

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 finished 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 entire length of 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: 719-836-4287)
3. Submit the following to PCEDH for approval:
 - A completed Park County Development Permit Application with the \$150.00 fee.
 - 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.

The Driveway Cut Permit is good for one year from the date of issuance. 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

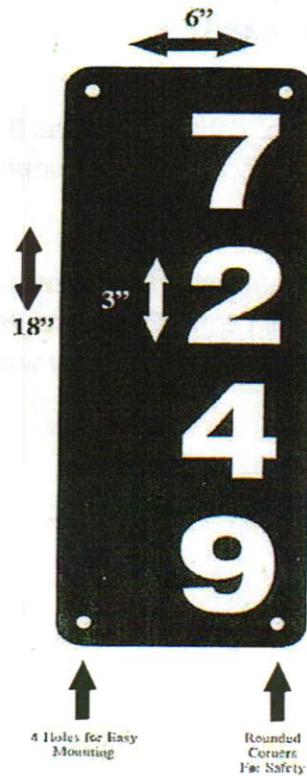
Park County Land Use Regulation
Section 7-1207 Address Number Signage

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.

- The post shall be a treated 4 x 4 placed at the driveway no further than 5 feet from the property line.
- 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 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 PCEHD at 719-836-4250 to schedule this inspection. *It is the responsibility of the owner, applicant, or contractor to schedule inspections. Because of the volume of permits processed, 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 requirements for the driveway construction. Once you have received a copy of your permit, you may start construction. PLEASE NOTE: A fine of twice the amount of the permit will be assessed if construction begins prior to the preliminary inspection.
- All plot plans must be onsite for all inspections. If not, the inspection will be denied and charged a \$75 reinspection fee will be charged.

Construction and Installation

- All driveways and approaches need to be constructed so they do not interfere with the drainage of the roadway.
- 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.

Final inspection

A final inspection must be scheduled through PCEHD. 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 **719-836-4250** to schedule the Final Inspection. Please plan accordingly. *It is the responsibility of the owner, applicant, or contractor to schedule inspections.*