

Submit completed form **at least 30 days prior to** submitting building application:  
Any construction started prior to permit issuance will result in a penalty of \$500

City of Idaho Springs  
1711 Miner Street / P.O. Box 907  
Idaho Springs, CO 80452-0907



## Application for City of Idaho Springs Driveway Permit

Please print or type clearly. Incomplete applications will be denied.  
Permits are valid for one (1) year from date of issuance.

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

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

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Excavator constructing driveway:** \_\_\_\_\_

**Excavator Phone Number:** \_\_\_\_\_ **Excavator Cell Phone:** \_\_\_\_\_

**UNCC Locate Ticket Number:** \_\_\_\_\_

**Location: (Site plan must be attached)**

Is driveway staked/marked? Yes \_\_\_ No \_\_\_

City Road: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_ Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Driveway will also access the following roads: \_\_\_\_\_

**Location Details/Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Length of driveway:** \_\_\_\_\_ **Width of driveway:** \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Permit #: \_\_\_\_\_

Faxed / E-mailed / Hand Delivered / Mailed Initials: \_\_\_\_\_

City Official/Designee Initials: \_\_\_\_\_ Date: \_\_\_\_\_ APPROVED DENIED

\$50 Fee Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ \$1,000 Driveway Deposit Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

**Culvert Required:** Yes \_\_\_ No \_\_\_

**Variance Required:** Yes \_\_\_ No \_\_\_

**Driveway Profile Required:** Yes \_\_\_ No \_\_\_

**Driveway Final Inspection:**

Date of Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_ PASS FAIL

Date of Re-inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_ PASS FAIL

Comments / Conditions / Requirements

**If necessary:**

**Engineer sign-off:** \_\_\_\_\_

(Engineer sign-off may not be necessary on every permit.)

***Applicant's Statement of Responsibility:***

I, the above-stated applicant for a City of Idaho Springs Driveway Permit, understand that I have the following responsibilities:

- I shall call the SAFEBuilt Inspection Line (720-641-1956) upon completion of the construction project to schedule a foundation inspection. If my work site fails inspection, I shall be responsible for repairing the work site to City standards within ten (10) days of being notified that repairs are needed and I shall be responsible for payment of a \$100.00 re-inspection fee;
- I will have the \$1,000.00 driveway deposit returned to me within three weeks of receiving a successful final inspection from SAFEBuilt;
- I shall comply with Chapter 4 of the most recent edition of the City of Idaho Springs Standards and Specifications for Design and Construction (Standards);
- I shall take any and all measures to ensure the safety of all travelers over, around, and through the construction site, including, but not limited to, certified flaggers, barricades, signage;
- I shall not store any excavated materials at the work site that will obstruct traffic in any manner;
- The City of Idaho Springs is hereby released from liability for any damages to culverts not buried at the proper minimum depth and/or driveways not constructed in compliance with Chapter 4 of the City Standards;
  - If during normal summer and/or winter maintenance/grading operations, the City damages a driveway culvert that is not at the proper minimum depth, I, as the applicant, shall be personally responsible for those damages;
  - I agree to indemnify and hold harmless the City of Idaho Springs, its employees and affiliates, from all liability for any and all damage to property or person resulting from improper installation of culverts and driveways under this permit;
- I understand that during normal plowing operations, snow may be plowed onto my property/driveway. It is my responsibility to remove this snow to my satisfaction. The City will not clear snow berms from my driveway.
- I shall be responsible for clearing snow from my driveway and storing the snow on my property. I shall **not** plow snow across or place snow on any City right-of-way or road.
- It is my responsibility to keep my personal items clear of the roadway, such as parked cars, trash cans, boulders, stakes, etc. I shall not leave personal items in the City right-of-way in such a manner that obstructs the lane of travel, normal road maintenance, or snow plowing operations.
- I understand that prior to a foundation inspection being performed by SAFEBuilt, I shall install a stabilized construction entrance in conformance with the construction stabilized access plan (See Figure 10 from the City Standards).

By signing below, I hereby acknowledge that I have read and understand the terms of this permit application; that I have read and understand Chapter 4 of the City of Idaho Springs Standards and Specifications for Design and Construction as most recently revised; that I am willing and able to comply with all applicable Local, County, State, and Federal laws; that I am willing and able to comply with my responsibilities as set forth in this application; and that the information provided herein is true and correct to the best of my knowledge.

The applicant is responsible for keeping a copy of this application; the original must be submitted to the Dept. of Public Works.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FAILURE TO COMPLY WITH CHAPTER 4 OF THE CITY STANDARDS, MAY RESULT IN A RE-INSPECTION FEE OF \$100.00.**

**ANY CONSTRUCTION STARTED PRIOR TO PERMIT ISSUANCE WILL RESULT IN A PENALTY OF \$500.00 TO THE APPLICANT.**

**THE INDICATION BY THE CITY THAT THE LANDOWNER HAS COMPLIED WITH THE REQUIREMENT OF PROVIDING A DRIVEWAY ACCESSIBLE TO EMERGENCY VEHICLES IS IN NO WAY A CERTIFICATION OF THE QUALITY OR INTEGRITY OF SAID DRIVEWAY. THE MANNER OF CONSTRUCTION AND OPTIONAL EMPLOYMENT OF AN ENGINEER ARE AT THE DISCRETION OF THE LANDOWNER, WHO ASSUMES ALL RISKS AND CONSEQUENCES ASSOCIATED WITH THOSE DECISIONS.**

***Instructions for Driveway Permit:***

1. One (1) application must be completed for **each** driveway.
2. Applications must be completed and signed, incomplete applications will be denied.
3. This application must be submitted to the City **at least 30 days prior to** submitting a building application.
4. A cash deposit of \$1,000.00 shall be submitted with the application to insure completion of the driveway in accordance with approved plans. The cash deposit will be returned once the driveway has been completed by the applicant and inspected by SAFEBuilt.
5. Once a completed application is received by the City, a site inspection shall be scheduled by the Applicant. Call the SAFEBuilt inspection line at 720-641-1956 to schedule a foundation inspection.
6. If site inspection determines that the driveway slope will be steep, a driveway profile will be required. If profile shows that the driveway meets standards, permit may be issued. If profile shows that the driveway does not meet standards, a variance may be required.
7. No work shall begin until an approved permit has been issued by the City: this application is **not** a valid permit until approved and signed by a City Official. Any construction started prior to permit issuance, will result in a penalty of \$500.00 to the property owner.
8. A permit fee of \$50.00 is required with the submittal of this application.
9. A detailed sketch of the work site must accompany this application and must show the placement of the driveway.
10. All construction must comply with Chapter 4 of the City Standards and all requirements listed in the "Requirements" section of this application.
11. The approved permit must accompany all building permit applications for new construction.
12. All permits expire one (1) year from date of issuance.
13. No Certificate of Occupancy will be issued without a constructed driveway meeting all standards of Chapter 4 of the City Standards, including all permits, variances, fees, and any other requirements.

***Requirements:***

1. Applicant must mark the work site prior to submitting application.
2. Applicants are required to call for all utility locates from the appropriate agency.
3. Applicant must install a stabilized construction entrance in conformance with the construction stabilized access plan (See Figure 10 from the City Standards) prior to an inspection being performed.
4. A copy of this approved permit application shall be available for inspection at the work site at all times.
5. If work site fails inspection upon completion of construction, the property owner has ten (10) calendar days after notification to repair the work site to City Standards and a re-inspection fee of \$100.00 shall be assessed.
6. Photo Documentation may be required.
7. The driveway grade shall not exceed 5% for the first twenty-four (24) feet.
8. Consideration shall be given to placement of construction items such as dumpsters, portable toilettes, etc. These items shall **NOT** be placed within a City right-of-way.

**NOTICE: Prior to a foundation inspection being performed by SAFEBuilt, the applicant shall install a stabilized construction entrance in conformance with the construction stabilized access plan (See Figure 10 from the City Standards). The stabilized construction entrance shall be maintained throughout the construction period. Failure to maintain the entrance will result in SAFEBuilt no longer performing inspection until such entrance is repaired.**