

Access Permit Application



100 Jefferson County Parkway
Suite 3550
Golden CO, 80419
303-271-8700
planning.jeffco.us
pzpermits@jeffco.us

Permit Number (for Jeffco employee use only): _____ AC New Existing

1. This form is only an application until validated by Jefferson County staff.
2. **Fees are online** at planning.jeffco.us. Make checks payable to Jefferson County Treasurer.
3. All spaces below must be filled in before submitting an application to Jefferson County staff.
4. A scaled site plan with location of the driveway is required. This permit only addresses the access cut or work on the first 15 feet of the driveway for residential roads, and the first 25 feet of the driveway for arterial roads.

Applicant and Site Details

Address of Site / Property ID	City	State	Zip
Property Owner	Phone Number	Email	
Owner's Address	City	State	Zip
Contractor (if different than owner)	Phone Number	Email	
Contractor's Address	City	State	Zip

Process

1. The driveway must be inspected by the Road & Bridge Department prior to construction and upon completion. Schedule an inspection with the Road & Bridge Shop before and after work. All inspections should be scheduled at least 72 hours in advance with the appropriate Road & Bridge shop. Contact your Road and Bridge Shop (checked below) for your initial inspection.
District I, Central: 303-271-5200 District II, South: 303-271-5219 District III, Evergreen: 303-271-5249 District IV, Shaffer's: 303-271-5243
2. Property address must be posted within view of the driveway or roadway to which the permit was issued.
3. Coordinate with your Road and Bridge Inspector to complete the access permit.
4. An initial inspection is required before obtaining a building permit. A final inspection must be completed prior to a Certificate of Occupancy.

Note: An access permit is only required for driveways and private easements/roads that are directly off a County maintained road.

This permit only addresses the access cut or work on the first 15 feet of the driveway for residential roads, and the first 25 feet of the driveway for arterial roads. A construction permit is required for any work in the County Right-of-Way (including guard rails and regulatory signs) No other construction in the county R.O.W. is allowed under the permit.

*Land Disturbance of more than a half-acre, or for new construction of a Primary Structure will require an NOI or Grading Permit. Refer to the **Do I Need a Land Disturbance Permit** worksheet for more information.*

*This permit allows the above named to perform construction and/or repairs on the driveway. The applicant acknowledges that the permittee is familiar with and agrees to comply with the **Jefferson County Transportation Design and Construction Manual** and all other regulations.*

Checklist of Acknowledgments

I hereby acknowledge that I have read this application and state that the above is correct. I agree not to start this project until this application is approved and a preliminary inspection by Road & Bridge has taken place. I shall comply to the laws of the State of Colorado and the Zoning Regulations and Building code of Jefferson County. Any violation of the above noted terms will cause immediate revocation of this permit.

I hereby acknowledge that I will not, knowingly, remove, replace or alter in any way, County Property. (This includes guard rails, light posts, signs, etc.)

Applicant's Signature _____ Applicant's Name _____ Date _____

Jefferson County Staff Approval

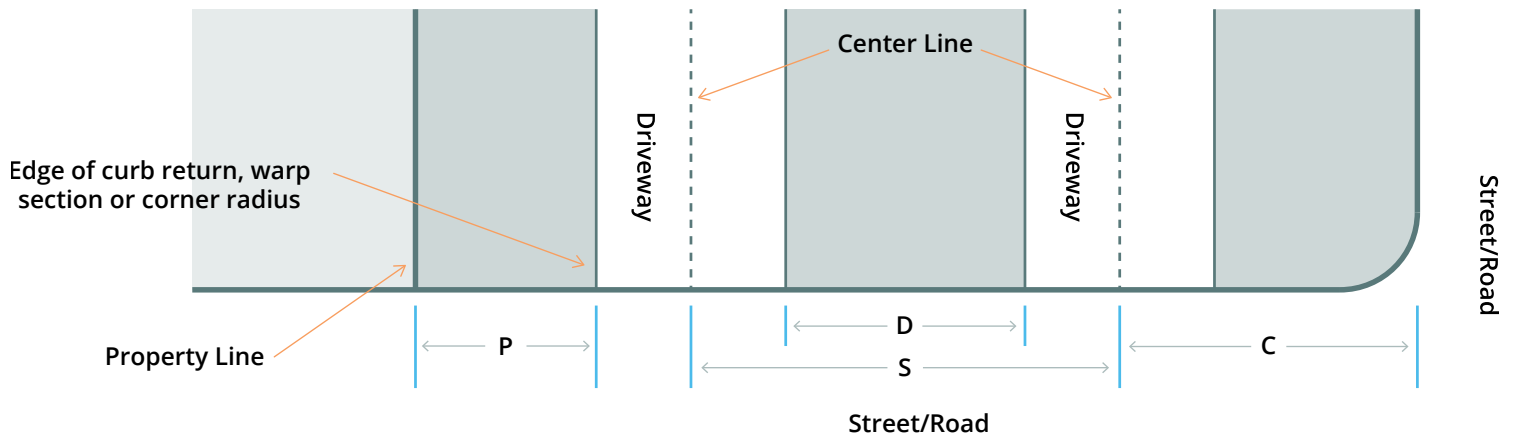
Name _____ Date _____ Fee _____ Receipt Number _____

PERMIT EXPIRES ONE YEAR FROM DATE OF APPROVAL

Note: Please see page 2 for detailed information about driveway spacing.

Access Permit Application

Driveway Spacing



- P** The distance from a property line to the nearest edge of a driveway
- D** The narrowest distance between two driveways
- S** The distance between the center lines of two driveways
- C** The distance from the edge of a street or road to the center line of a driveway

Residential Driveways	Figure Reference	Distance
From property lines	P	0'
From streets/roads	C	30'
Between driveways	N/A	0'
On local streets/roads	D	10'
On collector streets/roads	S	80' *
On major collector/arterial streets/roads	S	325'
Non-Residential Driveways on Locals/Collectors	Figure Reference	Distance
From property lines	P	0'
From major collectors/arterial streets/roads	C	300' **
From collector streets/roads	C	200' **
From local streets/roads	C	125'
Between Driveways		
30 MPH design speed	S	180'
35 MPH design speed	S	200'
Non-Residential Driveways on Major Collectors/Arterials/Parkways	Figure Reference	Distance
From property lines	P	0'
From streets/roads	C	500' ***
Between Driveways		
40 MPH design speed	S	275'
45 MPH design speed	S	325'

* May be reduced for circular driveways or driveways with a standard hammerhead turnaround if approved by Planning and Zoning.

** The C dimension may be reduced if approved by Planning & Zoning Division due to the existence of limiting factors. The minimum distance shall be no less than 150 feet.

*** If the proposed driveway is restricted to right turn movements or if it is not aligned with an existing or planned left turn lane, the C dimension may be reduced if approved by Planning & Zoning Division due to the existence of limiting factors. If signalization is proposed, the minimum C distance shall be increased to 660 feet.

For more information regarding driveway spacing, please refer Section 3.7.6 of the **Transportation Design & Construction Manual**.