



Road & Bridge Department

ACCESS AND ADDRESS APPLICATION

For access and addressing purposes, you must physically identify the location on the property of your proposed or existing access point (ie for example with a cone or flagging). When filling out this application, please use blue or black ink. Return the hardcopy application to the Road Department at 822 E 1st Street, Craig, Colorado.

We accept, cash, checks, and all major debit/credit cards (service fee applied at check out)

Please make checks payable to Moffat County Road Department

This application is for: ☐ Access ☐ Address ☐ Readdress (moved access)

Official Use Only: Date Received: _____ Amount Paid: _____ Date Paid: _____

Permit Number: _____ Road Number: _____ Date Issued: _____

GENERAL INFORMATION

Lot/Parcel ID: _____ (Example: 321001234567)

Check here if you have purchased this property within the last three (3) weeks. ☐

Property Owner(s): _____

Mailing Address: _____

Phone: _____ E-mail: _____

☐ Check here if the property owner is the same as the applicant.

Applicant (s): _____

Mailing Address: _____

Phone: _____ E-mail: _____

Permittee hereby requests permission and authority from the Moffat County Road Department to construct a driveway approach on the right-of-way of Moffat County Road Number _____. Permittee shall submit a sketch for the construction and approval showing all necessary specification detail including (1) frontage of lot along road, (2) distance from centerline of road to property line, (3) width of proposed driveway, (4) angle of approach (5) distance from driveway to road intersection, if any, (6) setback distance of building(s).

LOCATION (Please indicate county road and nearest mile post or address if one exists)

PURPOSE OF THIS ACCESS (Residence, Business, Utility Location, etc.)



Road & Bridge Department

SKETCH: This permit shall be made available at the site where and when work is being done. A work sketch or drawing of the proposed driveway must accompany application. No application will be accepted or processed, nor permit granted, without the required specification sketch plan. **PROPOSED LOCATION MUST BE MARKED OR FLAGGED BEFORE SUBMITTING THIS FORM.**

The issuing authority may revoke this permit if at any time the permitted access and its use violate any of the terms and conditions of this permit.

GENERAL PROVISIONS:

1. Applicant represents all parties in interest and affirms that the driveway approach is to be constructed by them for the bona fide purpose of securing access to their property and not for the purpose of doing business or servicing vehicles on the road right-of-way.
2. Applicant shall furnish all labor and materials, perform all work, and pay all costs in connection with the construction of the driveway and its appurtenances on the right-of-way. All work shall be completed within 45 days of the Permit date.
3. The type of construction shall be as designated and/or approved by the Road Department and all materials used shall be of satisfactory quality and subject to inspection and approval of the Department.
4. The traveling public shall be protected during the installation with proper warning signs and signals and the Department 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 the Permit.
5. Applicant shall assume responsibility for 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 Department's snow removal operations.
6. All driveways permitted must have 6" of $\frac{3}{4}$ " road base on the surface from the point it intersects the County Road to the edge of the County Road right-of-way. Depending on location, greater distance may be required.
7. No revisions or additions shall be made to the driveway or its appurtenances on the right-of-way without the written permission of the Road Department.
8. Provisions and specifications outlined herein shall apply on all roads under the jurisdiction of the Department.
9. This permit does not allow any damage to occur on the existing right-of-way. If Permittee causes damage to the county road, Permittee shall repair road to the Road Department's satisfaction.
10. This permit is good for one access only.



SPECIAL CONDITIONS

DRIVEWAY MUST SLOPE AWAY FROM COUNTY ROAD FOR 6 FT. AT A MINIMUM OF 2% AND A MAXIMUM OF 8%.

SPECIFICATIONS

DEFINITION

A driveway approach is understood to be that portion of the highway right-of-way between the traveled roadway and the property line, which is designed and used for the interchange of traffic between the roadway and the abutting property.

INTERSECTION CLEARANCE

At any intersection, a driveway shall be restricted for a sufficient distance from the intersection to preserve the normal and safe movement of traffic. (It is recommended for rural residence entrances that a minimum intersection clearance of 50 feet be provided and for rural commercial entrances a minimum of 100 feet be provided.)

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 highway in order to maneuver safely and without interfering with highway traffic. Decision sight distance is the distance required for a driver to perceive an unexpected or complex situation, arrive at a decision regarding a course of action, and execute that decision in a reasonable manner.

Moffat County has, in the interest of safety, adopted a minimum decision sight distance. The following chart may be used for reference:

Speed MPH	30	35	40	45	50	55	60	65
Minimum Decision	300'	300'	345'	420'	500'	590'	680'	740'
Sight Distance (feet)								

Based on road conditions and traffic count, decision sight distance requirements may vary from the above given distances.

CONTROL DEVICES

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 highway right-of-way.

NUMBER OF DRIVEWAYS

Generally, no more than one approach shall be allowed any parcel of property. Additional entrances or exits for parcels of property shall be permitted only after showing of actual necessity. Additional permits will be required for each access.

PROPERTY LINE OFFSET

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

DRIVEWAY WIDTH

No commercial driveway shall have a width greater than thirty (30) feet measured at right angles to the centerline of the driveway, except as increased by permissible radii. No non-commercial driveway shall have a width greater than twenty (20) feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.

APPROACH ANGLE

The axis of an approach to the road may be at a right angle to the centerline of the highway and of any angle between ninety (90) degrees and sixty (60) degrees but shall not be less than sixty (60) degrees. Adjustment will be made according to the type of traffic to be served and other physical conditions.

PARKING

The construction of parking or servicing areas on the highway right-of-way is specifically prohibited. Off-the-road parking facilities should be provided by commercial establishments for customers' vehicles.

SLOPE OF DRIVE

The grade of entrance and exit shall slope downward and away from the road surface at the same rate as the normal shoulder slope and for a distance equal to the width of the shoulder but in no case less than six (6) feet from the roadway edge. Approach grades are restricted to not more than 8%.

DRAINAGE

All driveways and approaches shall be so constructed that they shall not interfere with the drainage system of the street or highway. The Applicant will be required to provide, at their own expense, drainage structures at entrances and exits, which will become an integral part of the existing drainage system. The dimensions of all drainage structures must be approved by the Road Department representative prior to installation. The minimum size on culverts is 18 inches by 20 feet unless special permission is granted.



Road & Bridge Department

DIAMETER IN INCHES	SQ FT. AREA OF WATER WAY OPENING	ACRES OF MOUNTAINOUS COUNTRY	ACRES OF ROLLING COUNTRY	ACRES OF LEVEL COUNTRY
18"	1.8	2	9	18
24"	3.1	5	20	39
30"	4.9	8	36	71
36"	7.1	14	59	115
42"	9.6	20	89	175
48"	12.6	29	125	250
54"	15.9	40	175	345
60"	19.6	55	230	455
66"	23.8	70	295	585
72"	28.3	85	375	735
78"	33.2	105	460	910
84"	38.5	130	560	1110

THIS CHART IS BASED ON TALBOT'S FORMULA FOR DETERMINING CULVERT SIZES FOR THE AREA TO BE DRAINED.

In signing this application and upon receiving Road Department authorization and permission to install the driveway approach described herein, the Applicant signifies they have read, understand and accept the foregoing provisions and conditions and agree to construct the driveway in accordance with the accompanying specification sketch plan reviewed and approved by the Road Department. The Permittee shall notify the Moffat County Road Department immediately upon completion of the installation. At that time, a representative will inspect access for compliance. If construction is not to the specification herein required, the County shall notify the Permittee and corrections shall be made immediately. If corrections are not made to the satisfaction of the County, the access shall be removed. The person signing as the Permittee must be the owner or legal representative of the property served by the permitted access and have full authority to accept the permit and all its terms and conditions.

Permittee _____ Date _____

APPROVAL GRANTED TO CONSTRUCT ACCESS ACCORDING TO THE SPECIFICATIONS ABOVE:

By _____ Date _____ Title _____
Authorized County Representative

**This permit is not valid until signed by a duly authorized representative of the Moffat County Road Department.
THIS PERMIT IS VOID AFTER 45 DAYS FROM DATE ISSUED.**

FINAL INSPECTION

BY _____ DATE _____

COMMENTS _____

Official Use Only:

Date Notification Mailed:

Date Sent to Development Services:

Date Sent to Accessor:

NOTIFICATION OF ROAD MAINTENANCE CLASSIFICATION

MOFFAT COUNTY ROAD DEPARTMENT

This form must be approved and attached to the Moffat County Road Department Right-of-Way Access Permit Application prior to consideration of approval of access construction.

APPLICANT NAME: _____

LOCATION OF ACCESS: _____

CHECK APPROPRIATE BOX AND SIGN:

☐

This access location is located on a year-round maintained county road. This does not guarantee that the county road accessing the access location is maintained on a regular basis or that snow is plowed on the same day it occurs.

Land Owner or Legal Representative Signature

Date: _____

☐

I understand this access location is on a "NO WINTER MAINTENANCE" section of County road. Moffat County will not maintain or plow this section of road from approximately November 1st through June 1st or later depending upon conditions. The County does not allow private individuals to plow or maintain County roads without a permit. I understand and agree that no winter maintenance of this road may affect my use of my property during winter months.

Land Owner or Legal Representative Signature

Date: _____

Before construction begins, applicant must receive a Right-of-Way Access Permit from the Moffat County Road Department. Permits are not always granted due to conditions of specific locations (i.e. blind curves, steep grades, etc.). You must contact the Road Department and obtain your access permit before beginning construction. Applicant understands that no final inspection of the construction site will occur or certificate of occupancy issued until the terms and conditions of the Right-of-Way Access Permit have been completed.

Signature

Date: _____