



## ROAD & BRIDGE DEPARTMENT

Date Received \_\_\_\_\_ Road # \_\_\_\_\_ Permit # \_\_\_\_\_

### Permit Application

**Type of permit applied for:**

- |                                    |                          |                            |                          |
|------------------------------------|--------------------------|----------------------------|--------------------------|
| Excavation/Utility Installation    | <input type="checkbox"/> | Driveway                   | <input type="checkbox"/> |
| Aboveground Work in the ROW        | <input type="checkbox"/> | Snowplowing/Winter Parking | <input type="checkbox"/> |
| Excess Hauling/Oversize/Overweight | <input type="checkbox"/> | Special Event              | <input type="checkbox"/> |

### Property Information

Parcel Physical Address \_\_\_\_\_

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### Owner/Applicant Information

**Applicant** \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # / Email Address \_\_\_\_\_

**Contractor** \_\_\_\_\_

Phone # / Email Address \_\_\_\_\_

Please refer to attached Guidelines for Private Driveways on County Roads.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

By typing your name and date above, you are electronically signing the document and agree to abide by the document provisions, including the terms of Resolution 2021-03 including Schedule A, (Bonding & Fee Schedule), and Schedule B (Insurance Minimums), according to the Colorado UETA of 2002.

Send permit to [roadbridge@sanmiguelcountyco.gov](mailto:roadbridge@sanmiguelcountyco.gov) or mail to PO Box 426, Norwood CO 81423

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To be filled out by San Miguel County

Permit Fee \_\_\_\_\_ Payment Received \_\_\_\_\_

Special Conditions

\_\_\_\_\_  
Road Superintendent or District Supervisor

\_\_\_\_\_  
Date

**Permit granted and subject to the provisions, specifications and conditions stipulated herein.**

**Copy Distribution**

- Deep Creek Shop       BOCC       Other \_\_\_\_\_
- Norwood Shop       Building Department       Planning Department
- Basin/Egnar Shop
-

## San Miguel County Road & Bridge

PO Box 426 Norwood CO 81423

(970) 327-4835 [roadbridge@sanmiguelcountyco.gov](mailto:roadbridge@sanmiguelcountyco.gov)

### Guidelines for Private Driveways on County Roads

**DEPENDENT ON LOCATION, WORK IN THE RIGHT OF WAY may not be permitted between April 1 and October 15.** All work in County and/or Public Rights of Way (ROW) must be reviewed and permitted through the Road & Bridge Department before work of any kind commences.

The County is in no way responsible for the construction or maintenance of a private driveway. Unless the County has entered into an agreement with a property owner to relocate a driveway due to road construction, the expense of the driveway culverts, gravel, labor and maintenance are the complete responsibility of the property owner. All private driveways adjoining a county road must be approved by a Road & Bridge representative, who will inspect the proposed driveway before signing a driveway permit.

**Finished Grade** of any driveway shall be below the grade at the edge of roadbed, at the edge of the public ROW. Any driveway shall have a finished surface of at least 4" of gravel when within a public road ROW.

#### **DRIVEWAY SHALL NOT BE CONSTRUCTED TO ALLOW DRAINAGE TO FLOW ONTO THE EXISTING ROADWAY**

Applicant submits herewith for the consideration and approval of San Miguel County a **site plan** of the proposed installation showing all necessary specification detail, including:

- Frontage of lot along County Road
- Distance from centerline of County Road to property line
- Width of proposed driveway
- Distance from driveway to road intersection (if any)
- Slope of driveway (% of grade)

The Applicant binds and obligates himself to construct and maintain the driveway approach in accordance with the provisions in this document. **The Applicant understands they must obtain a Development Permit from the San Miguel County Planning Department to construct the driveway.** Development approval may alter design dependent on Land Use Code compliance.

#### **General Provisions**

1. The Applicant represents all parties in interest, and affirms that the driveway approach is to be constructed by him/her for bona fide purpose of securing access to his/her property.
2. The Applicant shall furnish all labor and materials, perform all work, and pay all costs in connection with the construction of the driveway and its appurtenance on the ROW.
3. The type of construction shall be as designated and/or approved by the Road Superintendent and all materials used shall be of satisfactory quality and subject to inspection and approval by the Superintendent or his designated representative.
4. The traveling public shall be protected during installation with proper warning signs and signals and the County and its duly appointed agents and employees shall be held harmless against any action for personal injury or property damage sustained by reason of the exercise of this permit.
5. The Applicant shall assume responsibility of the removal or clearance of snow, ice or sleet upon any portion of the driveway approach even though deposited on the driveway in the course of the County's snow removal operations.

6. In the event it becomes necessary to remove any ROW fence, the posts on either side of the entrance shall be securely braced before the fence is cut to prevent any slacking of the remaining fence, and all posts and wire removed shall be turned over to the rightful owner.
7. No revisions shall be made to the driveway or its appurtenance on the ROW without the written permission of the Road Superintendent.
8. On those roads along which access rights are restricted or for which service roads have been constructed, driveways shall connect only to the service roads and not to the main traveled roadways.
9. Provisions and specifications outlined herein shall apply on all highways under the jurisdiction of the County Road Department, County Planning Commission, Board of County Commissioners, except that on highway connecting links within the corporate limits of municipalities operating under Home Rule Powers the County regulations shall be subject to concurrence by the local governing body.
10. *If the driveway application is approved by the Road Department, the permit will be referred to the Addressing Official for assignment of the address. Once the address is assigned, the permit will be issued to the Applicant by the Road Department.*

### **Specifications for Driveway Connection to County Roads**

1. **Definition**

A driveway approach is understood to be that portion of the roadway ROW between the pavement edge and the property line that is designed and used for the interchange of traffic between the roadway and the abutting property.

2. **Intersection Clearance**

At an intersection of a County Road with another highway, road or street, where ROW has been acquired to provide sight distance, no driveway approach shall be permitted within the frontage thereof. At any other intersection, a driveway shall be restricted for a sufficient distance from the intersection to preserve the normal and safe movement of traffic. Road Department personnel shall determine driveway separation after considering: location, alignment, speed, traffic movement and visibility.

3. **Sight Distance**

All entrances and exits shall be so located and constructed that vehicles approaching or using them will be able to obtain adequate sight distance in both directions along the roadway in order to maneuver safely and without interfering with roadway traffic.

4. **Traffic Operations**

Driveway locations for ingress and egress must be reasonable from the viewpoint of the traveling public in that no unusual hazard to pedestrians or motorists shall be created, nor shall the driveway invite or compel vehicular movements in directions or locations contrary to those for which the roadway was designed, neither shall they invite or compel illegal or unsafe traffic movements.

5. **Control Devices**

No entrance or approach shall be located or constructed so as to interfere with or prevent the proper location or functioning of any traffic-regulating device. The Applicant shall not be permitted to erect any sign or display material either fixed or movable, on or extending over, any portion of the County Road ROW.

6. **Property Line Offset**

All driveways shall be so located that the flared portion adjacent to the traveled way will not encroach upon adjoining property.

7. **Driveway Width**

No driveway shall have a width greater than 20' for a single-family residence or 28' wide when serving more than one residence, except as increased by permissible radii.

**Notice:** A 16' driveway is recommended for maximum fire protection and/or sprinkling of the house.

8. Approach Angle

The axis of an approach to the roadway may be at a right angle to the centerline of the roadway and of any angle between 90° and 60° but shall not be less than 60°. Adjustment will be made according to the type of traffic to be served and other physical conditions.

9. Parking

The construction of parking or servicing areas on the road ROW is specifically prohibited. Off-the road parking facilities must be provided.

10. Slope of Drive

The grade of entrances and exits shall slope downward and away from the road surface at the same rate as the normal shoulder slope for a distance equal to the width of the shoulder but in no case less than 15' from the pavement edge. Approach grades are restricted to not more than 4%.

11. Drainage

All driveways and approaches shall be so constructed that they shall not interfere with the drainage system of the street or roadway. The Applicant shall be required to provide at his/her own expense, drainage structures at entrances and exits that will become an integral part of the existing drainage system. The department representative prior to installation must approve the dimensions of the drainage structure.

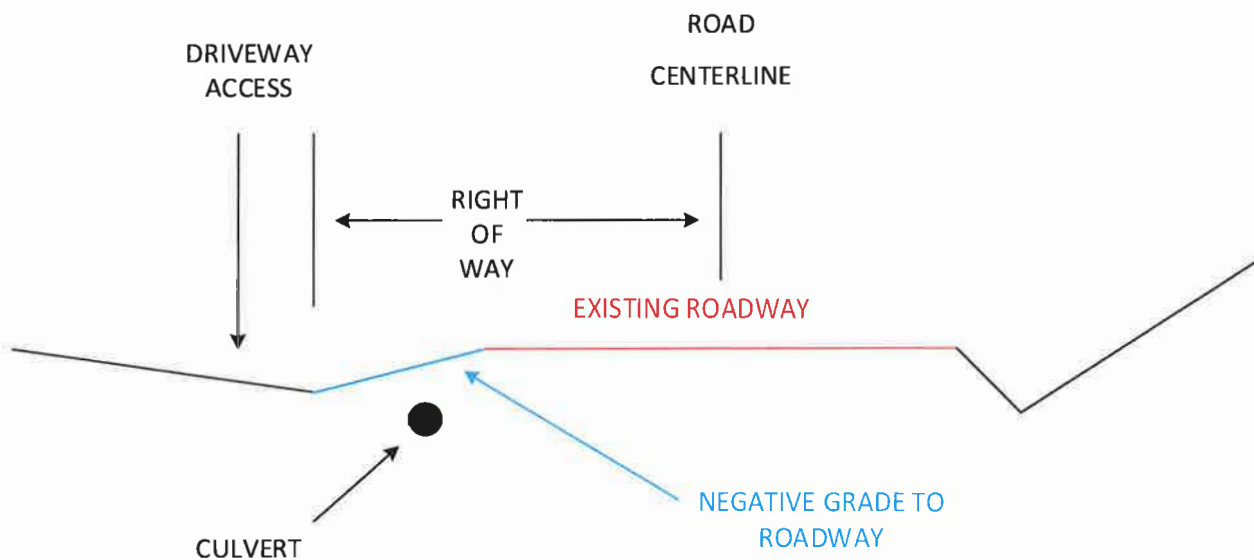
12. Driveway Construction Standards

For Private Driveway Construction Standards, refer to San Miguel County Land Use Code, Section 5-502 DD.

**Note to Applicant: This permit shall be made available at the site where and when work is being done.**

In signing the application and upon receiving County authorization and permission to install the driveway approach described therein, the Applicant signifies that he/she has read, understands and accepts these provisions and conditions and agrees to construct the driveway in accordance with the accompanying plan reviewed by the County agencies.

EXAMPLE: Not to Scale



**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, SAN MIGUEL  
COUNTY, COLORADO, REGULATING ACTIVITIES ON COUNTY ROADS AND  
COUNTY RIGHTS-OF-WAY, ADOPTING ROAD AND BRIDGE PERMIT  
STANDARDS AND ESTABLISHING FEES AND BONDING REQUIREMENTS**

**Resolution # 2021- 03**

**WHEREAS**, pursuant to C.R.S. § 42-4-510 and 42-4-511, as amended, San Miguel County (“County”) is authorized to regulate the size and weight of vehicles traveling upon the County road system, and to require that vehicles which exceed size and weight restrictions obtain permits prior to using County roads; and

**WHEREAS**, pursuant to C.R.S. § 42-4-510(3), as amended, the County is authorized to issue or withhold permits for vehicles which exceed the size and weight limitations established by statute, and if such permit is issued, to limit the number of trips, or to establish seasonal or other time limitations within which vehicles may be operated on the County roads indicated, or otherwise to limit or prescribe conditions of operation of such vehicles when necessary to protect the safety of highway users, to protect the efficient movement of traffic from unreasonable interference, or to protect the County roads from undue damage to the road foundations, surfaces, or structures and may require such undertaking or other security as may be deemed necessary to compensate for any injury to any highway or highway structure; and

**WHEREAS**, C.R.S. § 42-4-512, as amended, provides that no person shall drive, operate, or move upon or over any highway or highway structure any vehicle, object, or contrivance in such a manner so as to cause damage to said highway or highway structure, and such person shall be liable for any such damage caused regardless of the weight or size of the vehicle and whether or not the person has obtained a permit authorizing the activity causing the damage. Every person violating the provisions of C.R.S. § 42-4-512 shall be liable for all damage which said highway or highway structure may sustain as a result of such usage or activity. Whenever the driver of such vehicle, object, or contrivance is not the owner of same but is operating, driving, or moving such vehicle, object, or contrivance with the express or implied consent of the owner, then the owner or driver shall be jointly and severally liable for any such damage; and

**WHEREAS**, pursuant to C.R.S. § 43-2-111, as amended, the Board of County Commissioners (“BOCC”) is responsible for the construction and maintenance of the County road system. The County road supervisor (“County Road and Bridge Director” or “Director”) is legally vested with the power to prevent damage to County roads from ditch overflows, insufficient or unsafe conduits, flumes, or ditches crossing such roads, the removal or disposition of any material injurious to such roads, unsafe railway or tramway crossings, or any other cause which may arise and which comes under the jurisdiction of the BOCC; and

**WHEREAS**, the fees and bonding requirements for disturbances to the County road system and rights-of-way are set forth herein as Schedule A and may be amended or revised at any time as deemed necessary by the BOCC; and

**WHEREAS**, the minimum insurance amounts that may be required and are set forth herein as Schedule B and may be amended or revised at any time as deemed necessary by the BOCC; and

**WHEREAS**, this Resolution concerning the Regulation of Activities within County Road Rights-of-Way and adopting road and bridge permit standards and bonding/fee schedules effectively rescinds and replaces prior Resolutions 1978-69, 1979-4, 1996-23, and 1996-24 in their entirety.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SAN MIGUEL COUNTY, COLORADO, AS FOLLOWS:**

- A. Any person, or persons, agents or employees of these persons must, prior to any excavation, or disturbance of any facet of a County road, right-of-way or appurtenance thereto which is included on the County road system within the boundaries of the San Miguel County, Colorado, comply with certain restrictions as listed below.
1. All activities subject to this Resolution can be commenced only upon written approval of the San Miguel County Board of County Commissioners and/or that of the County Road and Bridge Director or his designated representative. Should the Director fail or refuse to issue any permit applied for pursuant to this Resolution, the applicant for same may appeal such failure or refusal to the BOCC. Any such appeal shall be made in writing to the BOCC, with a copy to the Director, and filed with the BOCC within ten days of the failure or refusal to grant a permit. Within ten days of the receipt of an appeal, the BOCCs shall schedule the matter to be heard at a noticed public meeting of the Board, to be held within thirty days of receiving the appeal. No less than five working days prior to the date at which the BOCC is scheduled to consider an appeal the party filing the appeal shall be given written notice of the time, date, and place at which the appeal will be considered, and at which, evidence may be received from applicant, Director, and interested members of public.
  2. Each and every activity other than normal public use of County roads, right-of-ways and appurtenances will be considered as within the purview of this resolution. Activities not considered normal public use include, but are not limited to: (1) utility excavation, relocation, repair or placement of facilities, (2) private maintenance of County roads, (3) filming of commercials when road conditions are altered, or any activity where the flow of traffic or road conditions are altered, (4) the operation of any vehicles, or equipment, upon a County road which exceed the size and/or weight restrictions set forth in C.R.S. §§ 42-4-501 through 42-4-512, as amended, or the operation of any hauling estimated to be in excess of 3,000,000 pounds within a twelve month period beginning with the date of the permit approval over a specified County road haul route.

3. Each and every activity shall be considered a separate incident, and each will require bonding or the posting of other acceptable security according to the nature and scope of activity and to the satisfaction of the Board of County Commissioners and/or the Road and Bridge Director. (See attached Schedule A – Bonding and Fees) The amount of bonding or other security must be adequate to cover all reasonably foreseeable damages as determined by the Director in accordance with the provisions of this Resolution.

Note: The following activities may also require a County Development and/or Special Use Permit:

- Utility extension over 1,000 feet
  - Any disturbance within 100 feet of wetlands
  - Hauling between 60,000 pounds and 3,000,000 pounds of materials subject to Land Use Code requirements in a twelve month period.
4. In the event of damages being repaired by other than County personnel, all aspects of the work performed must be guaranteed as to the quality of workmanship and materials employed for at least one year from the date of completion of repairs. Completed repairs must be inspected and approved by the Director or his designated representative.
  5. Each applicant, or their designee, involved in any of the above referenced activities must take all necessary precautions to protect the public from any danger attributable to said activities and must hold the County, its agents or employees harmless and free forever of all liabilities concerning the same.
  6. In the event that the requirements herein are not satisfied at all times, by decision of the BOCC and/or Director the bond posted shall be forfeited, payable to the County, and those who failed to perform must pay any and all additional expenses incurred, including all legal fees, construction costs, and additional damages necessary and pertinent to the case.
  7. All repairs must be made to return the road, right-of-ways, and appurtenances to a condition equal to or exceeding their pre-construction condition.
  8. Special Conditions may be attached to the approved permit with said conditions becoming an integral party of the permit requiring full compliance at all times. Special Conditions may include, but are not limited to; hours and days of operation, dust control, designation of routes, speed limits, backfill requirements, traffic control requirements, revegetation, and any other condition deemed necessary by the Director or his designated representative including a requirement to provide a certificate of insurance from the contractor's carrier naming "San Miguel County, Colorado" as an additional insured in the minimum amounts as set forth in Schedule B.
  9. No hauling or any other activity will be allowed when road conditions, weather conditions or visibility make traveling hazardous to the operator or the traveling public.



10. Those performing work, upon notice by the Director, or their designee, of failure to meet the standards and special conditions of this permit will immediately cease and desist from further action except protecting the public and private property from danger, until such notice is properly rescinded by County authority. Failure to fully comply with all conditions of the permit shall result in revocation of the permit and immediate stoppage of the work.
11. All emergency repair work done by County personnel within and upon a damaged area will be paid for by those having caused the damage at the County's current rental rate schedule and without recourse on the County, its agents or employees.
12. The applicant will be responsible for documentation, including photos or videotaping before and after construction activity. Otherwise, the applicant agrees to complete repairs or reclamation to the satisfaction of County Road and Bridge Department personnel based on their before and after visual inspection of the site.
13. In the event this permit is issued for the purpose of hauling material, the County makes no guarantee that the approved haul route will be adequate and the applicant assumes responsibility for all necessary improvements as well as continued maintenance under the supervision of County authority for the duration of the hauling.
14. The provisions of C.R.S. §§42-4-501 through 42-4-512, as amended, pertaining to the regulation of the size and weight of vehicles traveling upon public roads and highways, and establishing permitting fees and requirements for such vehicles, are incorporated herein by reference and shall apply to all vehicles, or combination of vehicles, traveling upon, or otherwise, using, the public roads within the County road system.
15. This Resolution is adopted for the purpose of protecting and preserving the public health, safety, and welfare. Should a court of competent jurisdiction find and declare that any specific provision or provisions of this Resolution are illegal, unconstitutional, or otherwise legally unenforceable, that specific provision or provisions shall be deemed to be severable from the remaining provisions of this Resolution, which shall remain in full force and effect. The provisions of San Miguel County Resolutions 1978-69, 1979-4, 1996-23, 1996-24 are hereby repealed as of the effective date of this Resolution. This Resolution shall be legally effective immediately upon passage.
16. Issuance of a Special Construction Permit does not relieve the permittee from obligation to comply with all applicable federal or town, rules or regulations, or state statutes including, but not limited to C.R.S. §§ 42-4-510, 42-4-511, 42-4-512, and 43-2-111 as amended. In addition all permittees shall be subject to the provisions of C.R.S. §§ 43-5-301 through 43-5-307 as amended.

**DONE AND APPROVED** IN SAN MIGUEL COUNTY, COLORADO, this 20th day of January 2021.

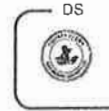
**SAN MIGUEL COUNTY, COLORADO  
BOARD OF COUNTY COMMISSIONERS**

DocuSigned by:  
*Lance Waring*  
F8BF64194B38430  
By: \_\_\_\_\_  
Lance Waring, Chair

|       |               |       |     |         |        |
|-------|---------------|-------|-----|---------|--------|
| Vote: | Hilary Cooper | x Aye | Nay | Abstain | Absent |
|       | Kris Holstrom | x Aye | Nay | Abstain | Absent |
|       | Lance Waring  | x Aye | Nay | Abstain | Absent |

ATTEST:

DocuSigned by:  
*Carmen Warfield*  
BE2AF0C39C63408  
By: \_\_\_\_\_  
Carmen Warfield, Chief Deputy Clerk



**SCHEDULE A**

**BONDING AND FEE SCHEDULE**

**PERMIT FEES**

1. Minor utility cuts within roadway, Road Boring / Pavement \$ 75.00  
Additional cuts on same permit \$ 20.00
2. Utility cuts for distribution lines

| Trench Width | Per Foot |
|--------------|----------|
| Up to 6"     | \$ 0.10  |
| 6" thru 23"  | \$ 0.15  |
| 23" thru 35" | \$ 0.35  |
| 35" and up   | \$ 0.50  |
3. Installation of overhead utilities \$ 75.00
4. Overweight permits for vehicles or loads exceeding CDOT single load legal weight limits up to 200,000 pounds
  - A. Annual Permit \$ 400.00
  - B. Single Trip - \$15.00 + \$5.00 per axle
  - C. Special permits for structural, oversize or overweight moves requiring Extraordinary action, or moves involving weight in excess of 200,000 pounds for single trip permit \$ 125.00
5. Over length, over width and over height permits on loads which do not exceed legal weight limits
  - A. Annual Permit \$ 250.00
  - B. Single Trip \$ 15.00
6. For hauls estimated to exceed 3,000,000 pounds in a twelve month period over a specified County Road haul route \$ 250.00
7. Private maintenance of County Roads (requires annual renewal) \$ 200.00
8. All other activity or potential disturbances to County Roads or ROWs (Includes Driveway Permits) \$ 75.00

**REVEGETATION FEES**

1. A fee calculated at the rate of \$.02 per sq. ft. of disturbance will be assessed permittees to insure that monitoring, mapping, observation and weed control are adequate after the soil disturbance takes place. Such fee shall apply only to disturbances that exceed 1,250 sq. ft. in length. The minimum fee shall be \$25 per disturbance.

2. Any roadside disturbances shall be revegetated upon completion of the work in accordance with recommendations from the San Miguel County Vegetation Management and Weed Control Department.

## **BONDS**

The following bonding schedule is intended to be a guide, and the Board of County Commissioners or Road Superintendent may increase, decrease or eliminate the bond requirement after considering the scope of the project, location, time of year, contractor's previous performance or other pertinent circumstances.

The type of bond will be specified when the permit is issued.

1. Aboveground work in the ROW = \$2,000 or less, if required, to be determined by Road & Bridge Department personnel after a pre-construction inspection and consideration of the on-site conditions.
2. Distribution and Service utilities installation = \$2,000 minimum, to be determined by Road & Bridge Department personnel after a pre-construction inspection and consideration of the on-site conditions.
3. Installation of overhead utilities = \$250 per pole.
4. Private maintenance of County Roads = Minimum \$2,000 and \$1,000 per mile.
5. Overweight or oversize vehicles – bond to be determined after considering route, road surface type, distance and number of trips proposed.
6. All other activity or potential disturbance to County Roads – to be determined at the time of application.
7. Minimum bond for hauling in excess of 3,000,000 pounds in a twelve month period - \$2,000. Bond amount above the minimum will be determined after considering: number of loads, total weight, road conditions, and length of County Road haul route and seasonal factors.

**SCHEDULE B**  
**INSURANCE MINIMUMS**

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1. Standard Workman's Compensation and Employer's Liability, including occupational disease, covering all employees engaged in the performance of work at the site, in the amount required by State Statutes.

2. Comprehensive General Public Liability and Property Damage Insurance:

These rates are set by CGIA ("Colorado Governmental Immunity Act") and are subject to change.

|                 |                             |
|-----------------|-----------------------------|
| Bodily Injury   | \$387,000 per person        |
| Property Damage | \$1,093,000 each occurrence |

3. Comprehensive Auto Liability and Property Damage Insurance:

|                 |                           |
|-----------------|---------------------------|
| Bodily Injury   | \$300,000 per person      |
| Property Damage | \$600,000 each occurrence |