



**Clear Creek County Annex
Site Development**

**Grading/
Excavation/
Driveway
PERMIT**

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Site Development Permitting

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.

All new driveways, altered driveways, and site grading shall comply with the standards and requirements outlined in the

Clear Creek County [Grading & Excavation Regulations](#)

www.clearcreekcounty.us/1143/Standards-Regulations

and the

Clear Creek County [Roadway Design and Construction Manual](#)

www.clearcreekcounty.us/1143/Standards-Regulations

ENGINEERING REVIEW

All plans are reviewed by the County's engineer and referred to the Road and Bridge Department for comment. Allow 10 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.

The proposed driveway centerline, excavation site and/or building footprint and adjacent property lines shall be staked out and all BMP's (erosion control devices) should be installed in advance of the initial inspection.

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		
Erosion Control Agreement		
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 1 ½ :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 1 ½ :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. 		



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

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
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

**CLEAR CREEK COUNTY LANDOWNER
AUTHORIZATION FORM**

*This Form provides the opportunity for the property owner to
designate a representative to process an application.*

I, _____ of the County of _____,
(property owner)

State of _____, have appointed _____ my true and lawful
representative to act in my name and in my stead and on my behalf in connection with any action necessary in order
to apply

for a: _____
_____.

on certain real property described as follows: _____
_____.

I, AS PROPERTY OWNER:

- 1. UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MAKE SURE THAT MY DESIGNATED REPRESENTATIVE IS AWARE OF AND RESPONSIBLE FOR ALL REQUIREMENTS NECESSARY TO COMPLY AND COMPLETE WITH THE ABOVE AFOREMENTIONED ACTION.**
- 2. UNDERSTAND THAT ANY REQUIREMENTS PLACED ON THE PROPERTY WHICH CONTAIN RESTRICTIONS OR CONDITIONS WHICH MAY BE IMPOSED ON, AND MAY BURDEN, THE SUBJECT PROPERTY SHALL RUN WITH THE LAND REGARDLESS OF OWNERSHIP OF THE PROPERTY.**
- 3. TAKE FULL RESPONSIBILITY FOR NONCOMPLIANCE OF ANY REQUIREMENT ASSOCIATED WITH THE ABOVE AFOREMENTIONED ACTION.**

Agreed:

Signature of Property Owner Print name Date

Subscribed and sworn before me by _____ this _____ day of _____, 20____.

Notary Public

My Commission expires:

(date)