



**Clear Creek County Annex  
Community Development**

**Site Development  
CULVERT INFORMATION**

**PO Box 2000/ 1111 Rose St,**

**Georgetown, CO 80444**

**303-679-2352**

**303-679-2421**

<http://www.co.clear-creek.co.us/index.aspx?nid=96>



A culvert permit is required for the alteration or rehabilitation of an existing culvert. The Site Development Coordinator will determine if engineering is required for the culvert replacement. If engineering is required, the permit fee will be \$350.00. If engineering is not required, the permit fee will be \$100.00. All driveway accesses from existing private or public roads, which interfere with a natural or constructed drainage course, shall provide a drainage culvert. All such access will require a driveway permit.

**Application Submittal Requirements:**

- If the applicant is not the legal owner of the property, submit a signed and notarized **Land Owner Authorization Form**
- Complete Zoning Approval Form
- Complete Culvert Permit Application
- Accurately scaled **Site Plan** (see requirements **BACK SIDE**)
- Payment of the fee

Once received and reviewed, the Site Development Coordinator will make an appointment with the applicant to meet at the site for the initial inspection

- Property boundaries and proposed area(s) of disturbance must be staked, and all soil erosion control measures must be in place before the initial inspection.



SCALED SITE PLAN ( <b>MUST</b> BE COMPLETE with the following criteria)			
SITE PLAN MUST INCLUDE THE FOLLOWING			
YES	NO	N/A	(TO BE CHECKED BY COUNTY STAFF)
			• Plan is drawn to scale & is a common engineering scale (i.e. 1"=20)
			• Scale is larger than 1"=50
			• Title block, written & graphic scale, north arrow designating true north
			• Legend, for engineered plans
			• Property boundary(s) of the subject property(s), indicating front, rear & side lines & dimensions
			• Total acreage or square footage of parcel
			• Location and dimensions of all existing and proposed roads, both on and adjacent to the subject property, including access road, right – of – way, driveways, turnouts/turnarounds, easements ( <b>attach easements and CDOT assess permit</b> if applicable)
			• Location and dimension of any <b>EXISTING</b> building/structures, retaining walls
			• Location and dimension of any <b>EXISTING</b> well, septic tank(s) & leach field
			• Location and dimension of all existing and proposed utilities & utility easements, including water & sewer lines
			• Location and dimensions of all existing and proposed drainage devices
			• Erosion control features

**IF NO IS CHECKED OFF IN ANY CATEGORY, THE SITE PLAN WILL NOT BE ACCEPTED**



# CLEAR CREEK COUNTY SITE DEVELOPMENT

## **READ THESE NOTES**

**AND THE ATTACHED PERMIT CAREFULLY. FAILURE TO COMPLY WITH ANY PORTION OF THE ATTACHED PERMIT WITHOUT PRIOR APPROVAL BY THE SITE DEVELOPMENT DEPARTMENT WILL RESULT IN REVOCATION OF THE PERMIT OR DENIAL OF FINAL APPROVAL!!**

### **INSPECTIONS:**

Inspections shall be performed for every permit. Each permit will have at least an initial and a final, some permits will have more inspections.

### **INSPECTION NOTICE:**

We need at least 24 hours notice of inspection. There will be times that the inspection will not be able to be performed on the following work day due to meetings, holidays, etc. In those instances the inspections will be performed as soon as possible.

## **TO REQUEST AN SITE DEVELOPMENT INSPECTIONS**

**CALL THE CLEAR CREEK COUNTY SITE DEVELOPMENT INSPECTION LINE:  
303-670-7571**

The voice will prompt you to leave the following information:

- Name and Phone Number of Person Requesting Inspection
- Permit Number and Address of the Property
- Type of Inspection Being Requested. (Any further information i.e., special instructions, lock box or gate combination, requested date for the inspection if other than the next inspection day, or other special message can be left on the inspection line by just continuing to speak.)

BE PREPARED WITH THE REQUIRED INFORMATION BEFORE YOU CALL. IT IS VERY IMPORTANT TO WAIT FOR THE TONE BEFORE SPEAKING AND PLEASE SPEAK CLEARLY.

**A FINAL INSPECTION MUST BE COMPLETED, PER COUNTY REGULATIONS; IN ORDER TO FINAL ALL SITE DEVELOPMENT PERMITS.**



"Honoring Our Past,  
While Designing Our Future"

### CULVERT PERMIT APPLICATION

CLEAR CREEK COUNTY SITE DEVELOPMENT DEPARTMENT

PO BOX 2000 / 1111 ROSE STREET, GEORGETOWN, CO 80444 ☎ 303-679-2352 ☎ 303-679-2421

☎ 303-569-1103 <http://www.co.clear-creek.co.us/index.aspx?nid=96>

If the applicant is not the legal owner of the property, a signed and notarized **Landowner Authorization** is required, appointing the applicant to process applications/forms for permits or other land use processes on the owner's behalf.

FEES: See Site Development Fee Schedule

**No person shall conduct any earth disturbing activity without first obtaining a permit. If work begins without a permit, all necessary permits will be double fee.**

The applicant is responsible for the accuracy and completeness of all information submitted to the Site Development Department.

SITE INFORMATION	
Parcel # or Legal description: _____ _____	Access Road Name or Number: _____ Site Address(if existing): _____
APPLICANT	
Signed and notarized Landowner Authorization form <input type="checkbox"/> yes (please attach) <input type="checkbox"/> no (not applicable)	
Name: _____ _____	Name: _____ Company: _____
Additional Name: _____	Additional Name: _____
Mailing Address _____	Mailing Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Phone _____ Cell _____	Phone: _____ Cell: _____
Email: _____	Email: _____
PROJECT TYPE AND USE (Check all that apply)	
<b>Project Type:</b> <input type="checkbox"/> Alteration <input type="checkbox"/> Rehabilitation <input type="checkbox"/> New	
INFORMATION REQUIRED FOR ALL PROJECTS	
<input type="checkbox"/> Zoning Approval Form (signed-off by Planning Department)	
<input type="checkbox"/> Scaled Site Plan (Refer to Permit Information page for requirements)	
Description of Proposed Work: _____	
Areas and types of proposed mitigation to control off-site erosion (attach description and indicate on Site Plan) _____	
Proposed revegetation schedule (attach description and indicate on Site Plan) _____	
Size in Diameter _____ft Length _____ft Material _____	
NOTE: SCALED SITE PLAN <b>MUST</b> BE SUBMITTED WITH APPLICATION (See Site Plan requirements on permit information page)	

Disclaimer:

By signing below, I understand that:

- I (We) certify that the information I have provided is true and correct to the best of my knowledge.
- I (We) do hereby further agree to abide by the agreements, conditions and stipulations that are a part of this request.
- I (We) will allow the Site Development Department staff to go onto my property in order to process this request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

SCP# \_\_\_\_\_ Rec'd by \_\_\_\_\_

12-04-15