



## DEPARTMENT OF TRANSPORTATION DRIVEWAY ACCESS APPLICATION

Phone (719)687-3048 Fax (719) 687-5256 P.O. Box 1886 Woodland Park CO

### DRIVEWAY/ACCESS GUIDELINES

#### I. ACCESS PERMIT PROCESS:

1. After the access application is completely filled out and the corresponding fee paid, a white flag is given to the applicant if the access is new.
2. The applicant must place the white flag at the proposed access location and must ensure that the address is posted on the property.

**NOTE: The property address must be posted on the property and the driveway location must be flagged with the white flag. If the address is not posted and/or the driveway is not flagged, a re-inspection fee of \$40.00 will be charged and must be paid before another pre-permit inspection can be performed.**

3. The Inspector will inspect the site, determine requirements, and issue a permit.
4. Only a contractor licensed to do work in Teller County rights-of-way (Class EX full) may come in to sign for and pick up the permit.

**NOTE: The contractor must sign for and pick up the permit prior to performing any work in the public rights-of-way. A fine will be imposed on the contractor should he fail to do so.**

5. The contractor must contact an Inspector at (719) 687-3048 to give notice at least twenty four hours in advance that he will be performing work on the driveway/access and must request a Final Inspection when all of the required driveway/access work is completed.
6. The Inspector will conduct the final inspection and inform the contractor only if the work does not pass the requirements. If the final inspection passes, the final inspection form will be forwarded to the property file located in the Building Department.

#### II. GENERAL GUIDELINES:

1. If a gate is installed, it must be at least thirty feet off the edge of the roadway and installed to open into the property allowing a vehicle to stop without obstructing traffic on the public roadway.
2. Runoff from rain and snow and other means must not be allowed to enter roadways.
3. Generally, residential driveway openings will be limited to approximately twenty feet in width not including radii.
4. Generally, only one access to a parcel of property will be allowed.
5. In general, the entrance angle for all access approaches shall be as near 90<sup>0</sup> to the centerline of the road as possible. The minimum angle which will be permitted is 90<sup>0</sup> plus or minus 10<sup>0</sup>.
6. The access profile grade within the Right Of Way shall not exceed four (4%) percent and must be constructed with some type of negative area leading away from roadway to the private property side of the flow line so as not to allow drainage from the driveway/access to enter roadway(s) and shall be a minimum of 20' in length.

7. For driveways less than one hundred fifty in length (from the furthest point of the structure) that exit from a public or private road, no maximum grade is required.
8. For a single family dwelling located more than 150 feet in length (from the furthest point of the structure) from a public or private road, the driveway shall have a maximum grade of 17%.
9. driveways longer than 150 feet in length (from the furthest point of the structure) and structures 35 feet or less in height shall have no turns sharper than 35 foot inside radius. All driveways longer than 150 feet in length (from the furthest point of the structure) and serving structures greater than 35 feet in height shall have no turns sharper than 42 feet inside radius.
10. If the property access meets a hard surfaced roadway, a hard surfaced apron from the edge of the roadway back to the right-of-way line will be required.
11. If the property access meets a gravel roadway, a six-inch layer of compacted class 5 or class 6 aggregate base material from the edge of the roadway back to the right-of-way line will be required.

**If you have any driveway/access questions or concerns, please contact an Inspector at (719) 687-3048.**

**DRIVEWAY/ACCESS PERMIT FEE SCHEDULE**

**Residential Driveway/Access Permits:**

Up to 150 feet _____	\$40.00
Greater than 150 feet _____	\$50.00

**Other Driveway/Access Permits:**

Commercial/Industrial.....	\$60.00
Each Additional Access .....	\$20.00



DEPARTMENT OF TRANSPORTATION
DRIVEWAY ACCESS APPLICATION

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Name of Property Owner: \_\_\_\_\_

Owner's Mailing address: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

1.) Is there currently a residence or business on the property?: YES NO

2.) Type of Access: NEW EXISTING TEMPORARY OTHER
(Well/ Soils) (Camping, Agricultural, Restricted)

3.) Name of Excavator: \_\_\_\_\_

(NOTE: "TBD/ to be determined" is not acceptable. A Teller County licensed Class EX full excavator must be entered. If answered "YES" on Question 1 and circled "EXISTING" on Question 2, enter "N/A")

4.) Excavator License Number: \_\_\_\_\_ Excavator Phone Number: \_\_\_\_\_

5.) Type of Proposed Construction: RESIDENTIAL COMMERCIAL INDUSTRIAL AGRICULTURAL OTHER
(Modular/Frame) (Garage, remodel, Etc.)

6.) Proposed Date of Work: \_\_\_\_\_

(NOTE: Enter N/A if entered N/A on Question 3)

7.) Number of Vehicles that will generally be using this access: \_\_\_\_\_

8.) Is the Access over 150' feet in length YES NO

9.) Is there or will there be a gate? YES NO Gate Code: \_\_\_\_\_

(If YES, a key or lock combination MUST be provided. Gates must be a minimum 30' feet setback from road)

10.) Does the driveway cross the property of another person or entity (city/government)? YES NO

If YES, a copy of the easement(s) / plat(s) MUST accompany this application and may be with the title documents or obtained from the Teller County Clerk & Recorder's Office)

**11.) Site Plan:**

In the space below, make a drawing of your site showing the following: directions to property, address, adjacent roads, property diagram, proposed residence location, driveway & driveway length and north arrow.

**12.)** In signing this application, the applicant signifies that he/she has read the attached **ACCESS PERMIT PROCESS** and **GENERAL GUIDLEINES** and agrees to abide by them. The issuance of a building permit is contingent upon the applicant satisfying all the driveway and access requirements.

Printed Name	Signature
Telephone Number	Date

**FOR DEPARTMENTAL USE ONLY - DO NOT WRITE IN THIS AREA**

Type of Permit: Standard \_\_\_\_ Waiver \_\_\_\_ Penalty \_\_\_\_ Temp \_\_\_\_  
Access \_\_\_\_ D/W \_\_\_\_ CM \_\_\_\_ NCM \_\_\_\_

Drainage Requirements:

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Additional Site Work Required: \_\_\_\_\_

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FEMA MAP #: \_\_\_\_\_