

SITE DEVELOPMENT PERMIT REVIEW CHECKLIST

Included in this checklist are the minimum submittal requirements needed for the review of a Site Development Department Grading & Excavation/Driveway. The checklist was developed to help clarify the information expected to be provided with a permit application for the development of a single-family residence. The checklist should not be considered as inclusive of all information necessary and additional information may be needed for projects involving steep slopes, wetlands and/or floodplains, as well as multifamily, commercial and other projects involving unique circumstances. This checklist does not imply that the site development permit will be approved if all items are present at the time of submittal. After application has been accepted the Site Development Department will review the information submitted and provide comments on specific requirements or any changes that need to be made to the plans prior to issuance of any permits.

IF THE INFORMATION REQUIRED BELOW IS NOT PROVIDED WITH THE PERMIT APPLICATION SUBMITTAL, THE PERMIT APPLICATION MAY NOT BE ACCEPTED OR ADDITIONAL REVIEWS MAY BE REQUIRED WHICH WILL ADD TO THE TIME IN WHICH A PERMIT CAN BE REVIEWED AND PROCESSED.

GRADING AND EXCAVATION/DRIVEWAY PERMIT SUBMITTAL REQUIREMENTS	YES	NO
REQUIRED FORMS		
Completed Application		
Zoning Verification		
Construction Site Sanitation Agreement		
Landowner Authorization (if applicable) <ul style="list-style-type: none"> Required if permit applicant is anyone other than the legal property owner. 		
Defensible Space Permit		
Colorado Department of Transportation (CDOT) Access Permit(s) (if applicable) <ul style="list-style-type: none"> Required for driveway permits if property is directly accessed via CDOT right-of-way or the state highway system. For additional information regarding CDOT permit requirements, please visit https://www.codot.gov/business/permits/accesspermits 		
U.S. Army Corps of Engineers (Corps) Permit(s) (if applicable) <ul style="list-style-type: none"> Section 10 of the Rivers and Harbors Act of 1899 requires Corps' authorization prior to any work in, under, or over navigable waters of the United States, or which affects the course, location, condition or capacity of such waters. Section 404 of the Clean Water Act requires Corps' authorization prior to discharging dredged or fill material into the waters of the United States, including many wetlands. For additional information regarding permit requirements for work in the waters of the United States, please visit http://www.spk.usace.army.mil 		
Colorado Department of Public Health & Environment (CDPHE) Construction Permit(s) (if applicable) <ul style="list-style-type: none"> CDPHE permits may be required for storm water discharge associated with construction activities (one acre or more of disturbance), reassignment of storm water, dewatering, hydrostatic testing of pipelines, tanks and similar vessels, and remediation activities discharging to surface or groundwater. For additional information on CDPHE construction permits, please visit http://www.colorado.gov/pacific/cdphe/wq-construction-permits 		
SUPPORTING MATERIAL		
Boundary and Topographic Survey <ul style="list-style-type: none"> Surveys are required with all application in which disturbance of slopes greater 10% is proposed. 		
Geotechnical Engineering Report <ul style="list-style-type: none"> A geotechnical engineering report is required when slopes in excess of 30% are proposed to be used for roads, driveways or structures. 		

GRADING AND EXCAVATION/DRIVEWAY PERMIT SUBMITTAL REQUIREMENTS	YES	NO
SITE PLAN, to engineering scale (1:10 or 1:20)		
North arrow and scale		
Legal description (i.e. subdivision name, lot, block, filing) and Physical Street Address (if assigned) <ul style="list-style-type: none"> To find the legal description, address, zoning, or other pertinent information about a property, please utilize the Clear Creek County ClearMap – Property Viewer which can be accessed at: https://map.co.clear-creek.co.us/HTML5Viewer/?viewer=clearmap 		
Locations of all existing and proposed improvements <ul style="list-style-type: none"> Include a statistical inventory showing what is existing and what is proposed of the site coverage (impervious and building), open space, snow storage, etc. 		
Property boundaries, lot dimensions, easements, and compliance with all plat notes		
Setbacks <ul style="list-style-type: none"> Clearly show setbacks from all property lines. If there is a building envelope and/or disturbance envelope, than show and ensure that the structure(s) is within those designated areas. 		
Existing roadway and/or right-of-way		
Existing road as-traveled surface		
Limits of Disturbance <ul style="list-style-type: none"> Clearly show area of proposed disturbance Include any temporary construction access Include the total square footage of proposed disturbance Estimate the quantities of excavation and fill, including quantities to be moved off and on site 		
Utilities <ul style="list-style-type: none"> Show existing and proposed location of all utilities and connections including utility boxes/poles for electric, gas, cable, telephone, sewer and water, including On-site Wastewater Treatment Systems and wells. 		
Precise grading plans <ul style="list-style-type: none"> Show existing (dashed lines recommended) and proposed (solid lines recommended) topography at 2-foot contour intervals in accordance with standard drafting practices 		
Grading and construction specifications <ul style="list-style-type: none"> Maximum 1½:1 (horizontal to vertical) slope allowed on all finished grades or retain Show elevations of top (TOW) and bottom (BOW) of retaining walls for critical points along each wall length Provide a cross-section diagram for all proposed retaining walls Retaining walls and retaining wall systems greater than 4 feet in total height require design and certification by a Professional Engineer licensed in the State of Colorado 		
Subsurface and surface drainage plans <ul style="list-style-type: none"> Show foundation drain location and daylight Show all existing and proposed drainage improvements and details 		
Watercourses <ul style="list-style-type: none"> Streams and/or intermittent streams Drainage ditches Floodplains and/or floodways Wetlands 		
Trail(s) - Identify any significant existing trails and/or proposed connections		
WATER QUALITY CONTROLS, must show compliance with Section X103.5, Grading and Excavation Regulations		
Temporary and permanent erosion controls <ul style="list-style-type: none"> See the Best Management Practices Manual for typical details 		
Revegetation <ul style="list-style-type: none"> Slopes constructed at less than 3:1 can be hand seeded and mulched Slopes constructed at 3:1 to 2:1 shall be hydro seeded/hydro mulched Slopes constructed at 2:1 to 1½:1 shall be hydro seeded/hydro mulched and have slope netting/erosion control blankets installed (or equivalent erosion control measure with the approval of the County Engineer) 		

GRADING AND EXCAVATION/DRIVEWAY PERMIT SUBMITTAL REQUIREMENTS	YES	NO
DRIVEWAY, must show compliance with Chapter 4, Roadway Design & Construction Manual (RDCM)		
Driveway grade <ul style="list-style-type: none"> Maximum 10% grade at any point along length of driveway to parking area. If your driveway is proposed at or steeper than 9%, it is strongly recommended that the proposed elevation of the garage slab and/or other parking area is verified by a surveyor prior to construction to ensure that the driveway does not exceed 10%. 		
Driveway widths, serving one single-family residence (See Table 12 of the RDCM): <ul style="list-style-type: none"> Driveway less than 200 feet in length – minimum 12 feet wide Driveway greater than 200 feet in length – minimum 14 feet wide 		
Driveway connection with roadway <ul style="list-style-type: none"> Opening width between 18-24 feet, serving one single-family residence (See Table 12 of the RDCM) Perpendicular to roadway through right-of-way Driveway shall meet the roadway at a positive 4% grades for a minimum of 10 feet Minimum separation from adjacent driveway is 30 feet Minimum 50 feet of separation from nearest intersection as measured from the edge of the right-of-way Minimum sight distance (200 feet for local access roads and 400 feet for collector roads) Only one access point onto the County road system allowed for single-family residences, unless a minimum of 250 feet of separation can be provided. 		
Driveway turnaround area, serving one single-family residence (See Figure 24 of the RDCM) <ul style="list-style-type: none"> Required for all driveways in excess of 100 feet in length and/or driveways exiting onto collector roads or roadways with average daily traffic counts of greater than 700 vehicles. 		
Driveway surface: <ul style="list-style-type: none"> Minimum 4-inches compacted road base for driveways serving a single-family residence 		
Driveway drainage <ul style="list-style-type: none"> Driveways constructed on natural lateral slopes of greater than 20% shall be super-elevated toward a drainage ditch on the cut slope side of the driveway Uphill lots require a culvert, swale or drainage pan before the connection to the roadway Culverts for road side drainage ditches must have a minimum diameter of 18 inches 		
Proof of Legal Access <ul style="list-style-type: none"> If the driveway crosses neighboring properties, legal and recorded easements are required. If an un-platted common driveway is proposed, an easement signed by all affected property owners is required. If access is within an easement or shown on a plat, identify and verify proposed access is within the recorded easement. 		