

Access Permit Submittal Checklist

- _____ Completed Access Permit Application Form
 - _____ Property Owner (applicant) name;
 - _____ Name of road access is connecting to;
 - _____ Which side of the road accessing is being made from (north, south, east, west);
 - _____ Physical address of project;
 - _____ What are you building the access fro (residence, business, etc.);
 - _____ Signature;
 - _____ Contact information;
 - _____ Fee payment.

- _____ Site Plan, drawn to scale, must include:
 - _____ Lot boundaries;
 - _____ Location of any existing structures, accesses, utilities, etc.;
 - _____ Location of new structures, accesses, utilities, etc.;
 - _____ Width and length of access;
 - _____ Intervisible turnouts and emergency services turn arounds if required;
 - _____ Size and location of culverts if required;
 - _____ Easements;
 - _____ Landscaping;
 - _____ Everything labeled;

Gunnison County Public Works Department reserves the right to request engineered drawings.

- _____ Location Map
 - _____ Directional map or written word describing how to get from Gunnison to the project property.

- _____ Approval letter from Crested Butte Fire Protection District if the project is located within their jurisdiction.

- _____ Approval letter from the Wildlife Coordinator if the project is located within the sage grouse occupied habitat boundary.

- _____ Copies of easements/permits/approvals if needed to access property; including crossing private land owned by others, accessing property off of a state highway or accessing property off of a Forest Service or BLM road that is not open to motorized traffic on the travel management maps.

- _____ Waiver of Standards request if required.

- _____ Completed Reclamation permit if the project is within the sage grouse occupied habitat boundary and required by the wildlife coordinator OR if the square footage of disturbance for the project is at or above 10,000 square feet.

- _____ Is a geological hazard survey required by Community Development: ____ yes, ____ no.

- _____ Other

- _____ Access should be staked at the center of the access at the intersection with the road that the access is coming off of and for every 50 feet thereafter up to the end point of the access;
- _____ Name used on the access permit application should be written on the stake at the beginning of the access;
- _____ Property corners adjacent to roadside should be marked.
- _____ Previously non-permitted access may require a permit to meet current standards.
- _____ Final inspections will not be made if the access is not entirely visible (ie: during winter conditions)

Fee: \$250.00
 Date Paid: _____
 Cash/CC/Check: _____
 Received By: _____

GUNNISON COUNTY PUBLIC WORKS DEPARTMENT
 195 Basin Park Drive, Gunnison, CO 81230
 (970) 641-0044

Permit # _____

ACCESS PERMIT APPLICATION

_____ (property owner) requests permission and authority from the Gunnison County Public Works Department to construct an access connecting to _____ (road name), in Gunnison County, adjacent to his/her property located on the _____ side of the road, with a physical address of _____ for the purpose of obtaining access to _____ (residence, vacant land, etc.).
 Legal Address: _____

The Applicant binds and obligates themselves to construct and maintain the access in accordance with the provisions, specifications, and conditions enumerated below on this application and in the Gunnison County Standard Specifications for New Road and Bridge Construction.

1. The Applicant represents all parties in interest and affirms that the access to be constructed by him/her is for the bona fide purpose of securing access to his/her property and not for any other purpose.
2. 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.
3. All work shall be completed within one year of the permit date. Any extension must be requested in writing prior to the expiration date of the original permit.
4. The type of construction shall be designated and/or approved by the Gunnison County Public Works Department and all materials used shall be of satisfactory quality and subject to inspection and approval of the Gunnison County Public Works Department.
5. The traveling public shall be protected during the installation with proper warning signs and signals and the Gunnison County Public Works Department and it's duly appointed agents and employees shall be held harmless against any action for personal injury or property damage sustained by reason of the exercise of the permit.
6. 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 driveway in the course of snow removal operations on the right-of-way.
7. In the event it becomes necessary to remove any right-of-way fence, the posts on either side of the entrance shall be securely braced before the fence is cut to prevent any slacking of the remaining fence. Any removed materials shall be turned over to the Gunnison County Public Works Department if directed.
8. No revisions or additions shall be made to the access or its appurtenances without the written permission of the Gunnison County Public Works Department.
9. Provisions and specifications outlined herein shall apply on all roads in Gunnison County under the jurisdiction of the Gunnison County Standard Specifications for New Road and Bridge Construction.
10. Approval of this permit does not guarantee approval of any other permits required by Gunnison County.
11. Individual accesses may be subject to additional specifications or standards to meet conditions of the Gunnison County Land Use Resolution. Such special conditions will be attached to the approved permit if applicable.
12. If the access is off of a State of Colorado highway the applicant must obtain an access permit from the State and provide a copy of that approved permit with this completed Access Permit Application.
13. The Applicant agrees that applicant shall pay Gunnison County's costs and attorney's fees for enforcement of the requirements of this permit.
14. The Applicant is solely responsible for obtaining and demonstrating legal right to construct the access.

2 COPIES OF THE SITE PLAN (One each of 24X36 and 11X17) MUST ACCOMPANY THIS PERMIT.

In signing this application and upon receiving Gunnison County Public Works Department authorization and permission to install the access described herein, the Applicant signifies that he/she has read, understands and accepts the foregoing provisions and conditions and agrees to construct the access in accordance with the accompanying site plan reviewed and approved by the Gunnison County Public Works Department as well as any special conditions placed on the project.

- A. Any damage caused to the road right-of-way will be the responsibility of the land owner to repair to County standards or pay for the cost of damages to be repaired. Damage must be repaired before a Certificate of Occupancy is issued. _____ (initial)
- B. Access Permit Applications may be submitted between April 1st and November 15th of each year. Permits submitted outside of those dates may be reviewed at the discretion of the Public Works Director or designated staff. _____ (initial)
- C. A final inspection of the completed driveway is required. It is the responsibility of the applicant to schedule the final driveway inspection by contacting Gunnison County Public Works Department at 970-641-0044. The entire driveway must be completed and visible at the time of the final inspection. If the driveway fails final inspections there is a \$500 re-inspection fee. THERE WILL BE NO FINAL INSPECTIONS IN THE WINTER OR WHEN WEATHER PROHIBITS FULL VIEW OF THE DRIVEWAY AND THE SURACE IS FROZEN. _____ (initial)
- D. Access will be staked at the center of the access at the intersection with the road that the access is coming off of and for every 50 feet thereafter up to the end point of the access. Name used on this application should be on the first stake. _____ (initial)

Signed: _____
 Signature of Applicant or Representative

Mailing Address: _____

Printed Name: _____

 Telephone Number

Contractor's Email Address: _____

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Permit granted _____ (date), 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.

Revised 11/14/22

INSPECTION INSTRUCTIONS

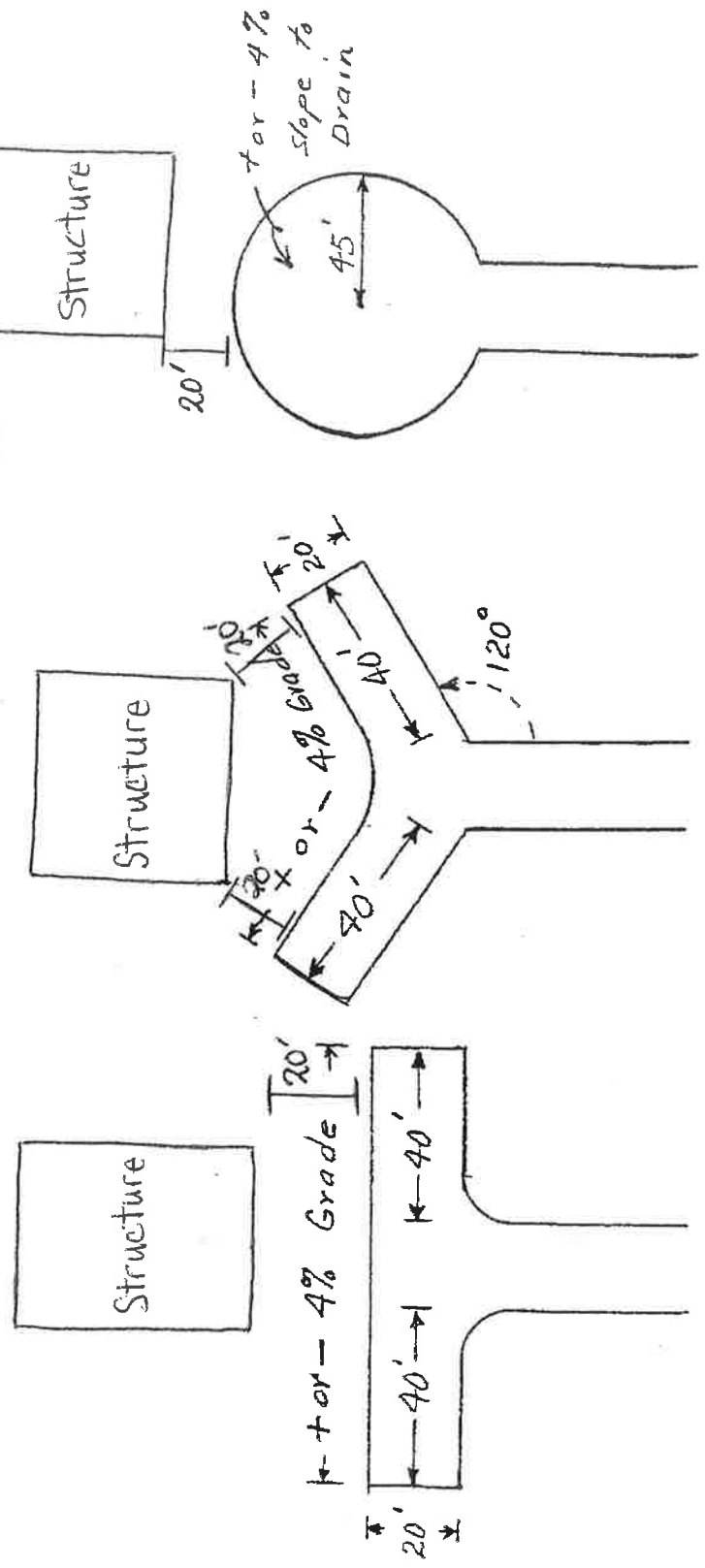
- A. Approved driveway permit applications are valid for one (1) year from the approval date.
- B. A final inspection of the completed driveway is required. It is the responsibility of the applicant to schedule the driveway inspection by contacting Gunnison County Public Works Department at 970-641-0044. The entire driveway must be completed and visible at the time of inspection. **THERE WILL BE NO FINAL INSPECTIONS IN THE WINTER OR WHEN WEATHER PROHIBITS FULL VIEW OF THE DRIVEWAY.** A complete driveway includes construction to proper width, depth and type of gravel installed, culverts, turnouts, etc. installed as per Section 4.5 of the Gunnison County Standards and Specifications for New Road and Bridge Construction. If any Special Conditions have been attached to the approved driveway permit those also need to be addressed as a part of a completed driveway.

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***** VERY IMPORTANT *****

IF THE FIRST DRIVEWAY INSPECTION RESULTS IN A FAILURE EACH ADDITIONAL RE-INSPECTION WILL COST \$500.00, WHICH IS PAYABLE AT THE TIME OF THE RE-INSPECTION.

STANDARD TURNAROUND OPTIONS



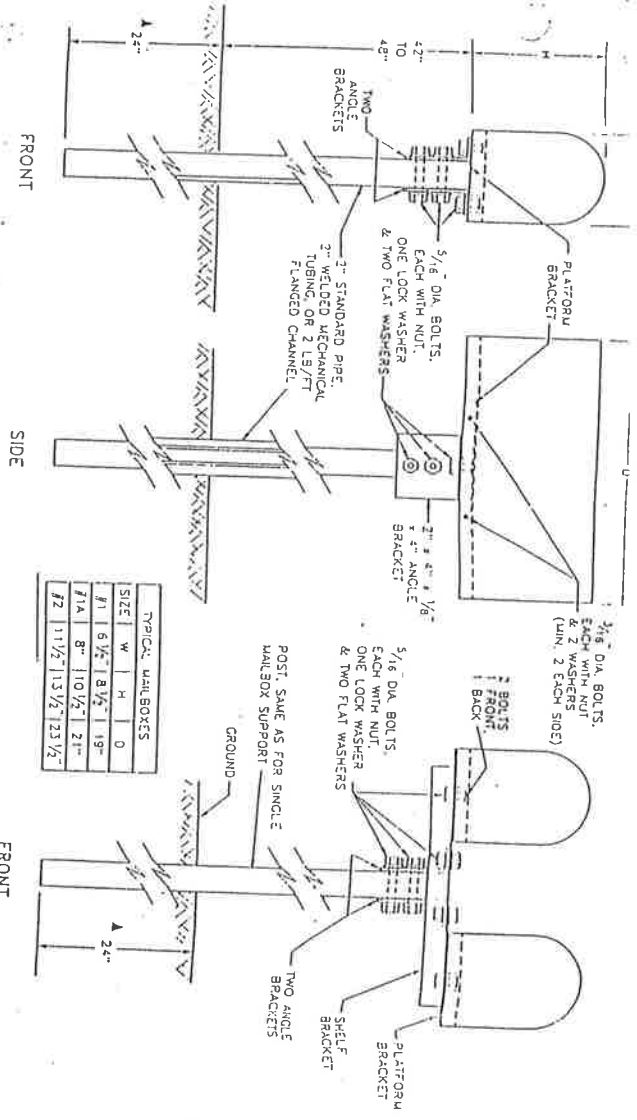
Cul-de-sac

Y - Turnaround

T - Turnaround

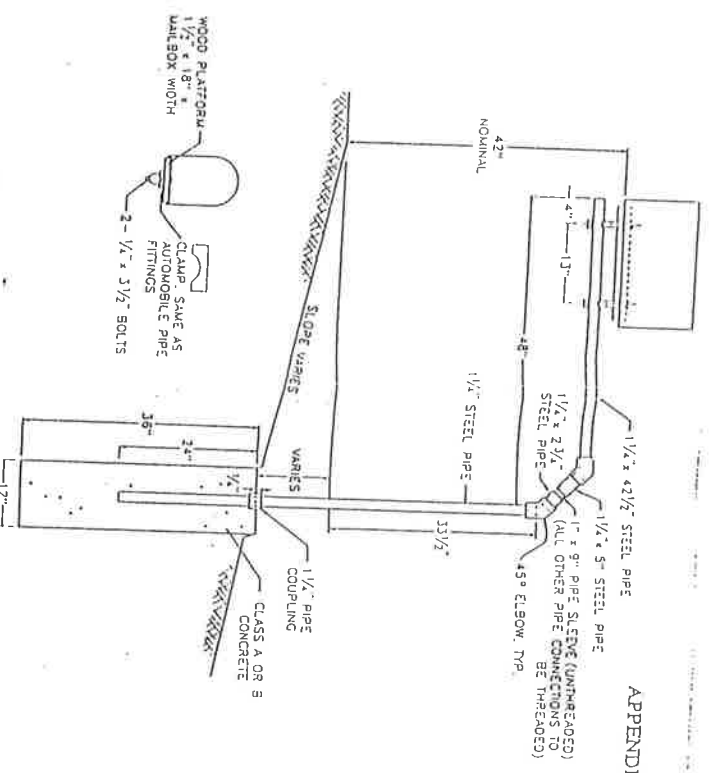
General Construction Notes:

1. Road width going into the Turnaround may vary from 16 feet to 24 feet.
2. Grade on the road approaching the Turnaround shall not exceed 4% for 50 feet.
3. Grades on 'T' or 'Y' Turnarounds shall not exceed + or - 4%.
4. A minimum of 4% crown, inslope or outslope, shall be constructed into the Turnaround to provide drainage.
5. 'T' Turnarounds shall be a minimum of 20 feet from any flammable structures.

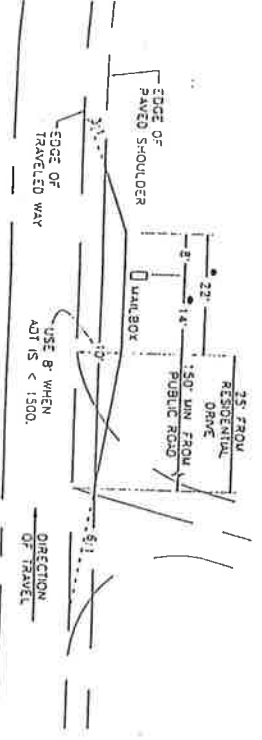


SINGLE (TYPE 1) AND DOUBLE (TYPE 2) MAILBOX SUPPORTS

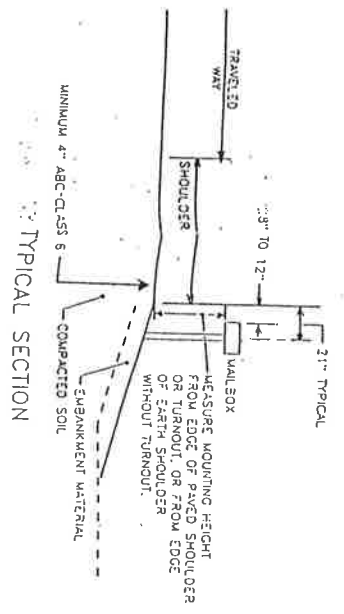
CANTILEVER (TYPE 4) MAILBOX SUPPORT



INCREASE LENGTH 2' FOR EACH ADDITIONAL MAILBOX SUPPORT PLUS AN ADDITIONAL 5' FOR EACH SUPPORT THAT IS A MULTIPLE MAILBOX SUPPORT. (EX. 2 MULTIPLE AND 1 DOUBLE: ADD 18 FEET)



MAILBOX TURNOUT



TYPICAL SECTION

GENERAL NOTES

- 1. A SINGLE MAILBOX SHALL BE RESET AT THE FINAL DESIGNATED LOCATION ON A CANTILEVER (TYPE 4) SUPPORT. TWO MAILBOXES RESET AT THE SAME LOCATION SHALL BE RESET ON ONE DOUBLE (TYPE 2) SUPPORT OR ON TWO SINGLE (TYPE 1) SUPPORTS AS DESIGNATED.
- 2. POSTS, BRACKETS, AND ALL MOUNTING HARDWARE SHALL BE GALVANIZED IN ACCORDANCE WITH ASTM A 213, PER A 111, EXCEPT THE WELDED MECHANICAL TUBING SHALL PER A 111, PER A 50 OR EQUIVALENT PER ASTM A 525. TWO INCH OUTSIDE DIAMETER, 1/4 GAGE WELDED MECHANICAL TUBING SHALL CONFORM TO THE REQUIREMENTS OF ASTM A 513.
- 3. ON ROADS WITH CURBS AND GUTTERS, THE MAILBOX SUPPORT SHALL BE LOCATED IN THE GROUND SO THE FRONT OF THE MAILBOX SHALL BE 8" TO 12" FROM THE FRONT FACE. THE HEIGHT SHALL BE 42" TO 48" MEASURED FROM THE GUTTER FLOW LINE TO THE BOTTOM OF THE GUTTER.
- 4. THE GROUND SURROUNDING THE MAILBOX SUPPORTS SHALL BE FIRM, UNDISTURBED GROUND. ON WELL COMPACTED REGRADED SOIL, THE SUPPORTS ARE NORMALLY DRIVEN, BUT THEY MAY BE PLACED IN A DUG HOLE WITH WELL COMPACTED BACKFILL.

MAILBOX SUPPORTS

4.5 Access Control Standards

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, and taper to a minimum surface width of sixteen (16) feet at a distance of six feet from the edge of the road, and maintain this surface width to the end of the driveway. All such driveways shall be constructed with the following minimum section dimensions:

<u>Driveway Material</u>	<u>Minimum Section Depths</u>
Concrete	6 inches;
HBP	2 inches with 6 inches Class 6 aggregate base course;
Gravel	6 inches Class 6 aggregate base course;
Native Material	Permissible only if access road is native material or native material provides structural stability and an all-weather driving surface.

and shall be installed in accordance with both an approved driveway permit and all applicable sections of these Standards and Specifications. Access to a County road or right-of-way must be obtained as described in Section 7.4.

The maximum grades for driveways shall be 11%. The grade of entrance and exit shall slope downward and away from the road surface at the same rate as the normal cross slope and for a distance equal to the width of the shoulder, but in no case less than ten feet from the traveled way.

All driveways and approaches shall be constructed so that they shall not interfere with the drainage system of the roadway. The applicant will be required to pay for and install, at his own expense, drainage structures at entrances and exits which will become an integral part of the existing drainage system. The dimensions of all drainage structures must be approved by the Gunnison County Public Works Department representative prior to installation. The minimum size of culvert installed parallel to the road will be 12" diameter. Maintenance of the culvert shall be the responsibility of the property owner.

The horizontal axis of an approach to the roadway shall normally be at right angle to the centerline of the roadway and extend a minimum of forty (40) feet beyond the traveled way. An angle between 90 and 60 degrees shall be permitted if it can be shown that physical constraints exist that require an approach new angle of less than 90 degrees. An angle less than 60 degrees is not permitted.

No more than one approach shall be allowed on any parcel of property when there is less than one hundred (100) feet of property frontage.

In the case of flared driveways, the flared portion adjacent to the traveled way shall not encroach upon adjoining property.

An access approach that is gated shall be designed so that the longest vehicle using it can completely clear the traveled way when the gate is closed. In no event shall such distance be less than thirty five (35) feet.

Intersecting public and private roads shall be located opposite each other where possible or be offset by a minimum of one hundred twenty five (125) feet.

Driveways shall have an all weather driving surface. In the case of a native material road, the driveway shall match the existing surface.

Driveways shall have a minimum surface width of 18 feet at the edge of pavement or road surface and taper to 16 feet at a distance 6 feet from the edge of the road and maintain this surface width to the end of the driveway.

Driveways which are in excess of 600 feet in length and are single lane shall be required to have standard inter-visible turnouts. (See Appendix D).

Driveways at the End of the Road – Driveways 150' or longer in length that end at a private residence, a business or structure larger than 600 square feet, shall have a cul-de-sac, loop design or a "Y" or "T" turn around adequate to accommodate emergency service vehicles. "T" turnarounds shall be a minimum of 20' from any flammable structure. All turn around areas shall be kept open and clear, and shall have sufficient area for snow storage outside of road prism, and shall be plowed by the owner in the winter. (See Appendix E).

Driveway designs that allow for backing onto or off of a county road shall be evaluated on a case-by-case basis. Lot size, proposed house location and traffic volume and speed can be used as determining factors. The Director of Public Works will make the final determination.

Any driveway permit application that is over 250 feet in length and has the potential to be used for a road for future development may be referred to the planning office for proper review.

Driveways shall be constructed to meet all Standards and Specifications from the edge of the County road, or public road, or private road under County jurisdiction, to the building footprint.

Driveways on steep uphill or downhill will require a flat landing area for a minimum of 30 feet before the intersection with the edge of the road.

A temporary access road as defined herein shall be required to meet all Standards and Specifications only from the edge of the road to the property line.

Adequate vehicle parking must be provided on the private parcel. No parking along the road will be permitted.

Any overhead entry structures shall be at least 13' 6" high, measured from the road surface.

Table 4-5 - Cut and Fill Slopes:

Height	Cut Slopes	Fill Slopes
0-5 feet	3:1	2:1
5-10 feet	2:1	1 1/2:1
10-15 feet	1 1/2:1	1 1/2:1
Above 15 feet	1:1	1 1/2:1

Table 4-6 - Summary of Driveway Design Elements:

TYPE OF ACCESS (driveway)	# OF LANES	LANE WIDTH
1. Residential	1	16 feet
2. Agricultural	1	16 feet
3. Commercial	2	11 feet
4. Industrial	2	11 feet

Table 4-7 - Intersection Sight Distance

*Vehicle expected to enter or cross highway	Sight Distance is given in feet per 10 mph of posted speed limit	
	2 Lane	4 Lane
Passenger Car	100	120
Single Unit Truck	130	150
Multi-Unit Trucks	170	200