



SUMMIT COUNTY ENGINEERING DEPARTMENT

GRADING/EXCAVATION AND ACCESS PERMITS INFORMATION SHEET

GENERAL INFORMATION

A grading/excavation and access permit is required for any activity which involves the disturbance of more than 500 square feet of land and before any building permits can be issued. This information sheet explains how to obtain a grading/excavation and access permit as part of the overall process of obtaining a building permit for either new construction or additions. The grading/excavation and access permit process establishes an oversight mechanism to ensure that construction is performed in a manner which will minimize soil erosion and sediment loading into waterways, as well as monitor the location and setback from property lines for projects per County zoning regulations.

Permit applications may be filed by either the owner of record of the property, or any expressly authorized agent of such Owner, including without limit a contractor for the Owner so authorized to act. Agents acting on behalf of the Owner, and the Owner as well, shall be equally responsible on a joint and several basis for compliance with the terms and conditions of the permit, and compliance with all aspects of the Summit County Land Use and Development Code and all other applicable law.

CONCURRENT PROCESSING

The Engineering Department will review your grading/excavation and access permit application concurrently with the Building Department's review of your building plans and/or the review of your septic system design by the Environmental Health Department so that issuance of your building or septic permit will not be unnecessarily delayed.

PROCESSING FEES

The fee for processing a grading, excavation and access application is established by resolution of the Board of County Commissioners of Summit County, Colorado. Currently, the fees for processing a request for a permit are as follows:

TYPE OF PERMIT	FEE	FEE FOR ADDITIONAL INSPECTIONS
Single Family	\$460	\$50 for each inspection over the allowed three (3)
Duplex	\$920	\$50 for each inspection over the allowed three (3)
Multi-family, Commercial, Industrial, etc.	\$765 + \$30/1000 SF of disturbance over 10,000 SF	\$50 for each inspection over the allowed five (5)

SUBMITTAL REQUIREMENTS

The following information shall be submitted with any application for a grading/excavation and access permit, unless specific items are waived by the Engineering Department. If you have questions about items on this list, please discuss them with the Engineering Department staff prior to making a submittal.

- A. Written material
Site plan (to engineers scale 1:10 or 1:20) showing:

- a. Legal description of the property
- b. Dimensions of the lot
- c. Location of all existing and proposed structures with distances to property lines
- d. Location of any easements on the lot
- e. Location of proposed or existing septic field and tank or sewer line, and proposed or existing well or water line
- f. Topography (two foot contours) existing and finished
- g. Existing and proposed vegetation type and location (does not need to be surveyed)

2. Driveway Specifications

- a. Opening width
 1. Must not be higher than shoulder of road until after ditch
 2. 18' minimum for S.F.R., 24' max. Must touch road at 90 degrees.
- b. Spacing and location
 1. 50' from curb return or pavement rounding radius at intersections
 2. driveway openings are to be separated by at least 30 feet or are to be combined
 3. must be a minimum of 10' from neighboring culvert
- c. Maximum grades of 8% shall be maintained to the parking area
 1. 2:1 slopes minimum or adequate retention devices
 2. reasonable transition between driveway and road over a distance of not less than 25 feet
- d. 4" of compacted road base or 2" asphalt or concrete paving
- e. Emergency vehicle turnarounds if applicable
- f. Legal access easement required for shared driveways
- g. Minimum sight distance of 200 feet for local access and 400 feet for collector roads

3. Parking Area Specifications

- a. 4% grade maximum, 0.5% minimum
- b. 400 sq. ft. (20' X 20') minimum required for S.F.R. plus adequate snow storage space
- c. Cut and fill stability as certified by a registered engineer
- d. Side slopes at no more than 2:1 and protected by riprap

4. Parking area if at edge of right-of-way

- a. 20' length measured from backside of ditch for uphill lots
- b. 20' length measured from a point half the distance from front lot line and shoulder of road for downhill lots.

5. Building plans showing:

- a. Elevations of each side of the proposed structure
- b. Floor plans showing all rooms and their proposed uses

B. Site Visit: The Engineering Department will use the information in your application to determine, in the exercise of its sole discretion, if a site visit is necessary before a permit is issued. The purpose of the site visit is to determine if erosion and water quality control measures will be needed during and after construction. If a site visit is required, it will be completed within 48 hours of notice provided by the County, and the applicant will be informed what, if any, erosion and water quality control issues must be addressed prior to obtaining a permit.

C. Submittal fees

SUBMITTAL SCHEDULE

Upon receipt of required plans, a plan review and site visit (if necessary) will be conducted. After all reviews, approvals, and payment of fees, a Grading and Excavation permit will be issued. The permit will provide Engineering approval for the applicant to obtain a building permit from the Building Department or a septic permit from the Environmental Health Department.

SETBACK VERIFICATION

A setback verification must be done to assure the structure under construction is being built within the required setbacks. There are two available means to satisfy this requirement:

- A. On-site verification by the County: If it is determined by the County that the County needs to directly verify the setbacks, the **applicant must:**
 1. Stake and flag all property corners with lathe and ribbon:
 2. Run a string line along all property lines where the distance between the property line and the structure are within three feet of the minimum setback requirement;

3. Have the forms for the foundation footers in place;
4. Call the Building Department *at least 24 hours prior to the time the setback verification is needed to schedule an on site verification* (668-5959). This should be requested concurrently with the footing inspection.

B. Site Improvement Location Certificate (SILC): An SILC will be required if any portion or projection (18" above finished grade and including eave overhangs) of the structure is within 20' of the designated setback requirement. The stamped certificate must be submitted to the Planning Department before the walls of the structure can be placed. SILCs shall be in a 1:10 or 1:20 scale.

INTERMEDIATE SITE INSPECTIONS

Intermediate site inspections will be completed in those instances where erosion and water quality control measures are required. If these measures are not implemented or functioning properly, the Engineering Department may issue a stop work order which shall remain in effect until problems are corrected to the satisfaction of the Engineering Department.

FINAL SITE INSPECTION

A final site inspection is required for all projects. A final certificate of occupancy will not be issued unless the following items are inspected and found to be in compliance with the applicable requirements set forth in the Summit County Land Use and Development Code:

- A. The land shall be finish graded and revegetated.
- B. Permanent erosion and water quality control measures shall be in place (if required).
- C. Driveway grade shall be at 8% maximum.
- D. If 8% grade cannot be met and off County Road ROW parking is required, parking area must be 20' x 20', at not more than 4% maximum grade and not less than 0.5% minimum grade (only applies to lots platted prior to October 1, 1986).
- E. Driveway width as required and turnouts, if applicable.
- F. Width at driveway opening, including flares, a minimum of 18' and a maximum of 24'.

Owner/Contractor shall call for inspection prior to November 1. **Driveway, parking area, and culvert inspections (weather permitting) may be performed after November 1st with adequate site preparation for visual inspections.**

Site preparation includes, but is not limited to:

1. Exposure and clean out of culvert.
2. Exposure of driveway to allow for inspection of width, grade and connection to road.
3. Exposure at driveway profile showing type of surface and thickness.
4. Designation and exposure at edge of off County Road ROW parking (if required, see final site inspection item D.)

Inspections after November 1st will be conducted at the discretion of the Engineering Department