



**NOTICE TO ALL PERSONS SUBMITTING ACCESS APPLICATIONS OBTAINED
FROM THE INTERNET.**

For access location and addressing purposes, you are required to post a green flag at the exact location of your proposed or existing access. These green flags may be obtained at no charge from the Delta County Planning Department: located at 501 Palmer Street, Suite 115 Delta, Colorado 81416, when the application is submitted.

A GREEN FLAG must be posted in order for this application to be processed.

If you are unable to visit our office to obtain a flag, please call 970-874-2110 to request that this application be mailed to you.



DELTA COUNTY, COLORADO

PLANNING AND COMMUNITY DEVELOPMENT

COUNTY COURTHOUSE • 501 PALMER STREET • SUITE 115 • DELTA • COLORADO • 81416-1764

www.deltacounty.com

planning@deltacounty.com

Phone: (970) 874-2110

Fax (970) 874-2500

Development Application Process & Procedure

Development Application Checklist

(Please use this CHECKLIST to be sure that your application is complete before submitting to the Planning Department)

- A Legible Site Sketch with all requirements included. If this access is on a lot within any Subdivision, a Recorded Plat MUST be attached with the proposed access shown on Plat
- Owner and Applicant's Signatures (unless same)
- A copy of the Recorded Warranty Deed showing ownership.
- Place the GREEN FLAG at the physical location of your driveway site.
- Fees:
 - Access only: \$75.00 + \$300.00 Development Deposit
 - Address only: \$50.00 (Attach copy of the approved, signed, access permit, if applicable)
 - Access/Address: \$125.00 + 300.00 Development Deposit

We accept Cash, Check OR all major Credit Cards (2.7% fee applied at check out)

Please make checks payable to: Delta County

The Development Deposit is refunded after completion of the OWTS and final approval by the Delta County Health Department

NOTE: The Development Application process requires an approved, signed Access Permit prior to obtaining an Address. An Address is required for approval of an Onsite Wastewater Treatment System. (OWTS)

1. When the Application and fees have been submitted to the Planning Department, the referral agencies (Road and Bridge, Engineering, etc.) will have ten (10) working days to gather their initial comments.
2. After the referral agencies have submitted their comments, an unsigned Access Permit will be mailed to you. The unsigned permit with the Road and Bridge instructions indicate if the access location has been approved, approved with conditions, or denied. Once you have received the unsigned permit, you may begin constructing the access in accordance with drawings and any stated conditions.
3. After the access has been constructed, contact the Road & Bridge Foreman to request a final inspection of the access. (The Foreman's contact Information is located on the unsigned permit.)
4. When the final inspection has been completed and the access permit has an approval signature by the Road and Bridge Foreman, the GIS Department will issue an address (if you have applied for one). This process may take up to two weeks. Once an address is issued, the OWTS may be finalized.
5. Road address signs are ordered quarterly by the GIS Department and may take up to four months to be placed.



**DELTA COUNTY DEVELOPMENT RESOURCE CENTER
DELTA COUNTY PLANNING DEPARTMENT**

501 Palmer Street
Delta, Colorado 81416
Phone: (970) 874-2110 Fax: (970) 874-2500

www.deltacounty.com planning@deltacounty.com

DP #: _____
R&B: _____
Received: _____

DEVELOPMENT APPLICATION

(Make Checks Payable to: **DELTA COUNTY**)

- 1. Deposit \$300.00 (Separate Check) (Returned upon completion of Development Process)
- 2. Access \$75.00 Date Completed _____
- 3. Address \$50.00 Date Completed _____

↓REQUIRED INFORMATION↓

Property Owner _____
(AS RECORDED WITH DELTA COUNTY)

MAILING ADDRESS _____
(Street) (City) (State) (Zip)

HOME PH. _____ WORK _____ CELL _____

EMAIL ADDRESS: _____

Applicant's Name (if different than Property Owner) _____

MAILING ADDRESS _____
(Street) (City) (State) (Zip)

HOME PH. _____ WORK _____ CELL _____

EMAIL ADDRESS: _____

LEGAL DESCRIPTION OF THE PROPERTY

Site Address: (If applicable) House Number _____ Road Name _____

The Parcel Number and Legal Description can be obtained from your Deed, Tax Notice, or by calling the Delta County Assessor's Office, (970) 874-2120 or website: www.deltacounty.com

A part of the (1/4 Section) _____, Section _____, Township _____, Range _____ 6th P.M. or N.M. P.M. or Ute P.M.

SUBDIVISION (Name, Lot#, Block #) _____
(ATTACH COPY OF THE RECORDED PLAT)

PARCEL NUMBER (PID#): _ _ _ _ - _ _ _ - _ _ _ _

I hereby apply for the above-indicated permits on the above-described property. I understand the foregoing provisions of the Regulations adopted by Delta County and agree to perform the development in accordance with these regulations. The undersigned hereby certifies that all statements and documentation contained herein are true and correct to the best of his/her knowledge.

Property Owner's Signature Date

Applicant's Signature Date



DeltaCounty Planning Department
 501 Palmer Street, Suite 227
 Delta, Colorado81416

**DELTACOUNTY
 DEVELOPMENT RESOURCE CENTER**

DP#: _____
R&B: _____
Receipt date _____

**** A copy of the RECORDED WARRANTY DEED IS REQUIRED with this application****

1. What road are you accessing from? _____
2. How many residences or businesses will use the proposed access? (Show all on SiteSketch) _____
3. Are there accesses besides the proposed access entering this property? (Show all on Sketch) Yes No
4. Measure the distance from the center point of your access or proposed access to the center point of your closest neighbor's driveway. DISTANCE: _____
5. Is your closest neighbors driveway located to the: EAST WEST NORTH SOUTH of your driveway?
6. Is your closest neighbor's driveway on the SAME or OPPOSITE side of the road as your driveway?
7. Measure the distance from the center point of your access or proposed access to the center point of nearest road intersection. DISTANCE: _____
8. What is the name of the nearest intersecting road _____
9. Is the County road intersection located to the: EAST WEST NORTH SOUTH of your driveway?
10. Does the driveway cross the property of another person or entity (City/ Government)? Yes No
IF YES, a copy or copies of the easement(s)/plat(s) must accompany this application and may be found with the title documents or obtained from the Delta County Clerk and Recorders Office.

DELTACOUNTY ADDRESS APPLICATION (Fill Out Only if You Need an Address)

An address is assigned to units. A unit is usually one livable residence, a business, utilities or a utility structure, temporary facilities and/ or buildings other than an auxiliary structure.

REQUIRED SUBMITTALS:

Attach a copy of permit to access Delta County Road____, permit to access Colorado State Highway____, a permit to access a "public road"____ (usually a non-County maintained subdivision road), or evidence that a land locked parcel has legal right to use driveway that traverses private land to road_____.

I hereby apply for address for a _____ (residence, business, utilities only, or other, please explain)
 The purpose of the application is to _____ (establish a physical address, move access, verify address, or delete address)

I understand that if the unit is not placed or **constructed within 12 months**from the address assign date, the property reverts to vacant status, the address will be revoked, and the property owner must re-apply.

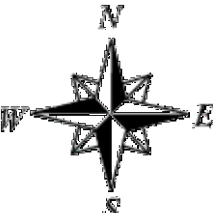
SITE SKETCH

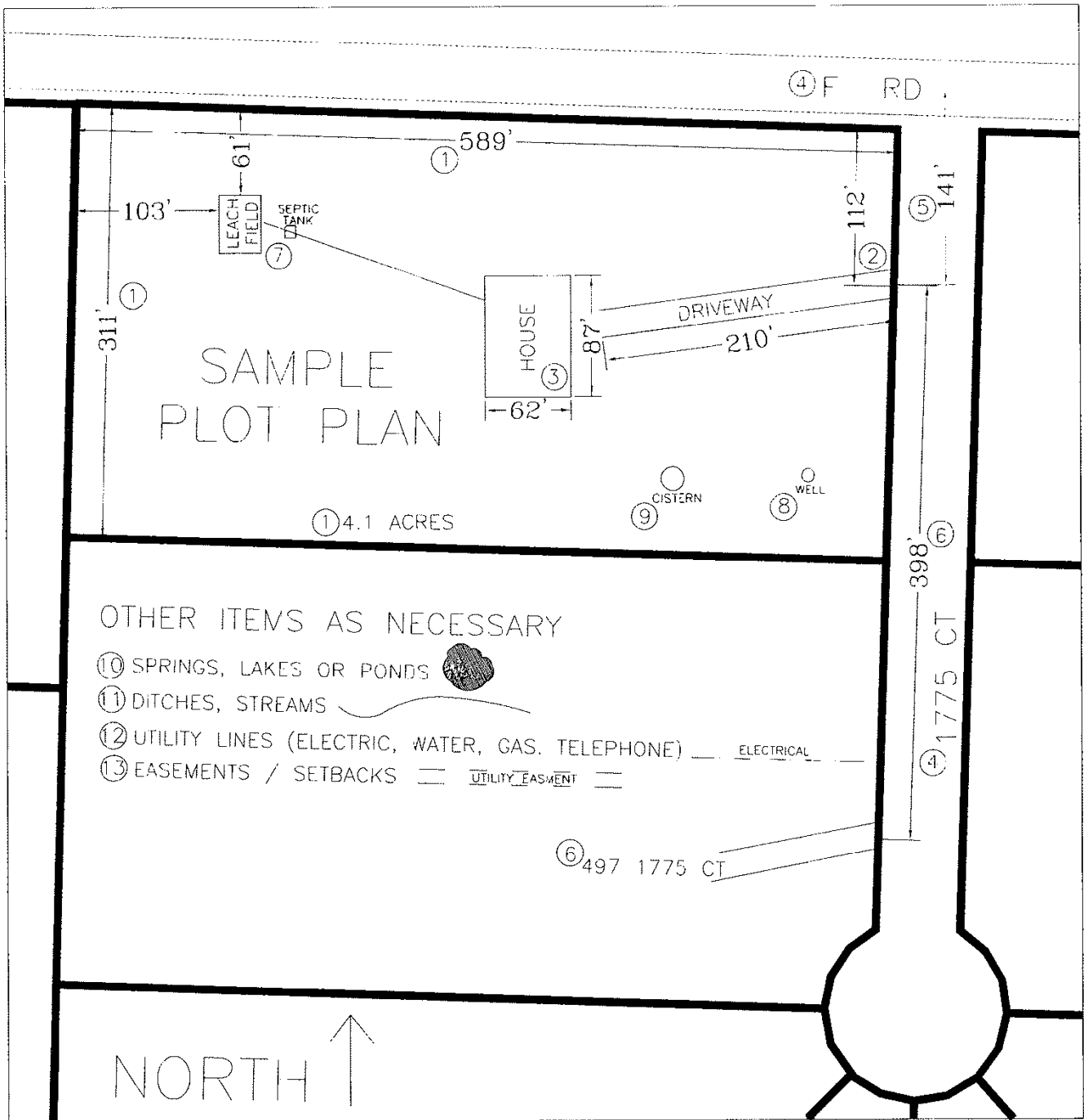
DP#: _____

AN ACCURATE SITE SKETCH OR PLAT FOR SUBDIVISION IS REQUIRED FOR ALL PERMIT APPLICATIONS SUBMITTED

Please draw and label your property to the best of your ability on the space provided. The features to be included in the site sketch are listed below. Some of the features may not exist or be applicable to your development. Try to be as inclusive as possible. SEE EXAMPLE ON BACK OF THIS SHEET.

1. Property boundaries, acres, length, width	6. Distance between access and nearest neighbor's access (Include neighbors address)	11. Ditches
2. Proposed and existing accesses	7. Proposed/ existing septic and leach field location	12. Utility lines (electrical, water, gas, & telephone)
3. Proposed/ existing Buildings, Residences & Commercial buildings currently using or that will use this access	8. Wells	13. All Easements (attach recorded documentation and plat)
4. Label all County Roads.	9. Cisterns	
5. Distance between access & nearest intersecting road	10. Springs/ Ponds/ Lakes	





**Access & Address Disclaimer
Delta County**

FROM WHAT COUNTY ROAD OR NAMED ROAD IS THE PROPOSED ACCESS

(_____)

I, _____, acknowledge that I have applied for an **Access** and/or an **Address** to the property described and I further understand:

- The location of my requested access point may be approved, disapproved or modified for public safety.
- I agree to construct my **access** at the approved location. If, for any reason, I choose to construct or have the **access** built in another location from the one approved, I will, if requested by Delta County, re-move, relocate or rebuild the **access** and I understand my **address may change** as a result, additionally;
- My **address** may be changed if the actual constructed **access** is different from the approved location. I agree to pay all required fees.
- I agree to construct my **access** to Delta County Standards.
- If my **access**, as granted, is on a parcel or lot currently part of a Delta County Subdivision process, I agree to relocate my **access** and **re-address** my property as may be required as a result of a final and recorded subdivision plat. I agree to pay the required fees.
- I understand this application will expire one year from the date of submittal unless I have Contacted the Planning Department, in writing, to request an extension. Once the application expires, I agree to submit a new application and current fees to continue with this proposal.

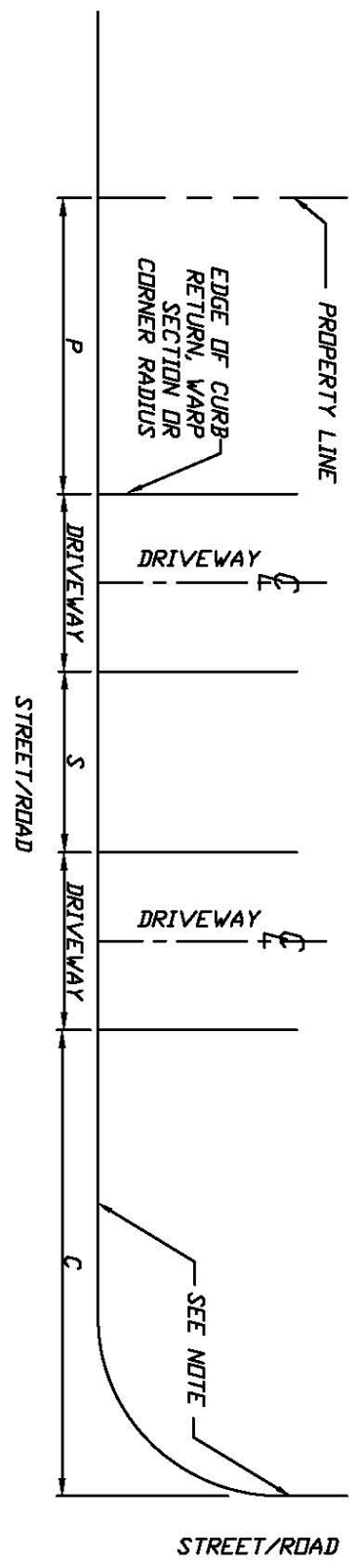
Date: _____

Property Owner/Applicant's Signature

**DELTA COUNTY
PROCEDURE FOR OBTAINING AN ACCESS PERMIT**

GENERAL PROVISIONS

1. An access permit must be obtained at least 48 hours prior to the planned commencement of construction. If a road closure is requested, the permit must be obtained seven (7) days prior to the planned commencement of construction.
2. Pursuant to C.R.S.43-2-147, no person shall construct any driveway having vehicular access to or from any County road, or across property adjoining a County Road without an access permit issued by DeltaCounty.
3. The applicant shall submit construction plans, specifications and a written schedule covering the general sequence and staging of the work to be performed. A sketch will suffice for minor installations.
4. An applicant may be required by the Board to conduct traffic counts or provide an engineered design or other studies to assist them in their decision process. All such work shall be done at the applicant's expense.
5. If it is determined during construction that the installation cannot or will not be installed as planned, the Road & Bridge Department will be notified immediately and a new permit will be issued and a fee adjustment made as necessary.
6. Adequate warning signs, barricades, lighting, flags and other devices shall be utilized throughout the period of work.
7. Any person who violates any provision of the Delta County Access and Utility Code shall be guilty of a class 2 petty offense and upon conviction thereof shall be punished by a fine not to exceed the amount specified by C.R.S.30-15-402.
8. In the event of non-compliance with the permit, the applicant shall be notified to repair defects immediately. Failure by the applicant to repair these defects within the noticed time limit shall allow the County to make such repairs at the applicant's expense.
9. All contractors performing work pursuant to this permit shall warrant his/her work for a period of (1) year from the date of completion and acceptance thereof.
10. With the exception of extensive road frontages, access openings shall be limited to one (1) opening per each legally established lot or parcel of land. Whenever possible one (1) opening shall serve two (2) adjacent parcels.
11. One way access shall have a width of twelve feet (12') to eighteen feet (18'). Sixteen feet (16') to twenty four feet (24') of width shall be used for any two-way access. (See Road Construction Appendices for other specifications)
12. The access approach to a County road shall be at an angle of ninety degrees (90) +- five degrees (5)
13. No access shall have a turning radius of less than twenty feet (20')
14. The grade of an access shall slope downward and away from the road surface at the same rate as the normal shoulder. Approach grades shall be limited to one per cent (1%).
15. At their own expense, the applicant may be required to include a twelve inch (12") minimum diameter or larger galvanized culvert, hydrological studies, the use of controlled flow retention pond, storm sewer hook-up or other drainage improvements as a condition of the permit.
16. The occupant and the owner of the property serviced by the access approach shall be responsible for maintenance of the access approach beyond the roadway shoulder.

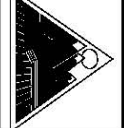


NOTE: FLOWLINE OF CURB/GUTTER OR EDGE OF ASPHALT IF CURB/GUTTER DOES NOT EXIST OR EDGE OF SHOULDER IF ASPHALT DOES NOT EXIST.

RESIDENTIAL DRIVEWAYS	FIGURE REFERENCE	DIMENSIONS
FROM PROPERTY LINES	P	5' *
FROM STREET/ROAD INTERSECTION, NON-ARTERIAL	C	50'
FROM STREET/ROAD INTERSECTION, ARTERIAL	C	100'
BETWEEN DRIVEWAYS		
ON LOCALS	S	10'
ON COLLECTORS	S	200'
ON ARTERIALS	S	325'
NON-RESIDENTIAL DRIVEWAYS ON LOCALS		
FROM PROPERTY LINES	P	5' *
FROM ARTERIAL STREET INTERSECTIONS	C	200' **
FROM COLLECTOR STREET INTERSECTIONS	C	100' **
FROM LOCAL STREET INTERSECTIONS	C	50' **
BETWEEN DRIVEWAYS	S	100' **
NON-RESIDENTIAL DRIVEWAYS ON COLLECTORS		
FROM PROPERTY LINES	P	5' *
FROM ARTERIAL STREET INTERSECTIONS	C	300' **
FROM COLLECTOR STREET INTERSECTIONS	C	200' **
FROM LOCAL STREET INTERSECTIONS	C	125' **
BETWEEN DRIVEWAYS	S	150' **
NON-RESIDENTIAL DRIVEWAYS ON COLLECTORS		
FROM PROPERTY LINES	P	5' *
FROM STREET INTERSECTIONS	C	500' ***
BETWEEN DRIVEWAYS	S	325' **

* EXCEPT AT SHARED LOCATIONS.
 ** THE C AND S DIMENSIONS MAY BE REDUCED IF APPROVED BY THE BOARD OF COUNTY COMMISSIONERS DUE TO THE EXISTENCE OF LIMITING FACTORS. SELECTED TURNING MOVEMENTS MAY BE PROHIBITED.
 *** 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 THE BOARD OF COUNTY COMMISSIONERS DUE TO THE EXISTENCE OF LIMITING FACTORS. IF SIGNALIZATION IS PROPOSED THE MINIMUM C DISTANCE SHALL BE INCREASED TO 650 FEET UNLESS OTHERWISE APPROVED.

DELTA COUNTY
 OFFICE OF THE COUNTY ENGINEER
 501 PALMER STREET DELTA, CO 81416

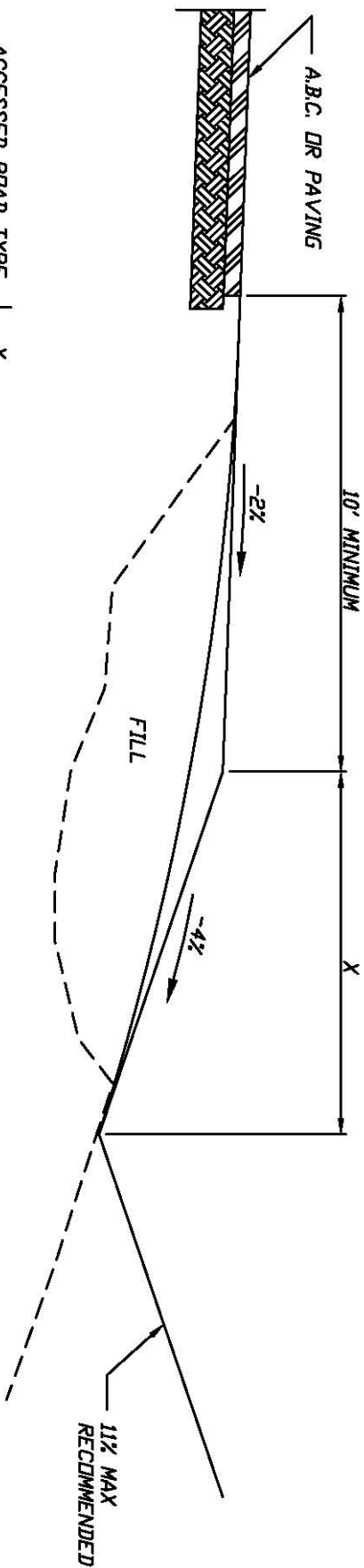
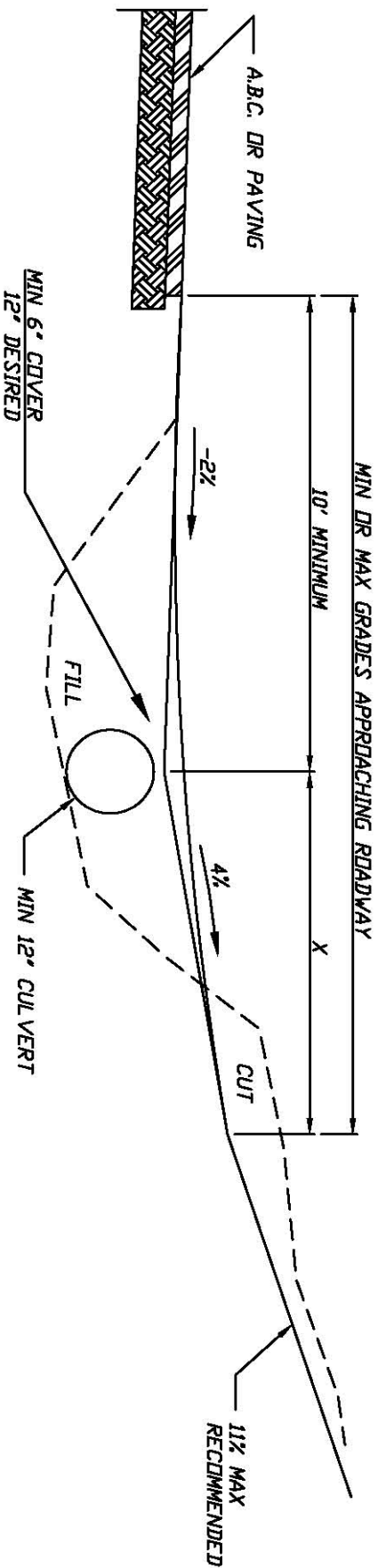


TITLE
 DRIVEWAY SPACING
 DELTA COUNTY ROADWAY DESIGN AND CONSTRUCTION STANDARDS

RIB	REVISION	DESCRIPTION	DATE

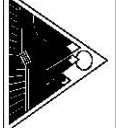
SCALE: NOT TO SCALE
 DESIGNED: DELTA COUNTY
 DRAWN: RIB
 DATE: 11/17/08
 APPROVED FILE LOCATION: M:\ENG\LIB\ROAD\DEL\13\13.dwg

ITEM
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ACCESSED ROAD TYPE	X
LOCAL SERVICE	10'
LOCAL ACCESS	20'
COLLECTOR	20'
ARTERIAL	30'

DELTA COUNTY
 OFFICE OF THE COUNTY ENGINEER
 501 PALMER STREET DELTA, CO 81416

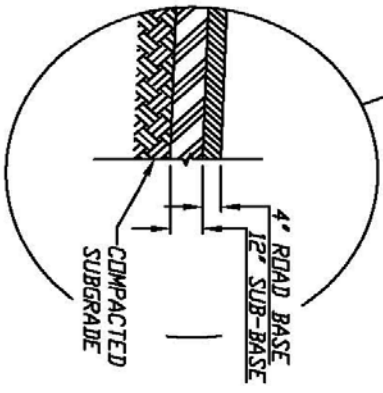
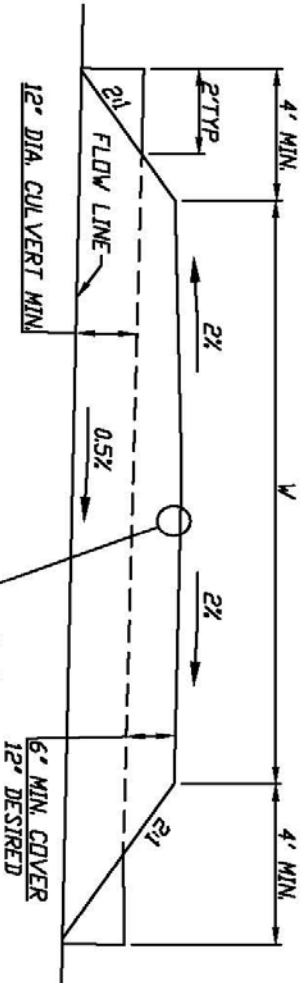
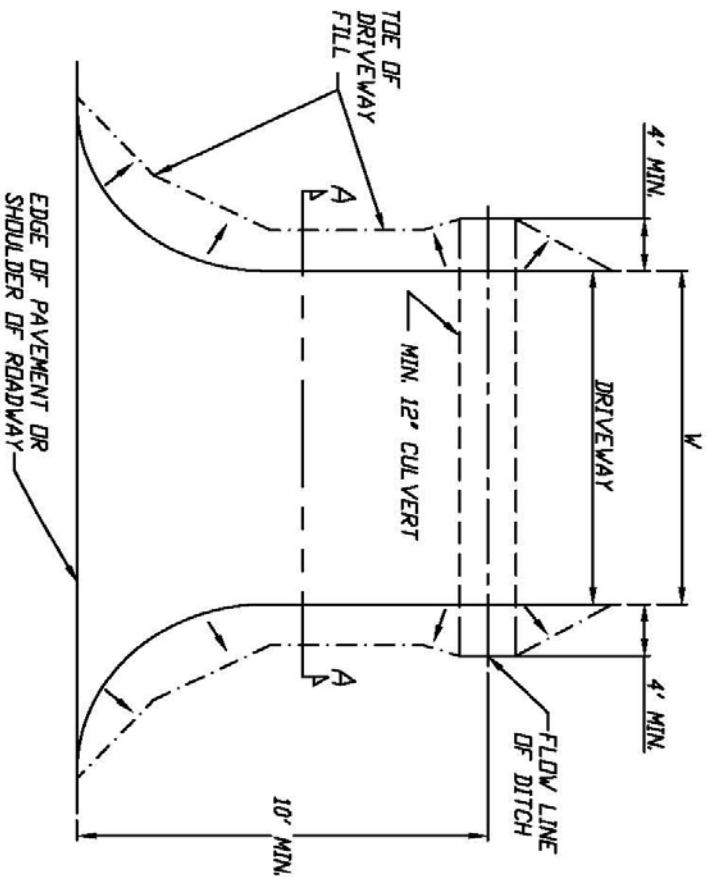


DRIVEWAY PROFILES
 PUBLIC USE - PRIVATELY MAINTAINED
 DELTA COUNTY ROADWAY DESIGN AND CONSTRUCTION STANDARDS

BY	REVISION DESCRIPTION	DATE
RJB	REVISION	11/17/08
RJB	REVISION	11/17/08

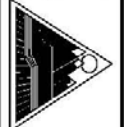
SCALE: NOT TO SCALE
 DESIGNED: DELTA COUNTY
 DATE: 11/17/08
 DRAWN: RJB
 APPROVED FILE LOCATION: M:\ENGL\RD\ROAD\08\11A\1449

RURAL DRIVEWAY WIDTHS		
USE	W MIN.	W MAX.
RESIDENTIAL	12'	18'
SHARED ACCESS	16'	24'
MULTI-FAMILY RESIDENCE	16'	24'
COMMERCIAL	16'	24'
INDUSTRIAL	24'	30'
AGRICULTURAL	16'	30'



NOTES:
 1. FOR DRIVEWAYS ALONG GRAVEL ROADWAYS, THE DRIVEWAY SHALL BE CARPED FROM THE ROADWAY EDGE TO THE PROPERTY LINE WITH CLASS 6 A.B.C. MIN. 6" DEPTH.

DELTA COUNTY
 OFFICE OF THE COUNTY ENGINEER
 501 PALMER STREET DELTA, CO 81416



RURAL DRIVEWAYS
 TITLE
 DELTA COUNTY ROADWAY DESIGN AND CONSTRUCTION STANDARDS

R.D.	REVISION	DATE
BT	REVISION DESCRIPTION	

SCALE: NOT TO SCALE
 DESIGNED: DATE: 11/17/08
 DRAWN: RJB
 APPROVED FILE LOCATION: A:\ENGR\LIB\ROAD\DEL\WMA\WPS

ITEM
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