



DOUGLAS COUNTY GOVERNMENT
 PUBLIC WORKS-ENGINEERING
 Inspections Division
 100 Third Street
 Castle Rock, CO 80104
 Inspections – 303-660-7487

OFFICE USE ONLY

File# _____
 Date _____
 Permit Fee \$75.00 Paid

Permanent Access Permit Application

Permittee Applicant Name	
Address	
City, State, Zip	
E-Mail Address	
Phone Number(s)	
SIGNATURE and DATE	

Property Owner Applicant Name	
Address	
City, State, Zip	
E-Mail Address	
Phone Number(s)	
SIGNATURE and DATE	

Address of Property to be Served	
Legal Description Subdivision Name	
Section, Township, Range	
Approved Access Approach	Approximately _____ feet from the _____ front corner pin.
Access Serves	_____ DUs; or average daily trips of _____ vehicles per day.

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- Flowline of ditches must remain clear at all times to maintain proper drainage.
- Earthwork: any mud or other materials tracked or otherwise deposited on the roadway shall be removed daily or as directed by the inspector and/or foreman.
- Driveway crosses major drainageway. Crossing requires approval from Engineering Division.
- Commercial access is usually approved through the site plan process. For commercial access, a letter of explanation shall accompany this permit.
- Culvert approved size by Douglas County. Size _____ (Minimum 15 inches with 2% fall).
- Concrete Pan-Class B concrete. See attached detail (Inspection-forms and final).
- For a private road access to a public gravel road, the private road must have 6-inches (min.) of class-6 roadbed from the property/right-of-way line to the public road. For a private road access onto a public paved road, the private road must have 5 inches (min) of HBP (asphalt pavement) from the property/right-of-way line to the pavement on the public road. See the Douglas County Roadway Manual for more details.
- Private road access onto public road.
- See attached letter for additional conditions.
- Other

DEPARTMENT SIGNATURES

Dev. Review Engineer/Date	
Eng. Inspections/Date	
Eng. Insp. Manager/Date	

The following are terms and conditions of the PERMANENT ACCESS PERMIT. The property owner or their representative is required to read all the following terms. A signature on the permit constitutes an understanding and acceptance of the terms and conditions.

1. Complete and return all copies of the application to the Douglas County Government, Public Works-Engineering Department. Before an inspection is made, an address sign must be posted at driveway location and the centerline of the driveway staked at the right-of-way. Driveways not properly staked and marked will cause a delay in processing and may constitute an additional fee to be charged for a re-inspection.
2. The Fees for permit is as follows: Residential - \$75.00; Commercial/Industrial - \$75.00; Private Roads - \$75.00; Re-inspection - \$30.00
3. FOR INSPECTIONS, CALL 303-660-7487 BETWEEN 8:00 a.m. and 3:30 p.m. CONCRETE FORMS MUST BE INSPECTED BEFORE CONCRETE IS POURED.
4. A copy of this permit must be available on the construction site.
5. The permitted access approach shall be completed in accordance with the terms and conditions of the Douglas County Public Works-Engineering Department prior to being used.
6. Should the applicant (1) choose to contest a permit application denied by the Department or (2) chose to contest any of the terms or conditions of the permit, the applicant must do so within 15-days of receipt of notice to denial or receipt of the conditional approval permit. The applicant shall make the request for the review in writing and submit it to the Public Works-Engineering Department. The request shall include reasons the applicant is appealing the action and may include recommendations by the applicant that would be acceptable to the applicant and Department. The Public Works Director shall make a final decision in regards to appeal.
7. A vehicle-tracking pad shall be installed upon initial site earthwork at the discretion of the Public Works-Engineering Department. Vehicle tracking control pads shall consist of had, dense, durable stone, angular in shape and resistant to weathering. Rounded stone or boulders will not be acceptable. The stones shall be 3" with a maximum size of 6". The stone shall have a specific gravity of at least 2.6 control of gradation will be by visual inspections. Any damage to the County right-of-way created by the construction of the access shall be repaired by the permittee/applicant.
8. It is the responsibility of the owner of the property to ensure the use of the access approach to the property is not in violation of the regulations, permit terms and conditions. These terms and conditions are binding upon all assignees, successors-in-interests and heirs.
9. If a permitted access is in violation of the regulations, permit terms and conditions, the issuing authority may obtain a court order enjoining violation of the access regulations, permit terms and conditions. Such access permits may be revoked by the issuing authority, if at any time the permitted access and its use fail to meet the requirements of the access regulations, or the terms and conditions of the permit. Such revocation may be appealed to the Board of County Commissioners, who shall act as final authority.
10. If the permittee wishes to make improvements to an existing permitted access, he must apply for a right-of-way use and/or construction permit from the Douglas County Public Works-Engineering Inspections Division.
11. All rural driveways and private roads shall fall away from the shoulder of the County Road at 2% to the culvert (or where the driveway/private road cross the flowline of the roadside ditch), the (+) 4% maximum to the right-of-way line. Maximum ditch side slope is 3:1.
12. Special Conditions may be placed on this Permanent Access by the Public Works-Engineering Department.