



Permit Application

Type of permit applied for:		
Grading and Excavating ___	Driveway ___	Utility Installation ___
Cattle Guard Installation ___	Special Event ___	Oversize/Overweight ___
Adopt A Highway ___	Plow ___	Work in Right-of Way ___
other _____		

Property Information

Project physical address: _____ City: _____
 Parcel Number: _____ Section(s): _____ Township: _____
 Area to be disturbed: _____

Owner/Applicant Information

Applicant/contractor:
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone number: _____ Email: _____
 Property Owner:
 Mailing Address: _____ City: _____ State: _____ Zip: _____
 Phone Number: _____ Email: _____
 Contractor Name: _____ Phone number: _____

Project Description:

Driveway Permit
(Acctg # 03.00.06.000.5635)

Permit Needed: For installation driveway that accesses a county road. Note for driveways accessing the state highway a CDOT access permit is required – contact CDOT directly for permitting requirements. If a driveway exceeds more than 300 cubic yards of disturbance, a Grading and Excavating permit will be required along with its requirements. Driveways longer than 100 feet require fire department approval.
<http://www.co.routt.co.us/DocumentCenter/View/443>

Permit Application shall include:

- Site Plan/design (either CAD drawings or hand drawn to scale)
- Birdseye map
- Location, Parcel ID number, address

Permit Process:

1. Submit complete permit application to the County Road & Bridge Department offices at 136 6th Street, between the hours of 7:30 am and 4:30 pm.
2. R & B reviews application and inspects site.
3. Revisions are made by applicant if needed.
4. R & B re-reviews and re-inspects if needed.
5. If acceptable application is approved
6. Applicant pays fee and permit issued.
7. Applicant conducts work in accordance with plans, maintains erosion control, and updates SWMP as needed.
8. R & B inspects completed work
9. If erosion, re-vegetation and structural measures are met, permit is closed

Fee Calculation:

- Driveway fee\$65.00
Pre and post construction inspections included in permit

One Driveway per parcel. Visit R&B office for special cases.

Penalty fees for working in ROW without a permit/bond

- First offense\$100.00
- Each subsequent offense \$300.00