

GENERAL REQUIREMENTS & PROVISIONS

DRIVEWAY PERMIT REQUIREMENTS:

1. **Driveway Width.** Per Alamosa County Land Development Code (LDC) Regulations, Section 4.2.4 (A), Residential Driveways-Width of Driveway: "The width of a residential driveway serving a single family residence shall be no less than ten feet. The width of a residential driveway serving more than one residence shall be no less than 18 feet. No residential driveways shall have a width of more than 24 feet. When two residential driveways coincide along a property line, the maximum width shall not exceed 24 feet."
2. **Location of Driveway Access Points.** Per Alamosa County Land Development Code (LDC) Regulations, Section 4.2.4 (D), Residential Driveways-Location of Driveway Access Points: "Residential driveways shall be spaced at least 24 feet from any other driveway on the same lot, but not nearer than 3.5 feet to any lot line, except where two residential driveways coincide along the same lot line. The minimum corner clearance from the curb line or edge of pavement of intersecting streets shall be at least 20 feet from the point of tangency of the radius curvature, or 130 feet from the center line, whichever is greater."
3. **All culverts must be 18" or larger** unless pre-approved by the Road Supervisor. **SEE CULVERT GUIDELINES.** Once a culvert is installed at a driveway, it is thereafter the responsibility of the property owner to clean and maintain the culvert. In crossing any culvert, the items must be at least twelve (12) inches below the bottom of the culvert. In no case will they be permitted on top of a culvert. Before any item may be attached to any structure on a County Right of Way, the Road and Bridge Department must be contacted for approval. Plans for attaching to any structure must be submitted and approved prior to commencement of work.
4. Anything other than C.O.M.P. for drainage and sewer line shall be bored, unless approved by the Road and Bridge Department.

ACCESS FOR SUBDIVISIONS REQUIREMENTS:

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. Any company, person or persons working under this permit shall be responsible for establishing and maintaining measures sufficient to protect the public from any and all harm during the full period of construction, and are liable for any damage or injuries incurred during the operation.
3. Any permit issued shall pertain only to work within the County Right-of -Way and is in no way a Permit to enter any private property, or to alter or disturb any facilities or installation already existing with the Right-of-Way.

Applicant Initials _____

4. Any cut made across a paved road **MUST FIRST BE CUT WITH A PAVING SAW OR SPADE BIT**, as outlined in the application. In no case will it be permissible to use a backhoe, trencher or ripper to dig through the paved portion of a road bed.
5. Any cuts on a County Right-of-Way shall be rehabilitated and the work site restored to the same condition that existed before the cutting. Any excavation shall be immediately filled after items are in place. All cuts must be compacted in 4" lifts with a jumping jack or "whacker packer" type tool. Driving over the top of a cut or bucket tamping will not be accepted. The compaction tool outlined above will be accepted for 18" culverts, or utilities. Larger cuts may require larger compaction equipment, as well as imported fill which carries enough moisture to accept compaction. All cuts made deeper than 4' below the surface will require a compaction test and imported fill. The Permittee shall be responsible for the work for a period of two (2) years. Any settling or failure of the work will require repair by the Permittee within thirty (30) days notice by the County. **Cuts requiring asphalt patching MUST be repaired within five (5) calendar days. A penalty fee of \$100 PER DAY will be assessed until project is rehabilitated to original standards and work completed.**
6. 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. Alamosa County is in no way to be held liable for any damage to any items buried within County Right of Way during the normal course of maintenance or repair.
7. All items must be placed parallel or perpendicular to the road. Any exceptions must be approved by the Road and Bridge Department. No diagonal cuts will be allowed.
8. **All culverts must be 18" or larger** unless pre-approved by the Road Supervisor. **SEE CULVERT GUIDELINES.** Once a culvert is installed at a driveway, it is thereafter the responsibility of the property owner to clean and maintain the culvert. In crossing any culvert, all items must be not less than twelve (12) inches below the bottom of the culvert. In no case will items be permitted on top of a culvert. Before any item may be attached to any structure, on a County Right-of-Way, the Road & Bridge Department must be contacted for approval. Plans for attaching items to any structure must be submitted and approved prior to commencement of the work.
9. 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. The Permittee shall indemnify and hold harmless the County of Alamosa and all its representatives against any claims arising from any violation of such law, ordinance or regulation. The County of Alamosa reserves the right to refuse permits to any person or persons not complying with the above outlined procedures.

Applicant Initials _____

10. Road closures will be allowed only if alternate access is provided to all affected parties during the entire duration of closure. If alternate access cannot be provided, then at least half of the road must remain open during the work. Sufficient cones, flagger, and signage will be required.
11. **Penalty Permit:** A Penalty Permit shall be issued to any person or persons who commence work prior to obtaining a Permit. The fee for this Permit shall cover all regular Permit fees plus a penalty of \$100.
12. **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 to construct in a County Right of Way. The acceptance of any Permit shall constitute such an agreement by the Applicant and/or Permittee whether the same is expressed or not.
13. The 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 County.

.

ALL PERMITTEES ARE REQUIRED TO SUBMIT A COMPLETED "PERMIT RELEASE FORM" TO THE ROAD AND BRIDGE DEPARTMENT FOR COMPLIANCE INSPECTION.

ROAD AND BRIDGE WILL INSPECT FOR COMPLIANCE AS TO WIDTH, GRADE, INTERSECTION ANGLE, SIGHTLINES AND CULVERTS, IN ADDITION TO REQUIREMENTS IN THE LAND DEVELOPMENT CODE.

Applicant Initials _____

ROAD ACCESS/DRIVEWAY PERMIT FEE SCHEDULE

The following is the rate schedule for County Road/Driveway Access Permits. An access is defined as any location at which improvements are made for the purpose of accessing a county road or access is initiated without improvements. The following is the rate schedule for access and driveway permits:

The Alamosa County Road & Bridge Department is responsible for the issuance, inspection and requirements for access permits.

RESIDENTIAL ACCESS PERMITS are defined as any access supporting the traffic of a single lot, a group of lots or a subdivision for residential use. This permit type does not include any commercial, industrial, or mining use.

RESIDENTIAL ACCESS PERMIT FEE STRUCTURE: This fee structure is based on an average of eight (8) trips per day per household or residential lot. A household is defined as any residential structure capable of obtaining a certificate of occupancy as a single family residence. A residential lot is defined as any lot approved for a single family dwelling.

SINGLE RESIDENCE/HOUSE LOT DRIVEWAY PERMIT = \$100.00

>Serves up to three residences & accesses on to a County Road

SINGLE RESIDENCE/HOUSE LOT DRIVEWAY PERMIT = \$50.00

>Serves up to three residences & accesses on to a State/City Road. State permit is required to access State highway.

GROUP OR SUBDIVISION ACCESS PERMIT:

1. \$100 PER HOUSE LOT TIMES THE TOTAL NUMBER OF HOUSE LOTS IN THE SUBDIVISION.
2. If multiple accesses exist to county roads, the formula shall be \$100.00 per house lot times the number of house lots plus \$50.00 for each access to a county road above one. (i.e., 20 lot subdivision with two accesses to a county road would pay $20 \times \$100.00 + \$50.00 = \$2,050.00$).
3. If the subdivision has primary accesses to State Highways or City Streets, the formula for access permits shall be determined by: total number of house lots divided by the number of accesses times the number of county road accesses times \$100.00 per house lot plus \$50.00 per access above one for a total of $(100/4 \times 2 \times \$100 + \$50 = \$5,050.00$ for the two County Road Access Permits).
4. House lots existing prior to the application for additional access will not be included in the formula. (i.e., a tract of land contains one farmhouse and is being subdivided to include three more house lots. The new required access permit for the additional home sites would be \$100.00 per house lot times 3 house lots = \$300.00 for a single access permit.).

Applicant Initials _____

- House lots permitted for multifamily structures will use the number of family units in the formula. (i.e., A subdivision with four duplexes and two accesses to a county road would be calculated as four house lots times two household times \$100.00 per house lot plus \$50.00 for the additional access above one = \$850.00).

COMMERCIAL ACCESS PERMIT STRUCTURE:

- Commercial access permits will be structured on a scale using trips with a unit being 8 trips per day so that commercial accesses are directly proportional to residential access permits and a fair and proportional fee is applied across uses. Square footage of the commercial structure and type of business will be used to calculate the number of trips and then the trips will be converted to the standard unit of 8 trips to calculate the access permit fee.

TYPES of USES and TRIPS:

- Retail - 45 trips per 1,000 sq. ft. of retail space.
- Professional Offices - 30 trips per 1,000 sq. ft. of office space.
- Recreational Parks - 4 trips per day per rental space.
- Mobile Home Parks - 1 trips per day per rental space.
- Rafting/Skiing - Use numbers provided for a maximum capacity of parking and 4 trips per parking space.
- Industrial- 30 trips per 1,000 square feet of building or manufacturing space.
- Other Commercial - 40 trips per 1,000 square feet of building space.
- Storage Units - \$100.00 for every 10 units. (i.e., 3,000 sq. ft. retail X 45 trips per 1,000 sq. ft. /8 trips per day X \$100 per access unit = \$1,687.50)

AGRICULTURAL ACCESS FEES:

- Access permits for driveways to a home site shall be the same as described for residential access permits.
- Access permits to fields, pastures shall be \$25.00 per access permit.
- Access permits to barns and other agricultural buildings shall be \$25.00 per access permit.

.....

DRIVEWAY ACCESS PERMIT: (can serve up to three residences)

- \$100.00 if road intersects a county road. \$50.00 if road intersects a state highway, municipal street or permitted private road.

NOTE: Approved state or municipal permit is required prior to issuance of any driveway permit accessing a state highway or municipal street.

NOTE: If private road intersects a county road and no permit was issued for the private road intersection with the county road, the full county road permit fee of \$100.00 is required.

Applicant Initials _____

SUBDIVISION ACCESS PERMIT:

- \$500.00 for road intersection with a county road.
- \$250.00 for each additional intersection.

AGRICULTURAL ACCESS:

- \$25.00 *NOTE: Not related to residences or commercial enterprises on agricultural properties where mixed usage applies.*

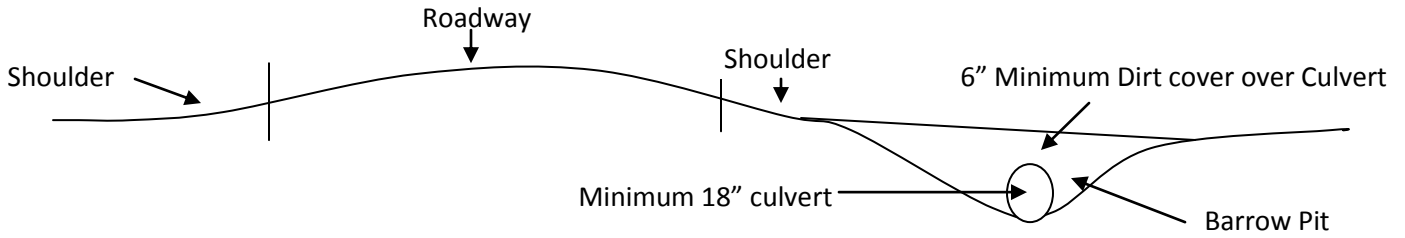
COMMERCIAL ACCESS PERMIT STRUCTURE:

- Commercial Access: Permit fees will be based on the number of trips generated by each site, with trip generation calculated using the formulas established in the ITE Trip Generation Manual, 6th Edition. Fees shall be \$10.00 per trip per day for the first 100 daily trips, and \$5.00 per trip per day for each additional trip.

Applicant Initials _____

CULVERT GUIDELINES

ILLUSTRATION 1.0: If a culvert is required.



Retain original grade at bottom of culvert (no sumps at either end). An 18" culvert is the minimum size required. In some cases, a larger culvert must be used, i.e., crossing irrigation ditches (must have owner approval), for deeper barrow pits, or where the possibility of heavy flows exist. 12" of dirt cover is recommended where possible although 6" will be accepted if necessary. Bonding and compaction standards apply.

ILLUSTRATION 2.0: When a culvert is not required.

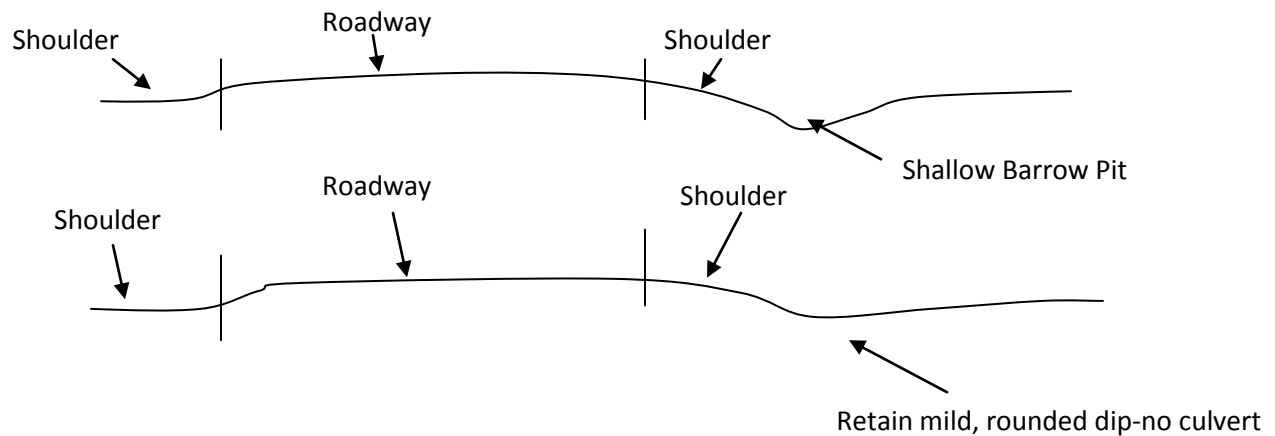
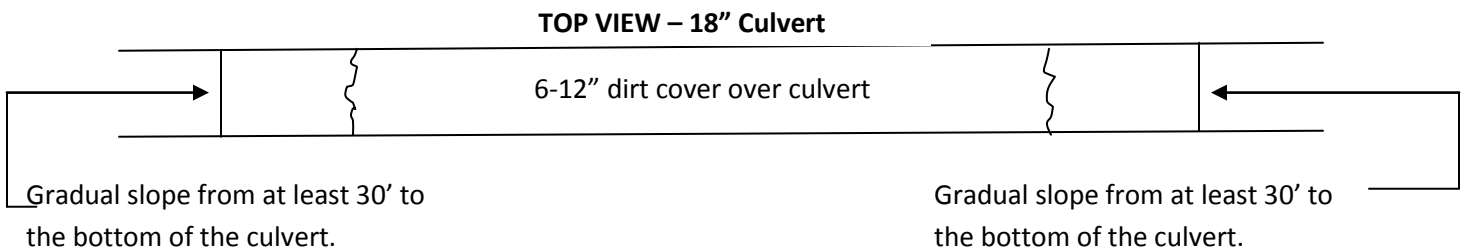


ILLUSTRATION 3.0: When a culvert is required, but grade must be modified to avoid bump in the access road.



Note: If barrow pit is too deep for a dip w/o a culvert & too shallow for a culvert, then an 18" culvert should be installed. Culvert can be installed below grade to accommodate sufficient dirt cover, but bottom of barrow pit must be gradually sloped from a distance of at least 30' on each end to the bottom of the culvert – allowing drainage without a sump. The maximum allowable drop below existing grade is 6" if this method is used.

Applicant Initials _____

**ALAMOSA COUNTY ROAD & BRIDGE
SUBDIVISION
GENERAL ROAD CONSTRUCTION SPECIFICATIONS**

1. Sixty (60) feet of right-of-way.
2. One and one half foot (1.5') above average level of adjoining level terrain.
3. Barrow pit two (2) feet below top of finished grade.
4. Flat bottom barrow pit.
5. One to five (1:5) grade shoulder slope.
6. Road base shall be constructed of materials that add stability to the road (example: rocks of four inches (4") or less mixed with other type of binders. Material shall be compacted.
7. Culverts of sufficient size in all natural drainage areas.
8. Any sloughs, lake borrows, swamps, etc. must be raised by hauling in materials to raise the grade to a level of the grade at both edges of slough or lake bottom.
9. Not more than ten percent (10.0%) grade on any road in mountainous area.
10. Roads with more than four percent (4.0%) grade must have rip-rap barrow pits.
11. Ten (10) foot sign posts and street names signs shall be installed.
12. Top base shall be comprised of at least twelve inches (12") of Class 3 pit run (6" rock or less), six inches (6") Class 6 gravel, and four inches (4") thick asphalt and a minimum of twenty-four feet (24') wide.
13. Road shall consist of at least twelve inches (12") of Class 3 pit run (6" rock or less). Six inches (6") Class 6 gravel, and four inches (4") thick asphalt and a minimum of twenty-four feet (24') wide.
14. Road shall be constructed with a four percent (4%) crown on the roadway.

Revised: 10/10

Applicant Initials _____

PERMIT RELEASE

Once all work authorized by this Permit is completed, ***this Permit Release must be signed and returned to the Alamosa County Road & Bridge Department*** for an inspection to determine if County requirements have been met. No portion of the Permit Fees is refundable.

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

In the space below, please draw a clear, well-labeled map (indicate North), giving the distance from the nearest intersection to the driveway/access. (Use back of page if more space is required.)

_____, 20____.
DATE

Alamosa County accepts initial road cut rehabilitation or other applicable road work in County right-of-way as satisfactory following work by _____ and/or their contractors on County Road No. _____ / Project No. _____.

Note:

County R&B Director / Foreman-Supervisor

Owner or Project Foreman/Supervisor

Company Name (if applicable)

Applicant Initials _____

Driveway Access Permit



Alamosa County Road & Bridge Department

8663 South Road 109

Alamosa , CO 81101

(719) 589-6262 Fax: 589-6063

Permit #: _____

Residential Driveway

Commercial Address

READ ALL GENERAL PROVISIONS AND DEFINITIONS

FOR SINGLE ACCESS/DRIVEWAY ONLY:

Property Owner:

County Road # & Location:

Address:

Phone Number(s):

Reason for/Description of Work:

Special Conditions (if any):

Date Work Will Begin: Date Work will end:

FOR MULTIPLE ACCESSES ONLY: Attach scaled drawing indicating exact location of proposed access(es)

Project Name:

Property Address:

Legal Description of Property:

Property Owner:

Address:

Phone Number: Fax:

Applicant Initials _____

Project Description (access type, # of residences/buildings, square footage of commercial use, etc.)

Date Work Will Begin:

Date Work will end:

Attach all supporting documents and required attachments.

By accepting this permit, the undersigned Permittee, under penalty of perjury, verifies that they have received all **three (3)** pages of the permit application as well as the attached "General Requirements" & Provisions" ; they have read and understand all of the permit requirements and provisions set forth on all pages; that they have the authority to sign for and bind the Permittee, if the Permittee is a corporation or other entity; and that by virtue of their signature the Permittee is bound by and agrees to comply with all said permit requirements and provisions, all Alamosa County ordinances, and state laws regarding facilities construction.

| | | |
|----------------------------|-------------------------------|-------------|
| <i>Permittee Signature</i> | <i>Permittee Printed Name</i> | <i>Date</i> |
|----------------------------|-------------------------------|-------------|

Access Permit Fees (total):

\$

Access Permit Fees Paid

Other

Check #

(Specify)

Money Order

Received By:

FOR COUNTY USE ONLY (Do not write below this line)

PROPOSED DRAINAGE/CULVERTS

Changes Required for Approval

Approved
 Denied

PROPOSED LINE OF SIGHT

Changes Required for Approval

Approved
 Denied

PROPOSED ANGLE OF ENTRY

Changes Required for Approval

Approved
 Denied

Applicant Initials _____

OTHER (description)

Changes Required for Approval

Approved
Denied

SPECIAL CONDITIONS

ALAMOSA COUNTY

| <i>Person Issuing Permit / Title</i> | <i>Date</i> |
|--------------------------------------|-------------|
|--------------------------------------|-------------|

Inspection Dates:

Completion Date:

Note: Permit Release must be filed with the R&B Dept. within thirty (30) days of the completion of the work.

Notes:

Fee Rates:

TOTALS

Residential (Single): *(serves up to three residences)*

| | | | |
|---|----|--------|----------------------|
| Permit Fee (accesses on to a county road) | \$ | 100.00 | <input type="text"/> |
| Permit Fee (accesses on to a state/city road) | \$ | 50.00 | <input type="text"/> |

Group/Subdivision:

\$100.00 per House Lot in Subdivision

| | | | |
|--------------------------------------|----|--------|----------------------|
| > <i>Fee per Lot/Family Units</i> | \$ | 100.00 | <input type="text"/> |
| > <i>Number of Lots/Family Units</i> | | | <input type="text"/> |

Multiple Access to County Road

| | | | |
|---|----|--------|----------------------|
| > <i>Single (1) Access</i> | \$ | 100.00 | <input type="text"/> |
| > <i>Fee for Each Additional Access</i> | \$ | 50.00 | <input type="text"/> |
| > <i>Number of Accesses</i> | | | <input type="text"/> |

Commercial: *See Fee Schedule for "Types/Uses and Trips."*

| | |
|---------------------------|----------------------|
| > <i>Type of Business</i> | <input type="text"/> |
|---------------------------|----------------------|

Applicant Initials _____

- > *Total Commercial Square Footage*
- > *Number of Trips per Schedule*
- > *Trip Fee*

| | | |
|----|-------|--|
| | | |
| | | |
| \$ | 10.00 | |

Access Permit Fees (total):

| |
|----|
| \$ |
|----|

Applicant Initials _____