



Planning Department & Addressing  
109 W Main St. Room 270  
Cortez, CO 81321  
[addressing@co.montezuma.co.us](mailto:addressing@co.montezuma.co.us)  
(970) 564-4158

Permit No. \_\_\_\_\_

## DRIVEWAY PERMIT APPLICATION

This is a Driveway Permit application for Property Owners/Developers intending to install a driveway access off of a **green signed, county maintained road**. Please refer to road designation on our county Map Viewer at:

<https://montezumacounty.maps.arcgis.com/home/index.html>

Date of Application: \_\_\_\_\_ Fee: **\$125** Paid:   Cash  Check (No. \_\_\_\_\_)  Credit Card

*\*\*Note: any/all fees paid for a driveway permit are non-refundable\*\**

**NOTE: Driveway access construction shall be completed within 90 days of the date the permit is issued. After 90 days, this permit will expire and require a new permit. Applicant will be subject to additional fees. Addresses will not be assigned until the driveway is built and approved.**

### Application Information

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address of Owner(s): \_\_\_\_\_

Contractor (If applicable): \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

### Project Details

SUBJECT Parcel ID No. \_\_\_\_\_

Applicant hereby requests permission and authority from Montezuma County to construct a driveway approach on the Right-Of-Way of County Road \_\_\_\_\_ adjacent to the subject property on the  N  W  S  E side of the road at the proposed Coordinates: Lat \_\_\_\_\_ N, Long \_\_\_\_\_ W \*

*\*go to Google Maps on your computer, click the spot of your proposed driveway location and write down the Latitude and Longitude, i.e. 37.xxxx, -108.xxxx; Please record numbers to at least 4 decimal places. \**

For the purpose of obtaining an approach to: (check one)

Single Family Residence (SFR)  Farmstead  Business | \*Receipt No. for RIF Fees: \_\_\_\_\_

**\*Road Impact Fees (RIF) determined by the Planning Department must be paid in conjunction with Driveway Permit fees.\***

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Return this application, a site plan, and development schedule to the Planning Department for Permit Issuance**



**For Planning Department Use Only – COMPLIANCE**

Is the parcel compliant with the Montezuma County Land Use Code?  YES  NO

Compliance by:  Non - Compliant

A/R-35+ Acres  Grandfathered  Resolution (Resolution No. \_\_\_\_\_)

Within a Subdivision (name of Subdivision: \_\_\_\_\_)

Subdivision Acres: \_\_\_\_\_ Total Number of Driveways in Subdivision: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ N Range: \_\_\_\_\_ W NMPM

Planning Dept. Sign-off: \_\_\_\_\_ Date: \_\_\_\_\_

**For Road Department Use Only - PRELIMINARY INSPECTION Specifications:**

- Drainage:** Culvert required?  Yes  No  
Culvert Length (feet): \_\_\_\_\_ Culvert Diameter (inches):  12  15  18  Other: \_\_\_\_\_
- Grade:** At the point of intersection with County Road, the driveway shall sustain a 6 inch minimum depth of ¾ inch minus gravel and shall not be more than +3% or not less than -3% grade for a distance of 15 feet from the edge of the road. Surface elevation of driveway intersection with county road shall not exceed the surface elevation of the edge of the road. Side slopes on culverts shall not exceed 2:1 slope.
- Approach Width:** The driveway approach, from the point of intersection with the county road for a distance of 15 feet from the edge of the road shall sustain a minimum width of 20 feet.
- Sight distance/Visibility:** Acceptable?  Yes  No

**Comments:** \_\_\_\_\_

Road Dept. Sign-off: \_\_\_\_\_ Date: \_\_\_\_\_

**For GIS Use Only - ADDRESS ASSIGNMENT**

New Assigned address: \_\_\_\_\_

*\*Map with new address assignment will be emailed to applicant within 3 days of final inspection\**

GIS Dept. Sign-off: \_\_\_\_\_ Date: \_\_\_\_\_



## DEVELOPMENT INFORMATION

**\*\*Note: FINAL approval of driveway approach construction shall be contingent upon but not limited to meeting the following specifications. \*\***

The applicant binds and obligates themselves to construct and maintain the driveway approach in accordance with the provisions, conditions, and specifications of this document, and within the Montezuma County Road & Bridge Standard Specifications.

The driveway approach shall provide visibility in each direction of intersected roadbed of three hundred (300) feet or more, using 3.5 feet to reference eye level in a passenger car. New construction shall intersect existing county road at a 90 degree angle. All trees and brush shall be removed when these items will hamper visibility of users of the road at an intersection. *See figure below for visual specifications.*

Applicant(s) are required to submit the following:

- A. **Site Plan:** Showing all necessary specifications and details of proposed development. Said site plan shall include, but not limited to:
  - i. Title block with Ownername, Parcel Number and Site Address (or TBD)
  - ii. The location, approximate dimensions and acreage of parcel or home site
  - iii. Location and associated easements of boundary fences, irrigation ditches, pipelines and utilities.
  - iv. It is acceptable for small scale development to use the County GIS as the basemap for your site plan. You can access the County GIS here: <http://montezumacounty.maps.arcgis.com/home/index.html>
- B. **Development Schedule:** The site plan shall also include a development schedule indicating the approximate dates when construction can be expected to begin and be completed.

