



## **CULVERT AND ACCESS PERMIT**

**Application submittals must include all documents on this checklist as well as this page.**

**All submittals shall include one (1) electronic copy with all documents combined in a single PDF.**

### **Required Items**

1. Development Application Form (pg. 2)
2. Application Fee

<b>Fee:</b>	<b>Amount:</b>	<b>Due:</b>
Primary Access	\$70	With application submittal
Additional Access'	\$70	Due upon permit issuance

3. Total project valuation:
  - \$ \_\_\_\_\_
4. Type of Access Request (check applicable option):  
\_\_\_ Primary Access \_\_\_ Secondary Access \_\_\_ New Dual Access (Circular Drive)  
\_\_\_ Driveway Extension \_\_\_ Other
5. Site Plan **MUST** showing the following:
  - Property boundaries
  - Adams County street name (labeled)
  - Access location
  - Distance from edge of driveway to nearest property corners
  - Width of driveway

### **Supplemental Items (may be requested after initial review)**

1. Culvert Sizing Calculations
  - Must be signed and stamped by Licensed Professional Engineer
  - Must meet minimum 18" CMP or RCP criteria
2. Contractor Certificate of General Liability Insurance and Bond
  - Required if access connects to a paved roadway
  - Must meet minimum insurance requirements (pg. 5)



## DEVELOPMENT APPLICATION FORM

### Application Type:

<input type="checkbox"/> Access/Culvert	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Utility Street Cut
<input type="checkbox"/> Stormwater	<input type="checkbox"/> Oversized Load	<input type="checkbox"/> Other: _____

**PROJECT NAME:**

### APPLICANT/ OWNER

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

### CONTRACTOR

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

### EMERGENCY CONTACT

Name(s):  Phone #:

Address:

City, State, Zip:

2nd Phone #:  Email:

**DESCRIPTION OF SITE**

Address:  City, State, Zip:

Tax Assessor Parcel Number:

Project Description:

I hereby certify that I am making this application as owner of the above described property or acting under the authority of the owner (not applicable to County Right-of-Way). I am familiar with all pertinent requirements, procedures, and fees of the County. I understand that the Application Review Fee is non-refundable. All statements made on this form and additional application materials are true to the best of my knowledge and belief.

Printed Name:

Date:

Signature:

**County Use Only**  
Date Received:  
  
Staff Initials:

## GENERAL PROVISIONS

1. All construction shall follow Adams County Development Rules and Regulations, and all applicable state and federal regulations and laws.
2. All pavement repairs shall be made in accordance with the Adams County Development Standards by the Permittee. Permittee shall also be responsible, when applicable, for any repairs necessary that are caused as a result of the work associated with this permit. The maintenance responsibility of work repairs shall be an obligation of the Permittee for a period of one year following Final Acceptance by Adams County.
3. Permittee shall be responsible for safety measures sufficient to protect the traveling public from any harm during execution of this permit. The Permittee shall provide the Adams County Traffic Section a Method of Handling Traffic (MHT) for review and approval prior to a permit being issued.
4. Permittee's facilities shall be placed in a location mutually agreed upon by the Permittee and Adams County and in accordance with the details and specifications shown on the approved construction plans. Permittee understands that Adams County may need to maintain, replace, modify or improve County facilities in the Right-of-Way in which Permittee's facilities are located. In the event that any such Adams County activities occur in the Right-of-Way, Permittee shall be solely responsible for re-locating, at Permittee's sole cost, facilities that Adams County determines need to be re-located. Adams County shall give 30 calendar days written notice when it determines facilities need to be re-located.
5. Permittee shall inform Adams County of construction methods, equipment and operational procedures that will be utilized. If the proposed methods, equipment and operational procedures are not in compliance with Adams County standards, policies, and procedures then the Permittee must make the appropriate changes to get the proposed plan into compliance.
6. Permittee shall advise Adams County 24 hours prior to construction excluding weekends and holidays and shall notify Adams County a minimum of 12 hours in advance if this date is changed.
7. Clearing of trees, bushes and other vegetation shall be held to the minimum required for construction and safety.
8. The Permittee shall provide to Adams County, documentation showing the location and installation of Erosion and Sediment Control details as required.
9. Permittee shall return the Right-of-Way to its original condition as near practicable and shall remove all rubbish and debris following completion of construction and before final inspection by the County. This includes the replacement of any facility as designated by the County Inspector, including but not limited to road striping, reflectors and delineators. If final inspection determines that additional corrective measures are necessary, corrective measures shall be initiated and completed within 30 calendar days.
10. Permittee will begin any and all work associated with this Permit within 6 months of the date of its issuance, or the Permit will be closed out and a new Permit and fee will be required.

**You must e-mail our Construction Inspection division at [ConstructionInspections@adcogov.org](mailto:ConstructionInspections@adcogov.org)  
24 hours prior to starting construction and also after completion.**

By signing below, the undersigned, representing the owner of the facilities and Permittee, agrees to hold the County of Adams harmless from any and all claims which may arise from the construction and maintenance of the Permittee's facilities covered by this Permit, except as the same may result from, or arise out of any neglect of said County, its employees or its agents. The Permittee also understands and verifies that he/she has read and understands all of the foregoing provisions, and that by virtue of his/her signature, the Permittee is bound by and agrees to comply with every provision in this Permit, as well as all Adams County regulations, and all applicable state and federal regulations and laws.

**X** \_\_\_\_\_

# ADAMS COUNTY BONDING AND INSURANCE REQUIREMENTS (FOR WORK IN COUNTY RIGHT-OF-WAY)

THE FOLLOWING BOND AND CERTIFICATE OF INSURANCE MUST BE IN THE ADAMS COUNTY PUBLIC WORKS, DEVELOPMENT REVIEW PERMIT SECTION PRIOR TO THE ISSUANCE OF ANY STREET CUT PERMIT. A STREET CUT ALSO INCLUDES: TRENCHING, ROAD BORE, POT HOLING & BORE HOLING.

1. A Five Thousand Dollar Permit or License Bond\*

A. Permit or License Bond will be made out to:

Adams County Public Works  
Construction Management, 1<sup>st</sup> Floor, Suite W2000B  
4430 S. Adams County Pkwy  
Brighton, CO 80601

B. Permit or License Bond Activity: For Street Cut Excavations.

C. Permit or License Bond shall be an original and must be signed by a Principle of the Bonding Company.

D. Terms of the Bond shall be for a period of one year. Indefinite Bonds are acceptable, but Adams County must be given a notice of cancelation by the Principle of the Bonding Company.

E. Alterations of any kind on the Bond are not acceptable.

\*Adams County does not have their own "Bond Form" and your insurance company's standard "Bond Form" is acceptable. Adams County will not accept cash or certified funds in lieu of the Permit Bond. The Adams County Public Works Director reserves the right to increase the amount of a bond as required.

2. A Certificate of General Liability Insurance

A. Minimum Coverage Shall Be:

Bodily Injury:	Five Hundred Thousand Dollars (500,000)
Property Damage:	Five Hundred Thousand Dollars (500,000)

B. Adams County shall be listed as the Certificate holder as follows:

Adams County Public Works  
Construction Management, 1<sup>st</sup> Floor, Suite W2000B  
4430 S. Adams County Pkwy  
Brighton, CO 80601

C. The Certificate shall be an original and signed by an authorized agent of the insurance company.

D. The Certificate shall show the policy number(s) and policy dates which must extend through the duration of the work in the Adams County Public Right-of-Way.

The Bond and Certificate of General Liability Insurance shall be issued to the same company or individual. The same company or individual must be the company posting the Bond and must be the same company showing proof of General Liability Insurance.

Additional information may be obtained by calling the Adams County Transportation Department, Development Review Permit Section, at 720-523-6800 or 720-523-6875.