



Project Address

TOWN OF BUENA VISTA

P.O. Box 2002
Buena Vista, CO 81211
719-395-6898
www.buenavistaco.gov

APPLICATION FOR ACCESS PERMIT/DRIVEWAY

This application must be submitted to the Planning or Public Works Department prior to undertaking any physical connections to, or construction activities to connect or obtain access to, a public street, alley, pedestrian/bike path, or other public right-of-way. Applications must be accompanied by the appropriate fee, contain accurate information, and must be supported by such drawings, surveys, plans or other information as may be deemed necessary by the Public Works Department to properly review and evaluate the proposed access and/or work. No access to or across, and no excavation in, a public right-of-way may be commenced or constructed without a valid permit issued by the Public Works Department.

DATE OF APPLICATION: _____
APPLICANT'S NAME: _____
APPLICANT'S MAILING ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
ADDRESS AND/OR LOCATION OF PROPERTY TO BE SERVED BY PERMIT: _____

Requesting (Check all that apply):

- New Access Temporary Access Improvements/Enlargement to Existing Access

Access Information

- 1) Public street or other right-of-way to be accessed or in which excavation is occur: _____
- 2) Street name and distance of the nearest cross street or other public right-of-way from proposed access point:

- 3) Distance to nearest other accesses, including driveways: _____ feet
- 4) **(Residential only)** please describe the nature and density/number of the residential buildings, lots, parcels or types of residential uses (e.g., single-family or multi-family) to be served. **(Attach additional sheets if necessary).**

- 5) **(Non-residential only)** Please describe the nature and density/number of businesses, buildings, lots, parcels, and types of non-residential uses to be served. **(Attach additional sheets if necessary).**

- 6) **(Non-residential and multi-family only)** Provide the following daily vehicle count estimates for vehicles that will use the access. Indicate if the counts are peak hour counts/volumes or average daily counts/volumes.

_____ **Total number of non-commercial passenger vehicles (inclusive of light trucks)**
_____ **Total number of commercial vehicles (trucks and delivery vehicles)**
_____ **Other vehicles**
_____ **Grand total count/volume all vehicles**

Construction Information

- 1) Start Date: _____ Complete Date: _____
- 2) Please Specify: Width _____ Radius _____ Surface Type: _____
- 3) Will lane closure be necessary for construction? No Yes* (*allowed between 10 am and 3 pm*)

* **All street closures must be approved by the Public Works Director.**

The applicant acknowledges and declares that he/she has read the application, along with the requirements and conditions for issuance of a permit and that all of the information provided on the application and supporting materials is true and accurate to the best of their information and belief.

I have read, understand and will comply with all conditions and regulations listed.

Applicant Signature: _____ Date: _____
Owner's Signature: _____ Date: _____
Additional Owner's Signature: _____ Date: _____

For Town Staff Only

Approved By: _____ Date _____ 20

Street Closure Approved By: _____ Date _____ 20

Permit Issuance Date _____ Permit Expiration Date _____

The permit will automatically expire five (5) days from the permit issuance date, excluding Sundays and legal holidays, unless a different date is indicated.

Date Fee Paid: _____ 20 _____ Payment Method: _____ By: _____

CONDITIONS

1. **A permit fee of \$30.00 must be paid upon submission of the application.** Checks shall be made payable to the “Town of Buena Vista.”
2. **A legal description of property to be accessed, including a map or plan indicating the exact location of the proposed access(es), must be attached to this permit application.**
3. **An Excavation/Right-Of-Way Construction permit will be required for excavations within a town right-of-way.**
4. **All street closures must be approved by the Public Works Director.**
5. The applicant shall be solely responsible to establish and maintain sufficient signage and safety barriers around all excavations and construction occurring in a public street or right-of-way and shall be solely responsible for, and hold the town harmless from, any and all claims for injury or property damage arising from the excavation and/or construction authorized under the permit.
6. An access permit shall not be construed to authorize the disturbance or alteration of private property not owned by the applicant.
7. The applicant shall be responsible to pay for any and all reasonably necessary expenses incurred by the town in reviewing and/or approving a permit application, including the cost of outside engineering, traffic, legal or other consultants. Additionally, the town may require the applicant to provide traffic generation/circulation studies, drainage studies, or other studies deemed reasonably necessary to determine the type, design or size of any proposed access, and bear the cost of any and all signage/traffic control devices deemed necessary for the access.
8. Applicants or property that have previously obtained approval for the location and design of a driveway or access pursuant to a subdivision or PUD plat approval shall be excused from having to secure an additional driveway or access permit; but shall still need to obtain an Excavation/Right-Of-Way Construction permit for excavation in a town right-of-way.
9. The Town may rely upon design standards and access codes adopted by the Colorado Department of Transportation in evaluating and approving a permit.
10. **The applicant shall notify the Utility Notification Center of Colorado (UNCC) 811 at least 72 hours in advance of commencing any excavations authorized under an access permit.**
11. A permit may be made subject to such terms and conditions as the Public Works Department determines necessary to protect the public health, safety and welfare, including the imposition of an expiration date for the permit and/or the posting with the town of adequate financial security securing the applicant's performance under the permit.
12. No permit shall be issued absent the prior payment of all fees and costs due the Town for the processing and approval of the permit application.

Additional notes or terms and conditions: _____
