



**Gilpin County Public Works Department**

255 Braecher Park Road  
Black Hawk, Colorado 80422  
303-582-5004  
Fax: 303-582-3291  
Email: gcroads@gilpincounty.org

**Driveway / Access Permit**

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

- Access from County Maintained road.
- Access from Non County Maintained road.

Property Owner (Applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Site Location or Legal Description: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_ Fax: \_\_\_\_\_

Excavator/Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_ Fax: \_\_\_\_\_

Site Access Specifications: Grade: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

- o Please attach a scope of work, sketch, map, or material that describes the project.
- o Flag or stake proposed driveway locations.
- o **Utility locates are the responsibility of the applicant.** Before you dig, dial 811 to schedule.
- o **No drainage shall be permitted to run onto County Roads or onto neighboring properties except to maintain pre-construction conditions.**
- o See additional page for driveway and culvert specifications.

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permit expires in 120 days. Final Inspection must be completed within 120 days of permit issuance. Please call 303-582-5004 to schedule a final inspection.**

- o After receipt of a completed permit application and payment, Gilpin County Public Works will review the proposed site.
- o Work may start after applicant receives the **approved** permit.
- o The approved, signed Access Permit must be submitted to the Community Development Department before a Building Permit may be issued.
- o The signed Certificate of Completion may be required by the Building Inspector in order to be eligible for a Certificate of Occupancy.

*For Public Works Office Use Only*

Permit Fee: (\$75.00) Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

\*\*\*\*\*

Permit:     **Approved**     **Denied**                      Permit Number: \_\_\_\_\_

Culvert Required:    Yes \_\_\_\_\_    No \_\_\_\_\_                      Size \_\_\_\_\_

Comments/Requirements/Conditions:

Public Works Official: \_\_\_\_\_ Date: \_\_\_\_\_

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**Certificate of Completion:**

This signed Certificate of Completion signifies that all work pursuant to the above referenced access permit has been completed according to applicable Gilpin County regulations and that all fees have been paid in full.

Public Works Official: \_\_\_\_\_ Date: \_\_\_\_\_