



**Clear Creek County Annex
Site Development**

**Excavation/
Driveway/
Grading
PERMIT**

**PO Box 2000/ 1111 Rose St,
Georgetown, CO 80444 Phone
303-679-2469**

Fax 303-567-2210

sitedev@co.clear-creek.co.us

<http://www.co.clear-creek.co.us/index.aspx?nid=96>

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, road cuts, and site excavation shall be engineered by a licensed Colorado engineer that meets engineered grading requirements outlined in the

Clear Creek County Excavating and Grading Standards at

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

and

Clear Creek County Driveway Design Standards

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

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.

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 SUBMITTAL REVIEW

Included in this checklist are the minimum standards for permit submittal. 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 Engineer will have a minimum of 14 business days to provide first comments on specific requirements or any changes that need to be made to the plans prior to issuance of any permits.

ALL REQUIREMENTS MUST BE PRESENT AT THE TIME OF SUBMITTAL OR THE APPLICATION WILL NOT BE ACCEPTED.

Please make sure all forms are filled out completely or the application may not be accepted

| REQUIRED FORMS | YES | NO | N/A |
|--|-----|----|-----|
| Erosion Control Agreement | | | |
| Zoning Verification Form | | | |
| Construction Site Sanitation Agreement | | | |
| Landowner Authorization | | | |
| Defensible Space Permit | | | |
| CDOT access permits (if applicable) | | | |
| Easements (if applicable) | | | |
| Army Corps Permit | | | |
| State Stormwater Permit (required on all permits with 1 acre or more of disturbance) | | | |

All site plan requirements and engineered drawings must be present at the time of submittal or the application may not be accepted

| OVERVIEW SITE PLAN REQUIREMENTS | YES | NO |
|--|-----|----|
| This plan may be used when submitting for the Building Permit as long as it matches the OWTS design | | |
| Plan is drawn to scale – common engineering scale (maximum of 1"= 50') | | |
| Title block, written and graphic scale, north arrow designating true north | | |
| Legend/Key | | |
| Property boundary(s) of the subject property(s), indicating front, rear and side lines; with bearings and distances | | |
| Location and dimension of any existing and proposed buildings/structures and retaining walls | | |
| Total acreage or square footage of parcel | | |
| Building Envelope(s), if applicable | | |
| Distance from existing and proposed buildings and structures (all sides), measured in feet. Measurements 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 (decks included). | | |
| Driveway must be shown from access road up to existing and proposed structure(s) | | |
| Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property, including access road, rights-of-way, driveways, turnouts/turnarounds, easements (any CDOT access permits and easements must be included with submittal) | | |
| Actual width of the access road as traveled, and width of the right-of-way, and/or access easement(s) | | |
| Location and dimension of proposed rooftop runoff infiltration system (all roof structures in excess of 1750 sqft) Total roof square footage of proposed rooftop: _____ SQFT <input type="checkbox"/> N/A – UNDER 1750 SQFT | | |
| Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> N/A- NONE PRESENT ON LOT | | |
| Location of proposed and/or existing water supplies on property | | |
| Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) | | |

Please provide this checklist to the designing Engineer

SITE DEVELOPMENT ENGINEERING REVIEW CHECKLIST

Included in this checklist are the minimum plan requirements for engineering review. 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 Engineer will have a minimum of 14 business days to provide first comments on specific requirements or any changes that need to be made to the plans prior to issuance of any permits.

**ENGINEERED PLANS MUST CONTAIN THE FOLLOWING INFORMATION
IF DESIGN IS INCOMPLETE ADDITIONAL REVIEWS WILL BE REQUIRED AND ADDITIONAL COSTS INCURED**

| ENGINEERED PLAN REQUIREMENTS PLEASE PROVIDE THIS INFORMATION TO YOUR ENGINEER | YES | NO |
|--|------------|-----------|
| COVER SHEET REQUIREMENTS | | |
| Name of Applicant and Engineer | | |
| General notes include compaction standards and slope maximums | | |
| Size of plans to be either 11"x17", 22"x34" or 24"x36 | | |
| Vicinity map | | |
| Address or Parcel location information | | |
| Permit number | | |
| Plan set index | | |
| Construction schedule | | |
| Engineer certification, Engineer stamps and signature block | | |
| Boundary Survey origination information (by whom and when) | | |
| Topographic origination information (by whom and when) | | |
| Boundary survey and topographic information MUST tie to real world (on the ground) features including monuments/pins, telephone poles, culverts, etc. | | |
| SITE PLAN LAYOUT (add sheets as needed) | | |
| Building envelope(s), if applicable | | |
| North arrow and scale --common engineering scale (maximum of 1"= 50') | | |
| Site layout plan | | |
| Site boundary with bearings and distance | | |
| Existing roadway and right-of-way shown and labeled | | |
| Existing road as-traveled surface shown and labeled | | |
| Property easements / tracts / other encumbrances | | |
| Alignment shows radius of curves | | |
| Intersection what roadway (90 degrees, 4% away 10' min, flares, etc. | | |
| Driveway width / Driveway surface treatment | | |
| Distance to nearest driveway or intersection | | |
| Culvert (18" min, FES, erosion protection, ditch grading, 6" cover) | | |
| Road section (crowned or superelevated) driveway ditch provided? | | |
| Driveway grade (10% max, 8% curves <50', switchback) | | |
| Driveway profile shows lengths, distances, slopes, culverts, etc. | | |
| Slopes grades labeled both cut and fill location | | |
| Natural slopes labeled in percentage | | |
| Turn-a-round provided (greater than 100' within 50' of residence) | | |
| Turnouts shown (400-800' one midway, >800' every 400') | | |
| Location of proposed and/or existing water supplies on property | | |
| Location and dimension of any existing and propose buildings/structures and retaining walls | | |
| Distance from existing and proposed buildings and structures (all sides), measured in feet. Measurements 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 (decks included). | | |
| Location and dimension of any existing or proposed construction access | | |
| Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) | | |
| Existing and proposed contours | | |
| Wetlands, floodplains, floodways or water courses | | |
| Existing overhead and underground utilities | | |
| Show property monuments and/or property pins | | |
| Retaining wall shown with top and bottom of wall, height and separation between walls | | |
| Rock outcrops, questionable site material and any special treatment indicated | | |
| | | |
| EROSION CONTROL PLAN | | |
| Erosion control plans with legend | | |
| Erosion control details provided | | |
| Erosion control notes and seed mix | | |
| Areas of hydraulic seeding shown | | |
| Areas of erosion control blanket shown | | |
| Stockpile locations shown | | |
| | | |
| INFILTRATION MITIGATION SHEET | | |
| Infiltration location and details provided | | |
| Detention / water quality details provided (as needed) | | |
| Infiltration calculations and details provided | | |
| Downspouts directed to infiltration system | | |
| Areas of rooftop / garages / structures and paved / concrete surfaces shown and labeled with square-footage | | |
| | | |
| DETAIL SHEETS | | |
| County details provided (cross-section, turn-a-round, turnout etc.) | | |
| Other relevant details provided (CDOT, UDFCD, etc.) | | |
| | | |
| REPORTS REQUIRED | | |
| Slopes steeper than 1.5: 1 (Stability Report Required) | | |
| Retaining greater than 4-feet or in series will need a structural analysis | | |
| | | |
| | | |



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.**

DRIVEWAY & EXCAVATION PERMIT APPLICATION

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT
PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 t 303.679.2430 f 303.569.1103
Email: sitedev@co.clear-creek.co.us

ALL PLANS SHALL BE ENGINEERED BY A LICENSED COLORADO ENGINEER THAT MEETS THE DRIVEWAY STANDARDS AND THE ENGINEERED GRADING REQUIREMENTS

Permit Fee \$2,000.00
Permit Fee \$3,000.00 for 1 Acre of Disturbance or More

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

| OWNER(S) | | SITE INFORMATION | |
|--|---|--|-------|
| Name: _____ | _____ | Access Road Name or Number: _____ | _____ |
| Additional Name: _____ | _____ | Site Address (if existing): _____ | _____ |
| Mailing address: _____ | _____ | Parcel Number: _____ | _____ |
| Phone: _____ Cell: _____ | _____ | Parcel # or Legal description: _____ | _____ |
| Email: _____ | _____ | _____ | _____ |
| DESIGNING ENGINEER | | APPLICANT a notarized Landowner Authorization is required | |
| _____ | | Signed and notarized Landowner Authorization form <input type="checkbox"/> yes (please attach) | |
| Name: _____ | _____ | Name: _____ | _____ |
| Additional Name: _____ | _____ | Company: _____ | _____ |
| Mailing address: _____ | _____ | Mailing address: _____ | _____ |
| Phone: _____ Cell: _____ | _____ | Phone: _____ Cell: _____ | _____ |
| Email: _____ | _____ | Email: _____ | _____ |
| PROJECT TYPE AND USE (Check all that apply) | | | |
| Permit Type: <input type="checkbox"/> Driveway <input type="checkbox"/> Excavation <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Floodplain | | | |
| Project Type: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Rehabilitation | | | |
| Primary Use: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial | | | |
| Accessory Use: <input type="checkbox"/> Parking Area <input type="checkbox"/> Bridge <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Other _____ | | | |
| INFORMATION REQUIRED FOR ALL PROJECTS | | | |
| <input type="checkbox"/> Zoning Approval Form (signed by Planning Department) | | <input type="checkbox"/> Copy of easement(s) | |
| <input type="checkbox"/> Scaled Engineered Plan (Refer to Information page for requirements) | | <input type="checkbox"/> Copy of CDOT or other Access Permit(s), as required | |
| <input type="checkbox"/> Scaled Erosion Control Plan (Refer to 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 /Right-of-way width of access road, if different _____ft | | |
| Sight distance along access road from driveway: Left _____ft | Right _____ft | Total square footage of proposed rooftop _____sqft | |
| Distance from driveway to nearest road intersection _____ft | Horizontal angle of driveway approach to access road _____degrees | | |
| 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 driveway _____% | Length of section(s) exceeding 10% grade _____ft _____ft | Shared Driveway <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Inside turning radii of each turn: 1 st turn _____ft | 2 nd turn _____ft | 3 rd turn _____ft | |
| Is a culvert required (if yes) Diameter _____ft | Length _____ft | Material _____ | |
| Total volume of earth to be moved _____c.y. | Cut _____c.y. | Total Site Disturbance _____s.f. | |
| Proposed revegetation schedule (attach description and indicate on Site Plan) _____ | | | |
| NOTE: SCALED ENGINEERED PLAN MUST BE SUBMITTED WITH APPLICATION (See Plan requirements on 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

SDR _____ Rec'd by _____

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

**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)