



GUNNISON COUNTY
PUBLIC WORKS DEPARTMENT
195 Basin Park Drive, Gunnison, CO 81230
Phone: (970) 641-0044
Email: publicworks@gunnisoncounty.org
Website: <https://www.gunnisoncounty.org/157/Public-Works>

Access Permit Packet:

**Application and Information for Property
Owners and Contractors
for**

**Regular Access Permits
and
Access Permit Reviews**

**SUBMIT COMPLETE APPLICATION PACKETS BY EMAIL TO
PUBLICWORKS@GUNNISONCOUNTY.ORG**

IMPORTANT INFORMATION

PERMIT REQUIREMENT

The Applicant binds and obligates themselves to construct and maintain the access in accordance with the submitted site plan and with the provisions, specifications, and conditions enumerated on this application and in the *Gunnison County Standards and Specifications for New Construction of Roads and Bridges* (Standards).

Pursuant to Section 1.3 of the Standards, **the Applicant may not engage in, cause or allow any construction of or work on the access contemplated by this application until this and all other necessary permits are issued by Gunnison County.** If such activity has begun before issuance of such permit(s), no permit shall be issued until the Applicant ceases the activity, remedies any damage caused, and complies with all enforcement actions taken by Gunnison County.

The Applicant represents all parties in interest and affirms that the access to be constructed by them is for the bona fide purpose of securing access to their property and not for any other purpose.

SUBMITTAL OF APPLICATION

Applications can be emailed (publicworks@gunnisoncounty.org), mailed to or dropped off at Gunnison County Public Works Department, 195 Basin Park Drive, Gunnison, CO 81230.

Applications will not be reviewed without payment. Payments can be made by cash, check or credit card by phone, in person, or by mail. Checks should be made payable to Gunnison County.

Access permit applications may be submitted year-round, but issuance of permits will typically occur April – November, weather permitting. Applications submitted outside of those dates may be reviewed at the discretion of the Right of Way Manager or designated staff.

Approved permit, approval letter, special conditions, any necessary correspondence, and final inspection letters will be emailed to the authorized representative. A copy of the approved access permit should be available on the work site. A printed copy can be picked up at the Gunnison County Public Works Department upon request.

PERMIT FEES

Access Permit:

Access up to 150 feet	\$ 788.00
Access from 150 feet up to 600 feet	\$ 1,062.00
Access over 600 feet	\$ 1,687.00
Waiver of Standards	\$ 300.00 / occurrence
Review of modified site plan	\$ 100.00 / occurrence
Final re-inspection fee	\$ 500.00 / occurrence

Access Permit Review:

Review of project with existing access	\$ 100.00 / occurrence
Review of modified site plan	\$ 100.00 / occurrence

APPLICATION PROCESSING

1. Application Review- The submitted application and site plan will be reviewed to determine if it meets the requirements of the Standards.

2. Site Visit- When the application is determined to meet the Standards, a site visit will be scheduled to review the proposed access. Proposed access shall be staked, by the owner, contractor or representative with a 48-inch wood lathe survey stake on the centerline starting at the intersection of the intersecting road and for every 50 feet thereafter up to the end point of the access. The name used on this application should be on the first stake. CL shall be written on subsequent stakes indicating centerline.

3. Application Approval- When the staked access and application both meet the Standards, the Access Permit will be approved and issued. When all relevant Gunnison County permits have been issued, work may begin on the Access.

4. Final Inspection- When the Access is built, a Final Inspection is required to complete the Access Permit (except in the case of Access Permit Reviews). The Final Inspection is required to get a Certificate of Occupancy from Community Development.

SITE PLAN REQUIREMENTS

Provide at least an 11" x 17" copy or full resolution digital copy of the site plan that meets the requirements listed in Section 4.5 of the Standards. At a minimum, the site plan must include the length, width, and grade of the access from a plated street to the final location.

If the submitted site plan is updated or changed in any way during the project, a new site plan must be submitted to the Gunnison County Public Works Office for approval.

EASEMENTS

The Applicant is responsible for obtaining and asserting legal right to construct the access through continuous easements, agreements, ownership, etc. prior to permit issuance. Gunnison County does not confirm, represent, or warrant legal access by issuing an access permit.

If the access is from a State of Colorado highway, the applicant must obtain an access permit from the State and provide a copy of that approved permit with their access permit application.

RIGHT-OF-WAY

The Applicant shall assume responsibility for the removal and storage of snow, ice, or sleet on any portion of the access even if deposited on the access during snow removal operations on the County Road or the road right-of-way. All snow generated from plowing your access must be stored on your private land and not in the County road or the road right-of-way. Not all County roads are plowed in the winter.

A sign structure, parked vehicle, or landscaping of any kind shall not be permitted where it will obstruct a required sight distance under Section 4.6.3 of the Standards.

FINAL INSPECTION

Approved permits are valid for two years from the approval date. **An extension must be requested prior to the expiration of the permit.** Expired permits may be subject to a new access permit fee, at the discretion of the Assistant County Manager for Public Works.

Final inspections can be scheduled any time after frame inspection is completed, unless it is an access to vacant land in which case the final can be scheduled when ready. It is strongly recommended that the

authorized representative for the access permit be on site during the final inspection. If the access fails final inspection there is a re-inspection fee of \$500.00 that must be paid prior to another inspection.

Final inspections are required for new and regular access permits and will not be done in the winter. The entire access must be visible for a final inspection.

ACCESS REQUIREMENTS

The Gunnison County Standards and Specifications for New Construction of Roads and Bridges lists all of the requirements that an access must meet. These can be found at:

<https://www.gunnisoncounty.org/157/Public-Works>

The most common requirements include:

1. Access surface material must be either: 6 inches of roadbase, or asphalt, or concrete (see Section 4.5 for further details).
2. Access must be 16 feet wide unless a waiver is requested and approved (see Section 4.5 for further details).
3. Access must be at a 90-degree angle approach to the intersecting roadway for a minimum of 30 feet (see Section 4.5 for further details).
4. No more than 1 access per lot, unless additional access is separated by 100 feet (see Section 4.5 for further details).
5. Access designs that allow for backing onto or off of a county road are discouraged and shall be evaluated on case-by-case basis.
6. The maximum allowable grade for access is 11% (see Section 4.5 for further details).
7. Access must have a grade of 4% or less for 30 feet prior to the intersection with the roadway (see Section 4.5 for further details).
8. Access that is greater than 150 feet long must have an approved Emergency Services Turnaround (see Appendix E and Section 4.5 for further details).
9. Access that is greater than 600 feet long must have an approved Inter-visible turnout (see Appendix D and Section 4.5 for further details).
10. A Reclamation permit may be required if you are within the Sage Grouse Occupied Habitat Boundary or if the site disturbance exceeds 10,000 square feet.

ADDITIONAL REQUIREMENTS

Approval of this access permit does not guarantee approval of any other permits required by Gunnison County.

Access may be subject to additional specifications or standards and need to comply with the Gunnison County Land Use Resolution. Special conditions required by Gunnison County Public Works Department will be noted herein or attached to the permit if applicable.

The Applicant shall furnish all labor and materials, perform all work, and pay all costs in connection with the construction of the access and its appurtenances.

The traveling public shall be protected during the access construction in conformance with the Manual for Uniform Traffic Control Devices (MUTCD) AND Public Rights-of-Way Accessibility Guidelines (PROWAG) AND the Gunnison County Public Works Department.

Gunnison County's duly appointed agents and employees shall be held harmless against any action for all claims and liability, including but not limited to personal injury or property damage, sustained by reason of the exercise of the permit.

Fee: _____
Date Paid: _____
Cash/CC/Check: _____
Received By: _____

Permit # _____

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NEW/REGULAR ACCESS APPLICATION:
ACCESS REVIEW APPLICATION:

PERMIT FEES:

Access Permit:

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ACCESS INFORMATION:

- A. PROPERTY ADDRESS _____
(If Street Address is not assigned, provide legal address)
- B. CONNECTING ROAD _____
- C. Access to _____ (new residence, vacant land, addition, septic repair, etc.)
- D. Length of access: _____ (measured from edge of traveled roadway following center line of access to the nearest point of residence or structure furthest from roadway.)

APPLICANT INFORMATION:

WHO IS SUBMITTING PLANS? OWNER: CONTRACTOR: REPRESENTATIVE:

OWNER: _____

MAILING ADDRESS: _____

CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

CONTRACTOR: _____

PHONE: _____

EMAIL: _____

AUTHORIZED REPRESENTATIVE: _____

PHONE: _____

EMAIL: _____

MISCELLANEOUS INFORMATION:

- A. Will the projects total disturbed area (minus the footprint of any structures and/or the driving surface of the access) be greater than 10,000 square feet? Yes No
- B. Does the property or neighborhood have a locked gate? Yes No

SITE PLAN: Provide at least an 11” x 17” copy or full resolution digital copy of the site plan that meets the requirements listed in Section 4.5 of the Standards. At a minimum, the site plan must include the length, width, and grade of the access from a platted street to the final location.

PERMIT REQUIREMENTS (Initial):

- A. Proposed access shall be staked with a 48-inch wood lathe survey stake on the centerline starting at the intersection of the intersecting road and for every 50 feet thereafter up to the end point of the access. The name used on this application should be on the first stake. CL shall be written on subsequent stakes indicating centerline. _____ (initial)
- B. The Applicant agrees that the applicant shall pay Gunnison County’s costs, expenses and attorney’s fees for enforcement of the requirements of this permit, and shall also reimburse Gunnison County, should it so request at its sole discretion, for any and all damages to any public road or highway caused by his or her activities in constructing the access that is the subject of this application. _____ (initial)
- C. A final, physical, inspection of the completed driveway is required. It is the responsibility of the applicant to schedule the final driveway inspection a minimum of 3 business days in advance. The driveway construction must be complete and fully visible, including all drainages and appurtenances, at the time of the final inspection. If the driveway fails final inspection there is a \$500 reinspection fee. _____ (initial)
- D. THERE WILL BE NO FINAL INSPECTIONS DONE DURING THE WINTER (NOVEMBER – APRIL) OR WHEN WEATHER PROHIBITS COMPLETE INSPECTION OF THE DRIVEWAY AND INFRASTRUCTURE AND/OR THE SURFACE IS FROZEN. THAWING OF THE ACCESS SURFACE WILL NOT BE ACCEPTED FOR FINALS (GROUND HEATERS, HEATING BLANKETS). _____ (initial)

STANDARD CONDITIONS:

- A. The approved access permit allows for work on your access only.
- B. No landscaping, rocks, trees, berms, or any other improvements are allowed within the right-of-way without written approval from the Assistant County Manager for Public Works or their representative.
- C. No parking or storing of any construction equipment, trailers, porta-pots, or materials, etc. is allowed in the road right-of-way. Vehicles parked in the road right-of-way can and will be towed if impeding plowing or maintenance operations.

SPECIAL CONDITIONS: (As Determined by Gunnison County – To Be Completed by Inspector)

In signing and initialing this application and upon receiving Gunnison County Public Works Department authorization and permission to construct the access described herein, the Applicant warrants, agrees and acknowledges that they have read, understand, and accept the foregoing provisions and conditions and agree to construct the access in accordance with the Gunnison County Standards and Specifications for New Construction of Roads & Bridges, the accompanying site plan, reviewed and approved by the Gunnison County Public Works Department, and any special conditions noted or attached that may be placed on the project.

Printed Name of Property Owner/Representative

Signature of Property Owner/Representative

Email Address of Property Owner/Representative

Telephone of Property Owner/Representative

APPROVAL:

Access permit granted _____ (date) and is subject to the provisions, specifications, and conditions stipulated herein.

Access Inspector

Assistant County Manager for Public Works

THIS PERMIT SHALL BE MADE AVAILABLE AT THE SITE WHERE AND WHEN WORK IS BEING DONE AND BE PRESENTED AT FINAL INSPECTION.

FINAL INSPECTION:

Final inspection of the access was completed _____ by _____.

OWNER CONSENT FORM



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I/We, _____ Owner(s) (if this property is in a trust, please identify all of the beneficiaries) hereby authorize _____ as our representative through the permitting process and give authorization for this representative to act on our behalf during the project and to be the primary person to be contacted as necessary by the Public Works Department for our property located at the following address and legal description:

Signature of Owner/s _____

Signature of Owner/s _____