



## CITY OF MONTE VISTA

[www.cityofmontevista.com](http://www.cityofmontevista.com)

*Public Works Department*

95 1st Ave Monte Vista, CO 81144

Main Phone: (719) 852-2692 ~ Main Fax: (719) 852-6167

### *Driveway Permit*

**PERMIT:** *To connect a driveway or parking area to a public roadway, modify an existing driveway, or re-grade an existing driveway.*

**PROPERTY OWNER:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**LOCATION OF WORK:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTRACTOR LICENSE #:** \_\_\_\_\_

**STARTING DATE:** \_\_\_\_\_ **ENDING DATE:** \_\_\_\_\_

#### **DRIVEWAY PERMIT APPLICATION PROCEDURES**

**PERMIT NO:** \_\_\_\_\_

Submit to the Monte Vista Department of Public Works:

**ISSUE DATE:** \_\_\_\_\_

- 1) A completed application form;
- 2) A \$15.00 fee; and
- 3) 1 site plan.

The Site Plan must be drawn to scale and must include:

- a) The name of the property owner;
- b) The physical address of the property;
- c) All property lines, easements, roads, and existing and proposed structures on the property; and
- d) The driveway location, dimensions of the driveway, surface material, slope, culvert size, distance to the neighbor's driveways, and distance to intersection or curb return.

**Permit Fee: \$15.00** Cash \_\_\_\_ Credit Card \_\_\_\_ **CHECK #:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- ☐ Approved
- ☐ Denied

\_\_\_\_\_  
**Signature of Public Works Director/ CPPW Associate**

\_\_\_\_\_  
**Date**

## **Additional Information**

1. Permits must be applied for 48 hours in advance of any excavation/installation, except in the event of an emergency.
2. Repairs to streets shall be completed in 1 week unless an extension is approved by the Public Works Department.
3. If construction disturbs any part of a state highway rights-of-way, a permit must be secured from the Colorado Department of Transportation.
4. The Permit must be available at job site to be inspected by Public Works and/or Code Enforcement authorities at all times while construction is in progress.
5. Contractor must supply and maintain adequate barricades and warning devices to include flaggers if necessary.
6. A "to scale" drawing showing the location and description of any installation must be presented for approval upon submittal of application for permit with a site plan to the Public Works Department.
7. No permit will be issued without receipt of drawings and approval.
8. For a period of two years, Contractor will be held responsible for that portion of street disturbed by construction.
9. Applicant shall provide evidence from all public utilities (telephone, gas, water and sewer) that the excavation will not disturb public utilities. Locates are contractors' responsibility.
10. All driveways shall conform to City of Monte Vista Design Standards.

### **For Questions Regarding Construction Specifications or to request an inspection:**

Contact Rob Vance, Public Works Director, at 719-852-8281.

### **Notes or Special Instructions:**

\*Requires 1 foot wings on both sides. Forms must be inspected before pouring the concrete.

Inspection Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

- ☐ Passed
- ☐ Failed (Photos Required)
- ☐ Follow up required

Notes and Findings:

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