



RESIDENTIAL DRIVEWAY PERMIT REQUIREMENTS:

1. **Call 811.** Please call 811 or visit <https://call811.com/> for locations of under-ground utilities incase digging operations are required. This is a free service.

2. **Location of Driveway Access Points.** Per Alamosa County Land Development Code (LDC) Regulations, Section 4.2.4 (D), Residential Driveways-Location of Driveway Access Points:
 - a. “Residential driveways shall be spaced at least 24 feet from any other driveway on the same lot, but not nearer than 3.5 feet to any lot line, except where two residential driveways coincide along the same lot line.

 - b. The minimum of 25ft is required from corner of property line to start of drive-way adjacent to intersection. *See illustration A*

3. **Driveway Width.** Per Alamosa County Land Development Code (LDC) Regulations, Section 4.2.4 (A), Residential Driveways-Width of Driveway:
 - a. “The width of a residential driveway serving a single-family residence shall be no less than ten feet.

 - b. The width of a residential driveway serving more than one residence shall be no less than 18 feet. No residential driveways shall have a width of more than 24 feet.

 - c. When two residential driveways coincide along a property line, the maximum width shall not exceed 24 feet.”

4. **Fill out and turn in application/permit, pay fees and schedule site inspection**
 - After site inspection is completed permit will be issued, all requirements and directors note will need to be followed to meet Alamosa County requirements

5. **Fees.**
 - a. Permit fee for accesses to county roads ***\$100.00***

 - b. Any additional driveways on same property ***\$50.00 ea***

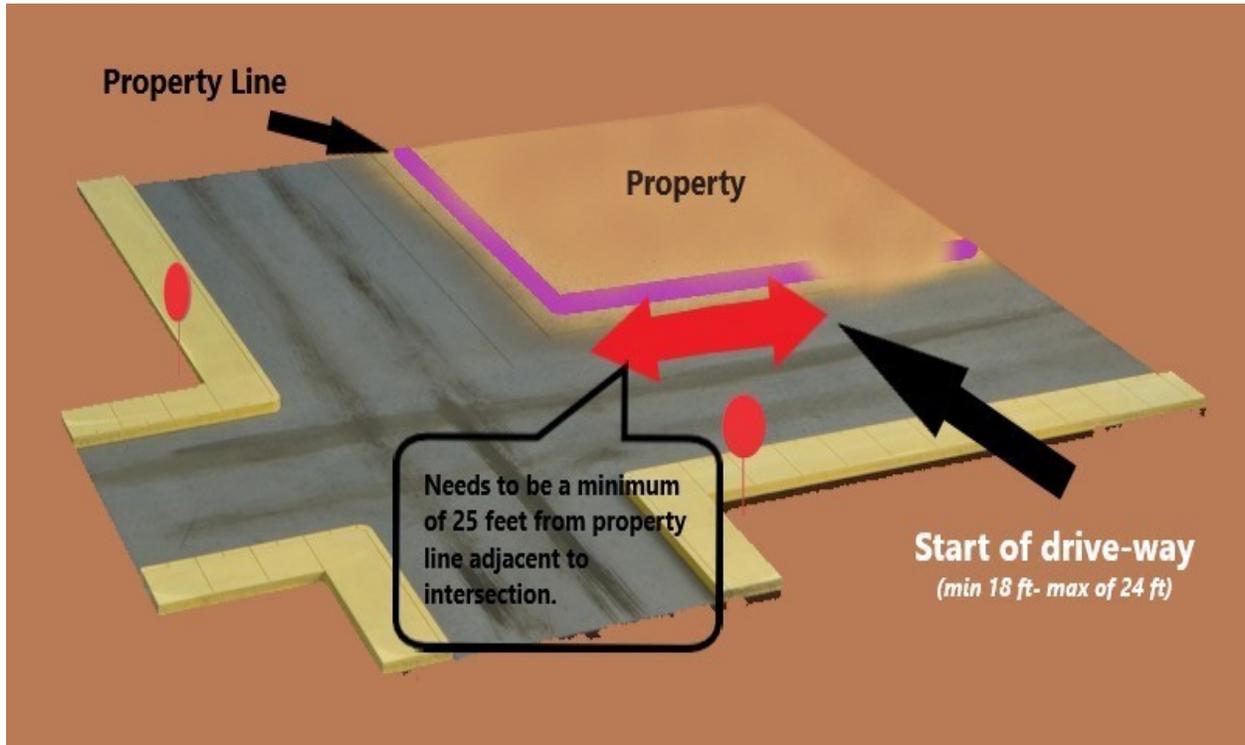
 - c. Inspection failures may result in a re-inspection fee

6. **Culverts Requirements.** *Please see Figure 1 for illustrations*
 - a. Culverts must be at least 18” in diameter or larger unless pre-approved by the Road Supervisor.

 - b. When any Utility line is where a culvert needs to be installed, the Utility line must be at least twelve (12) inches below the bottom of the culvert. In no case will the utility line be permitted on top of a culvert. The Road and Bridge Department must be contacted notification and approval.

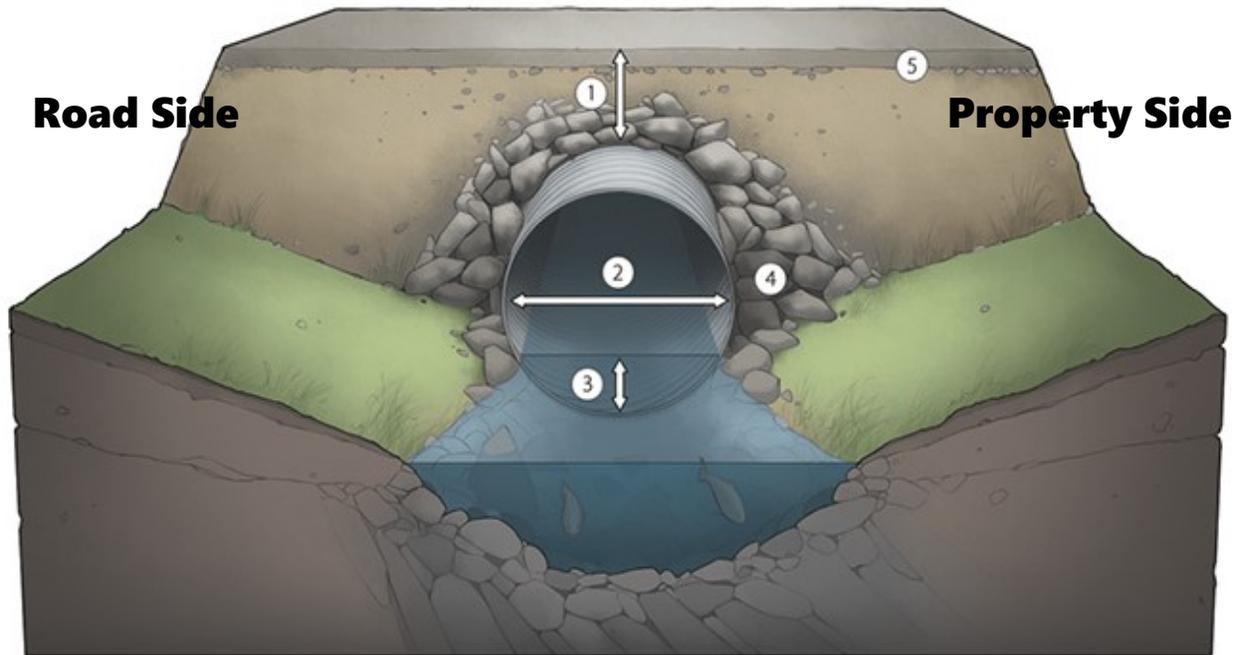
 - c. Once a culvert is installed at a driveway, it is thereafter the responsibility of the property owner to clean and maintain the culvert.

Illustration A



If culvert is required

Figure 1



1. 6 to 12 inches of top cover
2. 18 inch or larger diameter culvert (unless other arrangements are made and noted with director)

Note: In some cases, a larger culvert must be used, i.e., crossing irrigation ditches (must have owner or ditch company's approval), for deeper barrow pits, or where the possibility of heavy flows exists.

3. Bottom of culvert has to be to grade of bar ditch.

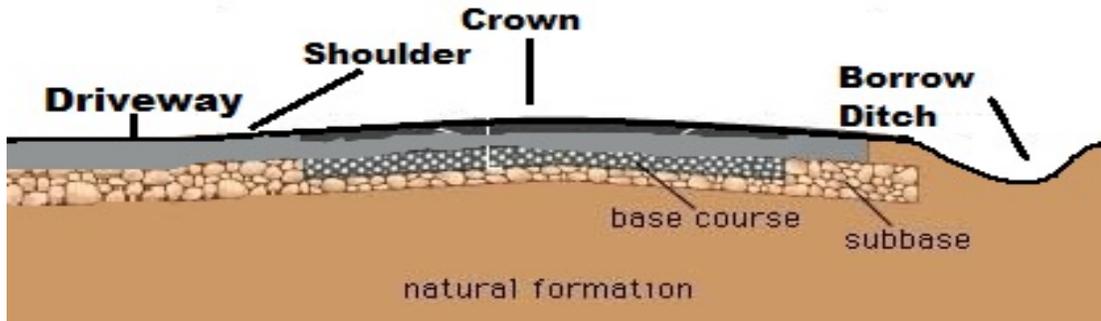
Note: If barrow pit is too deep for a dip w/o a culvert & too shallow for a culvert, then an 18" culvert should be installed. Culvert can be installed below grade to accommodate sufficient dirt cover, but bottom of barrow pit must be gradually sloped from a distance of at least 30' on each end to the bottom of the culvert – allowing drainage without a sump. The maximum allowable drop below existing grade is 6" if this method is used.

4. Verify compact around culvert and have an erosion control material on inlet side.

5. Top Cap if needed (material basis on directors site inspection)

Figure 2

Without culvert



Requirement without culvert

- Start of driveway off of road maintains same grade as shoulder of road.
- Proper subbase is used
- Proper width is achieved at end of process
- Proper material cap is used (if specified by director)
- If any solid cover (concrete or asphalt) is planned to be used please contact Road and Bridge

7. Schedule your final inspection

Penalty Permit: A Penalty Permit shall be issued to any person or persons who commence work prior to obtaining a Permit. The fee for this Permit shall cover all regular Permit fees plus a penalty of \$100.

Hold Harmless. The Applicant and/or Permittee shall agree to indemnify and save the County, its officers, employees and agents harmless from any and all costs, damages and liabilities which may accrue or be claimed to accrue by reason of any work performed under a Permit to construct in a County Right of Way. The acceptance of any Permit shall constitute such an agreement by the Applicant and/or Permittee whether the same is expressed or not.

ALL PERMITTEES ARE REQUIRED TO SUBMIT OR CALL FOR A FINAL INSPECTION TO THE ROAD AND BRIDGE DEPARTMENT FOR COMPLIANCE AND COMPLETION OF DRIVEWAY.

Note: Inspection failure might result in re-inspection fees

ROAD AND BRIDGE WILL INSPECT FOR COMPLIANCE AS TO WIDTH, GRADE, INTERSECTION ANGLE, SIGHTLINES AND CULVERTS, IN ADDITION TO REQUIREMENTS IN THE LAND DEVELOPMENT CODE.