



**Clear Creek County Annex
Community Development**

Site Development

**Driveway and Excavation
Requirements**

PO Box 2000/ 1111 Rose St,

Georgetown, CO 80444

Phone 303-679-2430

Fax 303-569-1103

Site Development and Engineering

The Clear Creek Board of County Commissioners has adopted design standards for the construction of driveways and excavation/grading that is accomplished on a site. These standards were developed with the intent to provide reasonable ingress and egress for emergency vehicles and to assure site excavation meets general best practices, minimizes erosion, and safeguards life, limb, and property.

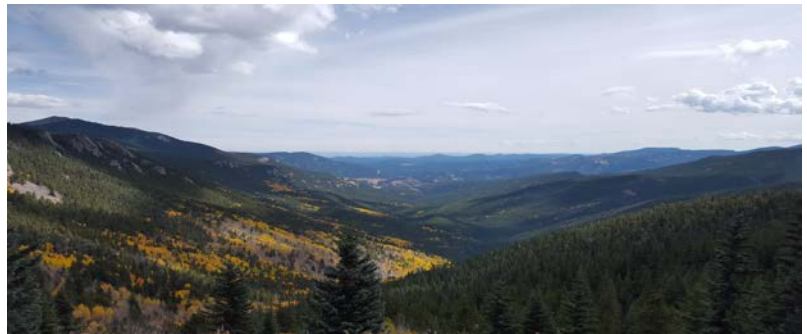


The complete **Clear Creek County Driveway Design Standards** are available at

<http://www.co.clear-creek.co.us/DocumentCenter/Home/View/519>

The complete **Clear Creek County Excavating and Grading Standards** are available at

<http://www.co.clear-creek.co.us/DocumentCenter/Home/View/1024>



© ALL NEW AND ALTERED DRIVEWAYS, ROAD CUTS, AND SITE EXCAVATION SHALL BE ENGINEERED BY A LICENSED COLORADO ENGINEER THAT MEETS ENGINEERED GRADING REQUIREMENTS OUTLINED IN *SECTION X107.4* OF THE 2015 IRC AND THE 2015 IBC.

Application Submittal Check List

All driveways, road cuts or building site excavations must have a driveway and excavation permit **approved and issued** before excavation begins whether the construction site is on a county maintained or non – maintained road. Please contact the Road and Bridge Department for any road cut permits needed for utility installation.

Required Application Submittal Documents:

Driveway and Excavation Permit Submittals:

- Ⓢ Complete [Driveway and Site Excavation Application Form](#)
- Ⓢ Copy of Completed Zoning Verification Form
- Ⓢ Erosion Control Agreement
- Ⓢ Sanitation Agreement
- Ⓢ Copy of recorded easement or otherwise evidence of legal access to the property for the proposed driveway, if required
- Ⓢ Copy of State Highway Access Permit, if required
- Ⓢ Engineered Site Plan (see next page for plan requirements);
- Ⓢ Payment of the fee

Defensible Space Permit Submittals:

- Ⓢ Complete [Defensible Space Permit Application Form](#)
- Ⓢ Payment of the initial deposit amount

The following permits apply only when applicable as described below

Retaining Wall Permit Submittals, when applicable:

- Ⓢ Completed [Retaining Wall Application Form](#)
- Ⓢ **ONE** set of detailed plans for retaining wall or other stabilization design prepared and stamped by a **Registered Colorado Licensed Engineer**
- Ⓢ Payment of the initial deposit amount

Best Management Practices (BMP) Permit Submittals, when applicable:

- Ⓢ Complete [BMP Permit Application Form](#) (the form will be provided when a large scale earth disturbance –

Floodplain & Wetlands Submittals, when applicable:

- Ⓢ Complete [Floodplain Development Application Form](#) (the form will be provided when Flood Hazard had been determined and a **Floodplain Development permit** will be required)
- Ⓢ Stream channel cross – sectional survey
- Ⓢ Payment of fee
- Ⓢ Copy of letter from Army Corps of Engineers when Wetlands Impact has been identified

Driveway and Site Excavation Engineered Site Plan

All new driveways, road cuts, and site excavation shall be engineered by a licensed Colorado engineer that meets engineered grading requirements outlined in Appendix X (Section 107.4 outlines requirements for plans) of the 2015 IRC and the 2015 IBC, and the Driveway Permit Requirements found in Chapter 4 of the Roadway Design and Construction Manual

The proposed driveway centerline, excavation site and/or building footprint and adjacent property lines shall be staked out in advance of the initial inspection.

The following detail should be depicted on the engineered site plan:

ENGINEERED SITE PLAN <u>MUST</u> BE COMPLETE with the following elements:			
YES	NO	N/A	
			<ul style="list-style-type: none"> • Complete set with cover sheet, plan, profile, details and erosion control
			<ul style="list-style-type: none"> • Plan is drawn to scale and is a common engineering scale, larger than 1"=50'
			<ul style="list-style-type: none"> • Title block, written and graphic scale, north arrow designating true north, and name of Applicant and Engineer
			<ul style="list-style-type: none"> • Legend
			<ul style="list-style-type: none"> • General notes include compactions, slope maximums, etc., as applicable
			<ul style="list-style-type: none"> • Property boundary(s) of the subject property(s), indicating front, rear, and side lines and dimensions
			<ul style="list-style-type: none"> • Total acreage or square footage of parcel
			<ul style="list-style-type: none"> • Building Envelope(s), if applicable
			<ul style="list-style-type: none"> • Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property; including access road(s), right-of-way, driveway(s), turnouts/turnarounds, and easements (provide any copies of easement and CDOT access permit if applicable)
			<ul style="list-style-type: none"> • Vicinity map
			<ul style="list-style-type: none"> • Location and dimension of all proposed and existing buildings/structures and retaining walls
			<ul style="list-style-type: none"> • Location and dimension of all proposed and existing well(s), septic tank(s) & leach field
			<ul style="list-style-type: none"> • Locations and dimension and count for all existing and proposed parking lots and spaces
			<ul style="list-style-type: none"> • Location and dimension of all existing and proposed utilities & utility easements, including water & sewer lines
			<ul style="list-style-type: none"> • Location and dimensions of all existing and proposed drainage devices
			<ul style="list-style-type: none"> • Erosion Control Plan, and show erosion control features; types and placement, permanent and temporary

			<ul style="list-style-type: none"> • Square footage of each building/structure’s footprint and total square footage of roof area(s)
			<ul style="list-style-type: none"> • Setbacks from building and structures (all sides), measured in feet. Setbacks must be identified from the nearest lot line, road right – of – way, or platted right – of – way, whichever is closest, to the eaves or projections from the building or structure (including decks)
			<ul style="list-style-type: none"> • Actual width of the access road as traveled, as well as the width of the right of way
			<ul style="list-style-type: none"> • Distance from the proposed driveway to the nearest adjacent driveway and/or road intersection
			<ul style="list-style-type: none"> • Driveway turnaround
			<ul style="list-style-type: none"> • Surface width of the proposed driveway(s) and total length of the proposed driveway
			<ul style="list-style-type: none"> • Horizontal angle of the intersection of the driveway and the access road
			<ul style="list-style-type: none"> • Grade of the proposed driveway and the length of any part(s) of the driveway that will exceed 10% grade must be shown.
			<ul style="list-style-type: none"> • Driveway alignment shall show inside turning radius of all curves and switchbacks
			<ul style="list-style-type: none"> • For all roof structures in excess of 1750 sq. ft., provide location and dimension of proposed rooftop runoff infiltration system. Provide infiltration calculations and details. Downspouts should be directed to infiltration system
			<ul style="list-style-type: none"> • Plan and Profile of driveway(s) shows lengths, distances, slopes, culverts, etc. Slope grades are labeled, and any proposed retaining walls shown and height labeled.

IF NO IS CHECKED OFF IN ANY CATEGORY, THE SITE PLAN WILL NOT BE ACCEPTED

ENGINEERING REVIEW

All plans are reviewed by the County’s engineer and referred to the Road and Bridge Department for comment. Allow 14 working days for first review and for review comments to be returned to the applicant.

Once the plan is approved and erosion control (BMPs) inspection is conducted and approved, the Permit will be issued and construction may commence.



INSPECTIONS

**Inspections shall be performed for every permit.
Some permits will have more inspections than the three addressed above.**

INITIAL INSPECTION AND BEST MANAGEMENT PRACTICES (erosion control) INSPECTION:

Before a driveway permit is reviewed, the driveway must be staked out and all Best Management Devices in place according to the engineered plan. This inspection must be approved prior to the issuance of a permit. No excavation can occur on site prior to permit issuance.

ROUGH-IN INSPECTION:

Before a framing inspection can be called in for a building permit, the driveway must be constructed with the proper width, grade, and approach to the access road, as per the approved permit the contractor or property owner is responsible for calling the Clear Creek County Site Development Department for a Rough-in Inspection on said construction project.

FINAL INSPECTION:

Driveway Excavation and Defensible Space inspections must be approved prior to any building permit finals. For a Certificate of Occupancy on the property herein described, the contractor or property owner is responsible for calling the Clear Creek County Site Development Department for a Final Inspection on said construction project. Final approval will not be granted unless; gravel or paving, all erosion control devices, culverts, and re-vegetation have been completed and compaction letters have been approved.

A minimum of 48 hours must be given for an inspection

TO REQUEST SITE DEVELOPMENT INSPECTIONS

**CALL THE CLEAR CREEK COUNTY
SITE DEVELOPMENT INSPECTION LINE:
303-670-7571**

The voice will prompt you to leave the following information:

- Name and Phone Number of Person Requesting Inspection
- Permit Number and Address of the Property
- Type of Inspection Being Requested. (Any further information i.e., special instructions, lock box or gate combination, requested date for the inspection if other than the next inspection day, or other special message can be left on the inspection line by just continuing to speak.)

BE PREPARED WITH THE REQUIRED INFORMATION BEFORE YOU CALL. IT IS VERY IMPORTANT TO WAIT FOR THE TONE BEFORE SPEAKING AND PLEASE SPEAK CLEARLY.

**A FINAL INSPECTION MUST BE COMPLETED, PER COUNTY REGULATIONS:
IN ORDER TO FINAL ALL SITE DEVELOPMENT PERMITS OR RECEIVE A CERTIFICATE OF
OCCUPANCY.**



"Honoring Our Past,
While Designing Our Future"

DRIVEWAY & BUILDING SITE EXCAVATION APPLICATION
CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT
PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303-679-2352 📠 303-569-1103

If the applicant is not the legal owner of the property, a signed and notarized **Landowner Authorization** is required, appointing the applicant to process applications/forms for permits or other Community Development processes on the owner's behalf.

Fees:
See Fee Schedule

No person shall conduct any earth disturbing activity without first obtaining a permit. If work begins without a permit, all necessary permits will be double fee.

The applicant is responsible for the accuracy and completeness of all information submitted to the Site Development Department.

SITE INFORMATION	
Parcel # or Legal description: _____ _____ _____	Access Road Name or Number: _____ _____ Site Address(if existing): _____ _____
OWNER	APPLICANT/ENGINEER
Signed and notarized Landowner Authorization form <input type="checkbox"/> yes (please attach) <input type="checkbox"/> no (not applicable)	
Name: _____ _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____	Name: _____ _____ Company: _____ Additional Name: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Cell: _____ Email: _____
PROJECT TYPE AND USE (Check all that apply)	
Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Rehabilitation Primary Use: <input type="checkbox"/> Driveway <input type="checkbox"/> Building Site Excavation Building Type: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex/Townhome <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Demo Accessory Use: <input type="checkbox"/> Garage _____ Attached _____ Detached <input type="checkbox"/> Accessory structure <input type="checkbox"/> Parking Area <input type="checkbox"/> Bridge <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other _____	

UNLESS OTHERWISE REQUIRED BY THE SITE DEVELOPMENT COORDINATOR, ALL DRIVEWAYS SHALL BE ENGINEERED BY A LICENSED COLORADO ENGINEER THAT MEETS THE DRIVEWAY STANDARDS AND THE ENGINEERED GRADING REQUIRMENTS OUTLINED IN SECTION X107.4 OF THE 2015IRC AND THE 2015 IBC.

INFORMATION REQUIRED FOR ALL PROJECTS

<input type="checkbox"/> Zoning Approval Form (signed-off by Planning Department)	<input type="checkbox"/> Copy of easement(s)	<input type="checkbox"/> Copy of CDOT or other Access Permit(s), as required
<input type="checkbox"/> Scaled Engineered Plan (Refer to Application Information page for requirements)	<input type="checkbox"/> Copy of Army Corps of Engineers Permit(s), as required <input type="checkbox"/> Copy of State Stormwater permit(s), as required	
Frontage of lot along access road _____ft	As-traveled width of access road _____ft	
Total roof square footage of proposed rooftop: _____ sqft	Right-of-way width of access road, if different _____ft	
Sight distance along access road from driveway: Left _____ft Right _____ft		
Distance from driveway to nearest road intersection _____ft	Horizontal angle of driveway approach to access _____%	
Width of proposed primary driveway _____ft	Total length of proposed primary driveway _____ft	
If add'l. driveway requested, width of secondary driveway _____ft	If add'l. driveway requested, length of secondary driveway _____ft	
Maximum grade of proposed driveway _____%	Length of section(s) exceeding 10% grade _____ft _____ft	
Inside turning radii of each turn: 1 st turn _____ft 2 nd turn _____ft 3 rd turn _____ft		
Is a culvert required <input type="checkbox"/> Yes <input type="checkbox"/> No	Size in Diameter _____in Length _____ft Material _____ft	
Estimated total volume of earth to be moved (c.y.) _____		
Cut(c.y.) _____ Fill (c.y.) _____		
Total area of site disturbance (s.f.) _____		
Areas and types of proposed mitigation to control off-site erosion (attach description and indicate on Site Plan) _____		
Proposed revegetation schedule (attach description and indicate on Site Plan)		

NOTE: SCALED ENGINEERED SITE PLAN MUST BE SUBMITTED WITH APPLICATION (See Site Plan requirements on permit information page)

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

Applicant's Signature

Date

ZONING VERIFICATION FORM

Parcel # _____

Building Permit # _____

Address _____

	ZONING DISTRICTS	SETBACKS			HEIGHT LIMIT
		Front	Side	Rear	
	Residential				
<input type="checkbox"/>	MR-1 = Mountain Residential Single Family Units	30	30	30	35
<input type="checkbox"/>	MR-5 = Mountain Residential Large Lot Single Family	30	30	30	35
<input type="checkbox"/>	MR-LT = Mountain Residential Large Tract Single Family	30	30	30	35
<input type="checkbox"/>	R-1 = Residential Single Family Units	20	15	15	35
<input type="checkbox"/>	R-2 = Residential Two Family Units @	20	15	15	35
<input type="checkbox"/>	R-3 = Multi Family Units	20	15	15	35
<input type="checkbox"/>	RC = Residential Commercial District (Obsolete) @	30	5/30*	10/15*	None
	Mining				
<input type="checkbox"/>	M-1 = Mining One	30R/0M	30R/0M	30R/0M	35R/0M
<input type="checkbox"/>	M-2 = Mining Two	0	0	0	None
	Commercial				
<input type="checkbox"/>	C-1 = Commercial One (Obsolete)	20	10/20*	10/15*	None
<input type="checkbox"/>	C-2 = Commercial Two (Obsolete)	20	10/20*	10/15*	None
<input type="checkbox"/>	C-LM = Commercial Light Manufacturing	20	10/20*	10/15*	None
<input type="checkbox"/>	C-N = Commercial Neighborhood	30	30	30	None
<input type="checkbox"/>	C-OR = Commercial Outdoor Recreation	20	10/20*	10/15*	None
<input type="checkbox"/>	C-RO = Commercial Retail Office	20	10/20*	10/15*	None
<input type="checkbox"/>	C-TR = Commercial Tourism Recreation	20	10/20*	10/15*	None
<input type="checkbox"/>	C-WM = Commercial Warehouse Manufacturing	20	10/20*	10/15*	None
	Preservation				
<input type="checkbox"/>	B = Buffer	0	0	0	None
<input type="checkbox"/>	NR-PC = Natural Resource Preservation Conservation	30	30	30	None
<input type="checkbox"/>	NR-R = Natural Resource Reserved	0	0	0	None
	Miscellaneous				
<input type="checkbox"/>	A=Agricultural	30	30	30	None
<input type="checkbox"/>	I = Industrial	30	30	30	None
<input type="checkbox"/>	MH = Mobile Home@	30	15/30*	15/30*	None
<input type="checkbox"/>	RVP = Recreational Vehicle Commercial Camping Park@	30	15/30*	15/30*	None
<input type="checkbox"/>	PD = Planned Development				
	Notes				
	1. * Notates setback requirements for corner lots or lot lines alongside an alley way				
	2. @ Notates additional setback information exists within specific zoning district classification				
	3. All Motor fuel pumps shall be setback not less than 25 ft from any property line				
	4. Height is measured from the tallest side of the bulding to the midpoint of the gable				

Surveyor Verification

If a proposed structure is within ten (10) feet of the required setback or a building envelope is located on the property, or a variance has been obtained, a Setback Verification Form or Building Envelope Compliance Form must be completed by a licensed surveyor at the time of footings and foundations, and submitted to the Zoning Department. If the form is not submitted and approved prior to requesting the framing inspection, the inspection will not be allowed until the form is approved.

Encroachments

If an existing structure encroaches into the required setback and no variance has been approved, the applicable variance must be obtained.

Acknowledgment

By signing below, I understand that:

I am responsible for the accuracy of the information on the Site and Elevation drawings which I have provided and it is my responsibility to obtain any and/or all recorded platting conditions imposed by a land use case which are applicable to this property. I further understand that it is my responsibility to comply with all conditions – including setbacks – which are applicable to this property.

Applicant Signature: _____

Date: _____

.....
TO BE COMPLETED BY COUNTY STAFF

Verified Zoning: _____

Platting or Special conditions imposed by land use case are applicable:

Pre 1972 deed required with building permit submittal: Yes _____ No _____

Staff Notes:

Staff Signature: _____ Title: _____ Date: _____



CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

CONSTRUCTION SITE SEDIMENT EROSION CONTROL AGREEMENT FORM

As stated in the **Clear Creek County Roadway Design and Construction Manual** Section 4.8.10 – 4.8.12, *Temporary erosion protection shall be installed prior to excavation activities. All erosion control devices shall be maintained so that they function as designed.*

Please be advised that failure to provide erosion control throughout the life/duration of your permit(s) will result in the issuance of a stop work order. Once a stop work order is issued, all site activity must cease until approved sediment erosion control is provided. If a stop work order is issued a minimum of two inspections will be performed a \$101.00 inspection fee will be levied against the applicant.

PLEASE DESCRIBE THE PROPOSED METHODS OF SEDIMENT EROSION CONTROL:

If any site disturbance occurs prior to permit issuance a minimum \$50.00 inspection fee will be levied against the applicant.

- **DO NOT PLACE SEDIMENT EROSION CONTROL IN THE ROAD RIGHT - OF - WAY**

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE.

Signature

Print name

Date



CLEAR CREEK COUNTY
Public and Environmental Health

CONSTRUCTION SITE SANITATION AGREEMENT FORM

All construction sites must provide sanitation facilities for workers on the site. As stated in the Clear Creek County Onsite Wastewater Treatment System Regulations:

“The owner of any structure or land site where people live, work or congregate shall ensure that the structure or land site contains a properly functioning OWTS or sanitary sewer connection. Any toilet, sink, tub, shower, or any other fixture that discharges wastewater shall be connected to either the OWTS or sanitary sewer.”

Please be advised that failure to provide sanitation facilities throughout the life/duration of your permit will entail a stop work order and prohibit work to be done until approved sanitation facilities are provided.

Please check the proposed method of Sanitary Sewage Disposal:

- Portable Sanitation Facilities**
- Existing Onsite Household Toilet Facilities***
- Trailer or Recreational Vehicle with Special Use Permit or Special Exception**
- Other (Please Explain) _____**

*The use of existing onsite household toilet facilities during repairs of any Onsite Wastewater Treatment System shall be prohibited, unless it can be demonstrated that waste will be collected and disposed of in accordance with county regulations.

- **DO NOT PLACE PORTABLE SANITATION FACILITIES IN THE ROAD RIGHT - OF - WAY**

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE.

Signature of Owner

Date