



**SAGUACHE COUNTY**  
**Road & Bridge Department**

305 3rd Street - PO Box 476  
Saguache, CO 81149  
(719)-655-2554 FAX: (719)-655-2543

**COUNTY ROAD ACCESS/DRIVEWAY PERMIT APPLICATION**

☐ Residential ☐ Subdivision ☐ Commercial ☐ Agricultural

Any new driveway or non-residential access road, or increase in use of an existing driveway or access, shall obtain a County Road Access/Driveway Permit, if the access point is coming in off of a Saguache County road. Any future work beyond work described in this permit shall require a new Access Permit.

**\*READ ALL GENERAL REQUIREMENTS / PROVISIONS AND DEFINITIONS - INITIAL HERE:** \_\_\_\_\_

**FOR RESIDENTIAL or AGRICULTURAL ACCESS/DRIVEWAY**

Property Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

Location Address/County Road: \_\_\_\_\_

Legal Description: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Qtr. Section \_\_\_\_\_

Reason for/Description of Work: \_\_\_\_\_

Special Conditions, if any: \_\_\_\_\_

☐ Culvert is needed (will installation impede the County Road? Yes \_\_ NO \_\_)

☐ Single Access Point ☐ Multiple Access Points - How many? \_\_\_\_\_

If Residential, indicate the no. of households to be served by a private or public road \_\_\_\_\_

☐ Agricultural Use Only

**FOR SUBDIVISION or COMMERCIAL ACCESS**

Name of Project: \_\_\_\_\_

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

Description of extent and type of use for the access, no. of residences or type and square footage of commercial use: \_\_\_\_\_

If Commercial, indicate the no. of businesses or occupants who will use this access \_\_\_\_\_

Current contact information of property owner: \_\_\_\_\_  
(please print)

\_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*Official Use Only**

**PENALTY PERMIT ?** \_\_\_\_ YES \_\_\_\_ NO

Date: \_\_\_\_\_ Fee Paid By: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ Title: \_\_\_\_\_

**PLEASE REFER TO THE LAND USE CODE AND ROAD STANDARDS  
FOR MORE REQUIREMENTS THAT MAY APPLY**

In the space below, please draw a clear, well-labeled map, indicate North and give the distance from the nearest County Road and indicate exact location of proposed access point(s).

Access / Driveway Permit # \_\_\_\_\_

Road Cut and Right-of-Way Utility Permit # \_\_\_\_\_  
(if culvert installation impedes the County Road)  
Permit Release was filed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Saguache County Permit Release

**Road Cut and Right-of-Way Permit # \_\_\_\_ / County Road Access / Driveway Permit # \_\_\_\_**

Due on or before: \_\_\_\_\_ if this date cannot be met – you must call and request a one-time extension \_\_\_\_\_

Once all work authorized by this permit is completed, this Permit Release must be signed and returned to the Road and Bridge Office located at 305 3<sup>rd</sup> Street in Saguache, CO., or mailed to Saguache County Road & Bridge PO Box 476 Saguache, CO 81149. Returning the Permit Release will prompt an inspection by the Road Supervisor to determine if County requirements have been met. No Portion of the Permit Fee is refundable.

Further permits will be denied and penalties may be assessed if the release is not returned by the date set by the supervisor and/or within thirty (30) days after completion of work.

Date \_\_\_\_\_, 20\_\_\_\_

Saguache County accepts road cut and/or culvert installation that impedes a county road rehabilitation in the County Right-of-Way as satisfactory

following work completed by \_\_\_\_\_ and/or their contractors on

County Road # \_\_\_\_\_ - permit numbers listed above.

\_\_\_\_\_  
Road Supervisor

\_\_\_\_\_  
Owner or Project Foreman/Supervisor

\_\_\_\_\_  
Company Name (if applicable)

☐ Permit Release N/A

## **SAGUACHE COUNTY ROAD & BRIDGE PERMIT FEE SCHEDULE**

*(Prior to submitting your County Road Access/Driveway Permit application – you will be asked to initial that you have read and understand the following general requirements provisions and definitions – if you do not initial the application – it will be returned to you for your initials)*

### **Fee Schedule**

#### **Access/Driveway Permit: (single residential access)**

Permit Fee: \$100.00

(unless special conditions exist as determined by the Road Supervisor)

Each access point into the property will be assessed a fee of \$100.00

#### **Road Cut/Utility Permit:**

Permit Fee: \$150.00 min chg

Longitudinal road cuts made on road shoulders which do not affect the traveled portion of the roadway will be charged as follows:

0 – 60ft \$.15 per linear ft

61-300ft \$0.08 per linear ft

301ft + \$0.02 per linear ft

Transverse street cuts, including underground boring, will be charged per location as follows:

Unimproved Road: \$200.00

Improved Road: \$250.00

Plus a charge for 0 – 80 feet

\$0.15 per linear ft

Transverse street cuts that include longitudinal work adjoining the cut will be charged per location as follows:

Unimproved Road: \$200.00

Improved Road: \$250.00

Plus a charge for 301 feet +

\$0.02 per linear ft and a  
\$150.00 longitudinal cut fee

#### **Penalty Permits:**

Penalty Permits will be charged as follows for starting and/or completing any work without an approved permit on file in the Road & Bridge Office.

All fees applicable to work being done, plus a penalty of  
**\$500.00**

#### **Permit Release Penalty:**

Permit Release penalty will be enforced if the permit is not submitted to the Road & Bridge office by the date set by the supervisor and/or within 30 days after completion of work. Call for a one time extension if the date requirement cannot be met

Further permits denied until Permit Release has been received, plus a penalty of all fees applicable to work being done



## **GENERAL REQUIREMENTS / PROVISIONS AND DEFINITIONS FOR COUNTY ROAD CUT AND RIGHT-OF WAY UTILITY PERMIT**

*(Prior to submitting your County Road Cut and Right-of-Way Permit application – you will be asked to initial that you have read and understand the following requirements, provisions and definitions – if you do not initial the application – it will be returned to you for your initials)*

### **County Road Cut and Right-of-Way Utility Permit**

1. The County must approve plans for ALL projects prior to commencement of work. The Permittee shall notify the County Road and Bridge Department at least 24 hours prior to commencing work on the project. The only exception to this provision is in the case of an emergency.
2. Driveway access is regulated within the County Right-of-Way (or 30 feet from the center of the road if the right is prescriptive) and 20 feet beyond the Right of Way for grading and drainage.
3. Driveway designs shall divert drainage away from the traveled roadway.
4. The preferred driveway to road angle is 90 degrees. A driveway shall not access a road at an angle of less than 80 degrees.
5. When installing culverts or anytime any road cuts are made on a County Right-of-Way **that will impede the County Road – you must fill out a Road Cut and Right-of-Way Utility Permit and submit it with your Access Permit application.** All cuts shall be rehabilitated, and the work site restored to the same condition that existed before the cutting. All cuts must be parallel or perpendicular to the road. Any exceptions must be approved by the Road and Bridge Department. No diagonal cuts will be allowed. **Cuts requiring asphalt patching MUST be repaired within 10 calendar days. Rocks larger than road surface material and excavated waste material must be removed from the County Right of Way.**
6. All culverts must be 18" or larger in diameter. Culverts must extend 2' beyond driveway edges and shall be designed to minimize trash collection and sedimentation. Once a culvert is installed at a driveway, it is thereafter the responsibility of the property owner to clean and maintain the culvert.
7. Any wires, cables, water, gas, sewer lines, or any other **items must be not less than three (3) feet below the existing surface of the ground when covered.** Sewer lines require cleanouts at each side of the County Right-of-Way. All such buried items must be suitably marked so as to be easily located. **Saguache County is in no way to be held liable for any damage to any items buried within the County Right-of-Way during the normal course of maintenance or repair.**
8. Driveway access grades shall slope down and away from the roadway at a 2% grade minimum for the first twelve (12) feet from the edge of the traveled roadway. From twelve (12) feet to twenty (20) feet from the traveled roadway, driveways shall not exceed a positive slope (toward the roadway) of 12%. The preferred driveway to road angle of access is 90 degrees. No driveway shall access a road at an angle of less than 80 degrees. All items must be placed parallel or perpendicular to the road. Any exceptions must be approved by the Road and Bridge department. **\*Driveways with steeper grades, narrow widths, and/or not properly maintained, may hinder or prevent access to emergency personnel creating the potential for greater risk to life and property.**
9. Mailboxes within the driveway access shall be clustered whenever possible, must be at least six (6) feet off of the traveled roadway.

10. The Permittee acquiring a Permit to perform any work whatsoever on any County property is assumed to be familiar with and at all times shall observe and comply with all Federal, State and Local Laws, ordinances and regulations in any manner applicable to the conduct of his work. All work shall be in accordance with accepted good practices.
11. Hold Harmless: The Applicant and/or Permittee shall agree to indemnify and save the County, its officers, employees and agents harmless from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under a Permit. The acceptance of any permit shall constitute such an agreement by the Applicant and/or Permittee whether the same is expressed or not.
12. An Access/Driveway Permit is **not required** from Saguache County Road and Bridge if access to the property is within town limits, or access to the property is off a private road.  
For properties that need access off of a State Highway – you must contact The Colorado Department of Transportation to apply for an access permit - <http://www.dot.state.co.us/accesspermits/index.htm>  
Or for properties that need access off a forest road – you must contact The Bureau of Land Management office with responsibility for the land where the ROW is needed.  
<https://www.blm.gov/programs/lands-and-realty/right-of-way/obtaining-right-of-way>

## **Definitions**

- A. **Penalty Permit** – A Penalty Permit shall be issued to any person or persons who commence work prior to obtaining a regular permit. The fee for this Penalty Permit shall cover all regular Permit fees plus the additional Penalty Fee of \$500.00.
- B. **Insurance** – As a condition of the Permit, each Application/Permittee shall purchase and maintain in full force and effect for the duration of the Permit, such insurance will protect the County, its officers, employees and representatives, contractors, sub-contractors, employees or anyone for whose acts or actions may be liable. At the sole discretion of the County, this requirement may be waived in such cases where a Letter of Responsibility signed by the Permittee is deemed sufficient. Utility companies may elect to file an annual Letter of Responsibility.
- C. **Access Permit/Driveway Permit** – An Access Permit/Driveway Permit will be required whenever a proposed access will originate from a County Road and will serve one or more households or a business or commercial enterprise. A sketch plan will be required to be completed when an application is made.
- D. **Road Cut/Utility Permit** – A Road Cut/Utility Permit will be required whenever a utility installation crosses a paved roadway. Cutting existing asphalt shall be accomplished so as to provide a neat even line perpendicular to the centerline of the roadway, unless otherwise approved by the Road and Bridge Supervisor. The traveling public must be protected during the repair and/or installation of utilities with proper warning signs or signals. Warning signs and signals shall be installed and maintained by and at the expense of the permittee, in accordance with the latest edition of **The Manual on Uniform Traffic Control Devices**.
- E. **Board** – Board shall mean Board of County Commissioners of Saguache County, Colorado.
- F. **Construction Season** – Construction Season shall be March 15<sup>th</sup> through November 15<sup>th</sup> of each calendar year. Exceptions must be approved by the Road and Bridge Supervisor.
- G. **Construction Within the Public Right-of-Way** – Construction within the Public Right-of-Way shall mean to perform any work of any kind within the Public Right-of-Way which will result in the physical alteration thereof.

- H. **Emergency** – Emergency shall mean any unforeseen circumstance or occurrence requiring immediate or prompt action to alleviate danger to persons or property. A permit for emergency work must be obtained, but a period of 48 hours after the occurrence is allowed for obtaining said permit.
- I. **Improved Roadway** – Improved roadway shall mean all roadways within the County above the quality of untreated gravel.
- J. **Longitudinal Installation** – Longitudinal Installations shall mean those installations which are more or less parallel to the Public Right-of-Way centerline.
- K. **One Location** – One location shall mean one contiguous longitudinal excavation or project associated with one owner. In the case of transverse installations, the installations or construction associated with one lot, one property or one contiguous group of lots or properties under one owner shall be considered on location. Only one location is allowed per permit.
- L. **Permittee** – Permittee shall mean any person who is issued an Access/Driveway Permit or Road Cut/Utility Permit to construct within the Public Right-of-Way in Saguache County, Colorado.
- M. **Permittee/Applicant** – Permittee shall jointly be the Applicant, the owner of the proposed facility, and the eventual operator/maintainer of the proposed facility in the event another party will operate and maintain the facility upon completion. The Applicant shall assume those obligations associated with the construction; including the collateral, insurance and correction obligations. The owner or, upon transfer, operator/maintainer of the proposed facility shall assume those obligations and maintenance of the facility. All parties may be required to sign the permit, as determined by the Supervisor.
- N. **Road Cut Permit** – A Road cut Permit will be required whenever a cut will be made within the traveled portion of any County roadway, whether the surface is improved or unimproved.
- O. **Special Conditions** – Special Conditions are conditions placed on the permit by the supervisor to tailor the permit to the special circumstances of the proposed construction. Special Conditions may waive, change, or add to the Regulations.
- P. **Unimproved Roadway** – Unimproved Roadway shall mean all roadways within the County which are at or below the quality of untreated gravel.
- Q. **Work Site Restoration** – Work Site Restoration shall mean the restoring of all areas on or adjacent to the work site disturbed during construction, to at least a condition equal to that which existed before said construction commenced. This will be inspected when the Permit Release has been submitted.
- R. **Permit Release** – (Only Required to submit when a Road Cut / Right-of-Way Permit is filed – Or when County Road Access / Driveway Permit culvert installation impedes the County Road) Once all work authorized by this permit is completed, a Permit Release must be signed and returned to the Road and Bridge Office located at 305 3<sup>rd</sup> Street in Saguache, CO., or mailed to Saguache County Road and Bridge PO Box 476 Saguache, CO 81149. Further Permits will be denied, and penalties may be assessed if the release is not returned by the date set by the supervisor and/or within thirty (30) days after completion of work.

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