

## HUERFANO COUNTY DRIVEWAY ACCESS PERMIT APPLICATION

All applicants requesting driveway access within unincorporated areas of Huerfano County must obtain and have completed a Huerfano County ~~%~~Driveway Access Permit Application. Access requests must be completed for property access from the County maintained road system, and prior to the issuance of a building permit by the Huerfano County Land Use Office. This requirement has been enacted to insure the access provides for proper and safe traffic flow, unrestricted drainage and protection of the public roads.

### The procedure and general provisions for issuance is as follows:

1. Applicant shall submit a completed driveway access permit application with appropriate site plan which depicts existing structures, plot lines, location of proposed access, any existing access and proposed improvements, and an arrow indicating North at top of page. Submit to:

Huerfano County Road & Bridge Department  
401 Main Street, Suite 105  
Walsenburg, CO 81089  
(719) 738-3000 ext. 105

2. Construction of the access(s), if granted, shall comply with Article 7 . Roadway Access of the Huerfano County ~~%~~Roadway Design and Construction Standards. Access permit applications shall be issued only in compliance with this article.
3. The Construction Inspector will inspect the proposed access and inform the applicant if the proposed plan is satisfactory, what additional requirements must be met and to determine what, if any, public improvements are required. The executed permit copy will then be mailed to the applicant's address shown on permit.
4. All construction within the County right-of-way shall be performed **only by a contractor licensed** with the Huerfano County Regional Building Authority. The applicant is responsible to call for an underground utility locate before starting excavation.
5. The applicant shall furnish all materials required for any work to be done in conjunction with the construction of the driveway access i.e. concrete, rebar, Class 6 base material, culverts, and any other materials required.
6. Adequate traffic control and construction signing is required at all times during construction of the access. Adjacent lots and public roads shall not be disturbed or damaged by construction or equipment.
7. Driveways shall conform to the appropriate illustration found in Appendix 1. Variation from the requirements shown due to physical site restrictions or unusual circumstances must be approved by the Board of County Commissioners.
8. The property owner shall assume responsibility for culvert maintenance and for the removal or clearance of ice and snow from the driveway even though it may be deposited by the District in the course of snow removal.

**HUERFANO COUNTY**

**APPLICATION FOR ROADWAY ACCESS PERMIT**

The undersigned applicant being familiar with all requirements of Huerfano County Resolution #06-24 (As Amended), dated May 30, 2012, and Resolution 16-47, does hereby agree to perform all work in compliance with regulations and specifications as set forth in accordance with the Huerfano County Roadway Design and Construction Standards; hereinafter called STANDARDS.

Application Date: \_\_\_\_\_ Expiration Date \_\_\_\_\_ Permit# \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner:

Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ADDRESS OR LEGAL DESCRIPTION OF PROPERTY TO BE SERVED BY THIS APPLICATION:

\_\_\_\_\_

LEGAL PROPERTY DESCRIPTION IN HUERFANO COUNTY, COLORADO

Tract \_\_\_\_\_ Block \_\_\_\_\_ Lot# \_\_\_\_\_ Sub-division Name: \_\_\_\_\_

Type of Access: Residential \_\_\_\_\_ Agricultural \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

**Fee Schedule:** Residential \$100.00 Agricultural \$100.00 Commercial \$150.00 Industrial \$150.00

The proposed access is located on which side of road:

North \_\_\_\_\_ South \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_

Driving directions from nearest intersecting road:

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

## SPECIAL PROVISIONS

**To be completed by Construction Inspector:**

**A. SWALE ACCESS.**

\_\_\_\_\_ **For gravel roads.** Excavate to 9 (nine)-inch depth from property line to edge of road. Following the contour of the ditch line, bring back up to existing flow line with Class 6 (six)-road base.

Distance in feet from nearest intersecting road: \_\_\_\_\_

\_\_\_\_\_ **For paved roads.** Excavate down to 4 (four) inches from property line to edge of road. Following the contour of the ditch line, driveway access shall be 4 (four) inches of concrete or asphalt, with 10 foot radius returns.

Distance in feet from nearest intersecting road: \_\_\_\_\_

**B. CULVERT ACCESS.** Minimum culvert size shall be 18 inch equivalent or larger as determined by the County Inspector.

\_\_\_\_\_ **For gravel roads.** The applicant shall install a \_\_\_\_\_ foot by \_\_\_\_\_ inch diameter annular (CMP) corrugated metal culvert pipe in the flow line of the drainage ditch. Class 6 (six) base materials shall be compacted to a depth of 6 (four) inches under the pipe to bed it and bring it to grade. A minimum of 12 (twelve) inches of compacted Class 6 (six) cover over the pipe. Both ends of pipe are to have concrete end treatments.

Distance in feet from nearest intersecting road: \_\_\_\_\_

\_\_\_\_\_ **For paved roads.** The applicant shall install a \_\_\_\_\_ foot by \_\_\_\_\_ inch diameter annular (CMP) corrugated metal culvert pipe in the flow line of the drainage ditch. Class 6 (six) base materials shall be compacted to a depth of 6 (four) inches under the pipe to bed it and bring it to grade. There shall be 4 (four) inches of concrete or asphalt cover over the pipe with 10 foot radius returns. Both ends of pipe are to have concrete end treatments.

Distance in feet from nearest intersecting road: \_\_\_\_\_

**PRE-INSPECTION:** A pre-inspection is required to ensure that all terms and conditions comply with Article 7+. Please allow 24 hours from call to inspection. **NO EXCEPTIONS**

**FINAL INSPECTION:** 24 hour notice required prior to final inspection. **NO EXCEPTIONS**

***CONSTRUCTION OF THE ACCESS SHALL BE COMPLETE AND ACCEPTED BY THE COUNTY INSPECTOR BEFORE THE ACCESS IS USED FOR ITS INTENDED PURPOSE. THE PERMIT WILL EXPIRE IF CONSTRUCTION IS NOT COMPLETED WITHIN 6 MONTHS OF APPLICATION DATE. RE-APPLICATION WILL BE REQUIRED.***

By signing this application, agreeing to either special provision "A" or "B", the applicant signifies that he/she has read the foregoing provisions and conditions and agrees to adhere to them.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUBJECT TO THE PROVISIONS AND CONDITIONS STIPULATED HEREIN.

CONSTRUCTION INSPECTOR'S SIGNATURE \_\_\_\_\_

\_\_\_\_\_

**PAYMENT INFORMATION**

Date Paid: \_\_\_\_\_

Payment Method: Check # \_\_\_\_\_

Money Order \_\_\_\_\_

Cash \_\_\_\_\_

County Receipt # \_\_\_\_\_

**INSPECTION RECORD**

Pre-inspection Date: \_\_\_\_\_

Date of Final Approval: \_\_\_\_\_

Pass \_\_\_\_\_

Fail \_\_\_\_\_

Construction Inspector Approving Final Inspection:

**COMMENTS:**

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