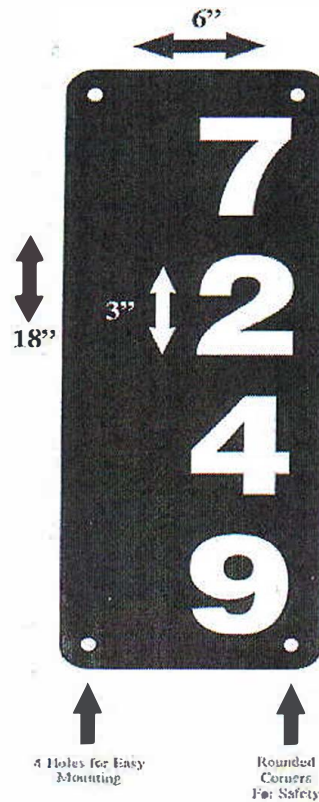
Park County Land Use Regulation
Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- Metal address placard shall be attached to a 4" X 4" treated wood or redwood post.
- The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post must be permanently installed into the ground for final inspection.

Standard Size Metal Placard - 6" x 18"

Standard Color – Green Background with White Reflective Numbers



Preliminary Inspection

- Prior to the construction, a preliminary inspection of the property must take place and the inspector must approve the site. Please call the PCEHD at 719-836-4267 to schedule this inspection. *It is the responsibility of the owner, applicant, or contractor to schedule inspections. Because of the volume of permits processed, the PCEHD cannot be responsible to contact each applicant.*
- During this inspection the inspector will determine whether or not a culvert is needed, as well as any other recommendations or requirements for the driveway construction. Once you have received a copy of your permit with preliminary approval, you may start construction. *PLEASE NOTE: A fine up to twice the amount of the permit may be assessed if construction begins prior to the preliminary inspection.*

Construction and Installation

- All driveways and approaches need to be constructed so they do not interfere with the drainage of the roadway.
- All final surface materials used in the construction of the driveway must match the existing surface of the county road for the first 10-20 ft.
- If a culvert is required, the inspector will specify the size and dimension on the permit. *Park County does not accept plastic culverts.* Culverts must be a minimum of 15" CMP with 12" of cover (24" of cover if aluminum) to be at even grade with the road surface.
- The minimum length of the driveway needs to be 20' with 2' end exposures. The first 10' beyond the traveled portion of a county road must slope down and away from the county road to ensure proper drainage control. *PLEASE NOTE: No driveway will be permitted with a slope greater than 10%. Exceptions may be made when steep topography makes this requirement very difficult to fulfill. In such cases, the Environmental Health Department will require an approved engineered design that will protect the roadway from drainage flows. At no time will road material be taken or used from the county right-of way.*
- All driveways that access a County road or right-of-way shall have a minimum surface width of eighteen (18) feet at the edge of the pavement or road surface. *Please refer to the specific instructions on your permit.* The driveway shall be located at a minimum of 10 ft. from any property corner and out of any utility easement. If this happens, the homeowner will be held responsible.

You may request a copy of the complete driveway standards from the Environmental Health Department office.

Final inspection

A final inspection must be scheduled through the Environmental Health Department. The inspection process may take at least two weeks to complete depending upon the season of the year. Upon completion of your driveway, please call the Inspection Line at **719-836-4267** to schedule the Final Inspection. Please plan accordingly. *It is the responsibility of the owner, applicant, or contractor to schedule inspections.*

You will receive confirmation of the approved Final Inspection in the form of a letter.

COUNTY RIGHT-OF-WAY DISCLAIMER

CONSTRUCTION IMPROVEMENTS OR STRUCTURES WITHIN THE COUNTY RIGHT-OF-WAY SHALL BE PERMITTED THROUGH APPLICATION TO THE COUNTY. ALL PERMITS ISSUED ARE IN FACT REVOCABLE ENCROACHMENT LICENSES. ANY IMPROVEMENTS CONSTRUCTED OR INSTALLED WITHIN THE COUNTY RIGHT-OF-WAY SHALL BE INSTALLED, MAINTAINED AND REPAIRED AT THE PERMIT HOLDER, HIS/HER HEIRS, SUCCESSORS-INTEREST, ASSIGNS AND OCCUPANTS SOLE COST AND EXPENSE. THE COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY IMPROVEMENTS LOCATED ON THE COUNTY'S RIGHT-OF-WAY. THE PERMIT HOLDER, HIS/HER HEIRS, SUCCESSORS-IN INTEREST, ASSIGNS AND OCCUPANTS FURTHER ACKNOWLEDGES AND AGREES THAT THE COUNTY IS NOT AND WILL NOT ASSUME ANY LIABILITY, RESPONSIBILITY, OR COSTS FOR ANY DAMAGE, MAINTENANCE OR REPAIR OF ANY IMPROVEMENTS OR STRUCTURES ERECTED OR MAINTAINED BY PERMIT HOLDER WITHIN THE COUNTY RIGHT-OF-WAY.

Section 7-204 Driveways

- A. Driveways shall serve no more than two (2) residential Lots. Driveways shall not provide service or access to commercial or industrial zoned property unless approved by the Planning Department.
- B. All driveways serving or located on more than one Lot shall be created by written and recorded easement, plat, deed, or other legally accepted documentation, which ensures perpetual and permanent access and which demonstrates consent and approval of all fee owners of property upon and through which the driveway is located.
- C. Driveways shall meet the following requirements:

	Minimum Width of Traveled Surface	Minimum Centerline Curve Radius	Maximum Linear Distance from Access	Maximum % of Grade Within First 50 Feet from Road	Maximum % of Grade After the First 50 Feet From Road
Driveway serving one or two single family residential lots	16 feet	30 feet	Per Zone District	1 st 10 feet <2%, then 10%	12%
Driveway serving three or four single family residential lots	20 feet	40 feet	1000 feet	1 st 10 feet <2%, then 10%	12%

The environmental health director may, at his sole discretion, grant modifications of the standards in the chart above as long as the modifications are less restrictive. The Board of Adjustment may also grant variances from the standards in the chart above, according to the procedures and requirements of article iii of these land use regulations.

- D. All driveways shall be designed to match as nearly as possible to natural and existing topography of the site. Earth disturbance shall require mitigation measures designed to prevent rock-fall, soughing, erosion, or other adverse soil conditions.
- E. All driveways greater than two hundred (200) feet in length shall be constructed of and shall maintain an all weather surface.
- F. All driveways shall be maintained in a condition, which permits reasonable emergency vehicle access to the principal structures on the property.
- G. Cross culverts shall be installed at locations where driveways cross natural drainage-ways.
- H. Switchbacks on driveways shall maintain a maximum of 8% grade through the length of the switchback.
- I. More restrictive intergovernmental agreements will supersede this section.

Section 7-205 Driveway Paving

- A. Paving of driveways that meet public roads shall obtain a paving permit from the Road & Bridge Department.
- B. Existing driveways that will be paved shall comply to current driveway standards including but not limited to grades, culverts, widths and drainage (refer to Section 7-204 appendix D Article IV 4.5)
- C. Meet all requirements as described on the paving permit.
- D. The County is not liable for any damages to paved driveways.

Section 7-206 Snow Removal from Driveways

- A. Homeowners and residents are responsible for maintaining their own driveways and property.
- B. After (the date of adoption of these land use regulations), major subdivisions shall provide easements for the storage of snow removed from rights-of-way. Other such developments may be required to do so at the discretion of the planning director or designee.
- C. Snow removed from one portion of a resident's property must not obstruct pedestrian or vehicular traffic.

Section 7-702 Obstructions in Rights-of-Way

Colorado Revised Statute 43-5-301 prohibits persons or corporations from placing any obstruction on any public highway. Under the law a person or corporation can be fined if found guilty, and held liable to any person, unit of government, or corporation in civil action for any damages resulting from the obstruction.