

PERMIT RELEASE

Once all work authorized by this permit is completed, *this Permit Release must be signed and returned to the Road Supervisor* 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.

DATE _____, 20____

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

Road Supervisor

Owner or Project Foreman/Supervisor

Company Name (if Applicable)

Please retain this until work is complete.

In the space below, please draw a clear, well-labeled map, including the nearest intersection. (Use back of page if more space is required.)

FOR DRIVEWAY PERMIT ONLY: Use this space to sketch a plan of the proposed driveway access, or attach a separate sheet. Indicate the location of your access in relation to nearest intersections, hills, curves, etc. and how you intend to install your access (whether a culvert will be necessary, width of access and culvert, etc.) Use an additional sheet of paper, if necessary. Please refer to the culverts guidelines and driveway specifications attached.

PERMIT TO CONSTRUCT IN A COUNTY RIGHT OF WAY
SAGUACHE COUNTY, COLORADO

Permit # _____

Driveway _____ Utility Pole Inst. _____ Road Cut-1 ___ U ___ ROW _____ Penalty _____ ****Access** _____

Legal Description: Township _____ Range _____ Section _____ Qrt. Sect. _____

County Road Number and Location _____

Reason for/Description of Work _____

Special Conditions, if any _____

Date Work Will Begin _____ Date Work Will Be Completed _____

****FOR ACCESS PERMIT**, fill out this section also: Multiple _____ or Single _____ Access (es)
(See Fee Schedule for fees) If Multiple, how many? _____
No. of units proposed _____
Agricultural Use Only _____

If residential, indicate no. of household to be served by a private or public road _____

If commercial, indicate no. of businesses or occupants who will use this access _____

AGRICULTURAL ACCESS ONLY – DO NOT ISSUE AN ADDRESS FOR THIS PERMIT _____

*****Extension of an existing private or public road shall require a new Access Permit. Increasing the number of units at a business or commercial location shall require a new Access Permit. Any future work beyond work described in this permit shall require a new Access Permit.**

Legal description to be accessed: (Include maps, profiles and plans for approval, indicating exact location of proposed access (es) _____

Name and address of property owner: _____

_____ Phone _____

GENERAL PROVISIONS/DEFINITIONS

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. **NOTE: Any longitudinal excavation exceeding 300 feet in length within the County Right of Way shall require an on-site pre-construction meeting with the Road Supervisor or his designee before commencement of work.**
2. Any company, person or persons working in a County Right of Way 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 within the Right of Way. Permit Fees are non-refundable.
4. Any cut made across a paved road **MUST FIRST BE CUT WITH A PAVING SAW OR SPADE BIT**, no wider than necessary to allow the excavation. In no case will it be permissible to use a backhoe, trencher or ripper to dig through the paved portion of the road bed.
5. Any cuts made 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. This tool 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 one year. Any settling or failure of the work will require repair by the Permittee within 30 days notice by the County. **Cuts requiring asphalt patching MUST be repaired within 10 calendar days. Rock larger than road surface material and excavated waste material must be removed from County Right of Way.**
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. Saguache 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 culverts must be 18" or larger in diameter and not less than 18' long.** Culverts must extend 2' beyond driveway edges and shall be designed to minimize trash collection and sedimentation. **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 not less than 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.
8. For the first 12 feet from the road to be accessed, driveways cannot exceed 2% grade. Maximum grade beyond the first 12 feet is 12%.
9. 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.
10. 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.
11. 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 Saguache and all its representatives against any claims arising from any violation of such law, ordinance or

regulation. The County of Saguache reserves the right to refuse permits to any person or persons not complying with the above outlined procedures.

12. **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 Permit shall cover all regular Permit fees plus a penalty of \$100.
13. **Insurance:** As a condition of the Permit, each Applicant/Permittee shall purchase and maintain in full force and effect for the duration of the Permit, such insurance as will protect the County, its officers, employees and representatives from any claim which may arise out of or result from the Applicant's operations. his representatives, contractors, sub-contractors, employees or anyone for whose acts any of them 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.
14. **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.
15. **Access Permit**
An Access 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. This Permit requires approval of plan view and profile view prior to construction.
16. **Applicant**
Applicant shall mean any person who makes application for a Permit to Construct Within the Public Rights of Way of Saguache County.
17. **Board**
Board shall mean the Board of County Commissioners of Saguache County, Colorado.
18. **Construction Season**
Construction Season shall be March 15 through November 15 of each calendar year. Exceptions must be approved by the County Road and Bridge Department prior to commencement of work.
19. **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. .
20. **Driveway (single residential access) Permit**
A Driveway Permit will be required whenever a proposed access will originate from a County Road and will serve only one household. A sketch plan must be submitted and approved prior to commencement of work.
21. **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.
22. **Improved Roadway**
Improved roadway shall mean all roadways within the County above the quality of untreated gravel.

- 23. **Longitudinal Installations**
Longitudinal Installations shall mean those installations which are more or less parallel to the Public Right of Way centerline.
- 24. **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 one location. Only one location is allowed per Permit.
- 25. **Permittee**
Permittee shall mean any person who is issued a Permit to Construct within a Public Right of Way of Saguache County.
- 26. **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 Supervisor.**
- 27. **Right of Way Permit**
A Right of Way Permit will be required whenever work will occur within any County Right of Way, but not in the traveled portion of a roadway.
- 28. **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.
- 29. **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.
- 30. **Transverse Installations**
Transverse Installations shall mean those installations which cross the Public Right of Way more or less perpendicularly. This shall include excavated cuts and bored cuts.
- 31. **Unimproved Roadway**
Unimproved Roadway shall mean all roadways within the County which are at or below the quality of untreated gravel.
- 32. **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.

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

I the undersigned have read, understood and hereby agree to abide by all provisions and definitions of this Permit.

Fee paid by _____

Amount _____ Date _____

Permit Issued by _____

Name/Address of applicant (please print)

Title _____

Signature

PERMIT FEE SCHEDULE

DRIVEWAY (single residential access) PERMITS

Unless special conditions exist as determined by the Road Superintendent, Driveway Permits will be charged as follows:

Permit Fee: \$100.00

UTILITY POLE AND TELEPHONE PEDESTAL INSTALLATION PERMITS

Unless special conditions exist as determined by the Engineer or Road Superintendent, Utility Pole Installation Permits will be charged as follows:

Permit Fee: \$35.00 per pole

ROAD CUT AND RIGHT OF WAY PERMITS

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

Permit Fee:	\$150.00 minimum	PLUS
0-60 feet	\$ 0.15 per linear foot	
61-300 feet	\$ 0.08 per linear foot	
301 feet +	\$ 0.02 per linear foot	

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

Unimproved Roadway Permit Fee:	\$200.00 – one location
Improved Roadway Permit Fee:	\$250.00 – one location
	PLUS
0-80 feet	\$0.15 per linear foot

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

Unimproved Roadway Permit Fee:	\$200.00 – one location
Improved Roadway Permit Fee:	\$250.00 – one location
	PLUS
301 feet +	\$ 0.02 per linear foot and \$150.00 longitudinal permit fee

PENALTY PERMITS

Penalty Permits will be charged as follows:

All Fees applicable to work being done, plus a penalty of \$100.

ACCESS PERMITS (group, subdivision, commercial or agricultural)

Access Permits will be charged according to attached Rates for County Road Access Permits.

RATES FOR COUNTY ROAD ACCESS PERMITS

The following is the rate schedule for County Road 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 Saguache County Road and Bridge Department is responsible for the issuance, inspection and requirements for access permits.

The following is a rate schedule 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 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 ACCESS PERMIT - \$100.00

GROUP OR SURDIVISION ACCESS PERMIT

1. \$100.00 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. (thus a 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. (For example: 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.)
5. House lots permitted for multifamily structures will use the number of family units in the formula. (For example: A subdivision with four duplexes and two accesses to a county road would be calculated as four house lots times two households 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 eight trips to calculate the access permit fee.

Types of uses and trips:

Retail - 45 trips per 1000 square feet of retail space

Professional Offices - 30 trips per 1000 square feet of office space

Recreational Parks – 4 trips per day per rental space

Industrial – 30 trips per 1000 feet of building or manufacturing space

Other Commercial – 40 trips per 1000 square feet of building space

Storage Units - \$100.00 for every 10 units

(For example: (3000sq. ft. retail x 45 trips per 1000 sq. ft) / 8 trips per day) x \$100. per access unit = \$1687.50)

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 building shall be \$25.00 per access permit.