

16.1 GENERAL

This chapter outlines the various forms and permits along with fees required. All forms shown herein are subject to alteration and update upon acceptance of the Engineering Director. Fees shown herein are subject to revision by resolution of the Board of County Commissioners.

16.2 DOUGLAS COUNTY ENGINEERING DIVISION SUBMITTAL FORM

To be completed by Owner/Developer or Engineer. The following procedure applies to the preparation of this form:

16.2.1 Fill out entire form.

16.2.2 Sign and submit to County with appropriate signatures and fees.

16.3 SUBDIVISION IMPROVEMENTS AGREEMENT

To be completed by Owner/Developer. The following procedure applies to the preparation of this form:

16.3.1 Fill out entire application.

16.3.2 Sign and submit to County with appropriate signatures and attachments.

16.3.3 County will review agreement and accept if all conditions are met.

16.4 SUBDIVISION IMPROVEMENTS AGREEMENT FOR PRIVATE DEVELOPMENT

To be completed by Owner/Developer. The following procedure applies to the preparation of this form:

16.4.1 Fill out entire application.

16.4.2 Sign and submit to County with appropriate signatures and attachments.

16.4.3 County will review agreement and accept if all conditions are met.

16.5 SITE IMPROVEMENT PLAN IMPROVEMENTS AGREEMENT

To be completed by Owner/Developer. The following procedure applies to the preparation of this form:

16.5.1 Fill out entire application.

16.5.2 Sign and submit to County with appropriate signatures and attachments.

16.5.3 County will review agreement and accept if all conditions are met.

16.6 PUBLIC IMPROVEMENTS AGREEMENT

To be completed by Owner/Developer. The following procedure applies to the preparation of this form:

16.6.1 Fill out entire agreement.

16.6.2 Sign and submit to County with appropriate signatures and attachments.

16.6.3 County will review agreement and accept if all conditions are met.

16.7 ENGINEERING COST ESTIMATES

To be completed by Owner/Developer. The following procedure applies to the preparation of this form:

16.7.1 Complete an itemized list of improvements on site, not including temporary erosion control and landscape improvements, with quantities and unit costs.

16.7.2 Determine the final costs of all improvements and include a 15% contingency to determine the overall cost of Engineering Improvements.

16.7.3 Owner/Developer signs and submit to County.

16.7.4 County will review the cost estimate and accept if all conditions are met.

16.8 GRADING, EROSION AND SEDIMENT CONTROL PERMIT APPLICATION

To be completed by Owner/Developer and Contractor. The following procedure applies to the preparation of this form:

16.8.1 Complete the information required in the Property Owner and Contractor box and sign the document at the appropriate locations.

16.8.2 Determine the Permit Fee and Security Costs for temporary erosion control measures. Security cost is established by the “Opinion of Probable Cost Worksheet” located on the Douglas County website.

16.8.3 County will review cost estimate and accept if all conditions are met.

16.9 LOW IMPACT GRADING, EROSION AND SEDIMENT CONTROL PERMIT APPLICATION

To be completed by Owner/Developer and Contractor. The following procedure applies to the preparation of this form:

16.9.1 Complete the information required in the Property Owner and Contractor box and sign the document at the appropriate locations.

16.9.2 Determine the Permit Fee.

16.9.3 County will review application to verify all conditions are met.

16.10 FLOODPLAIN DEVELOPMENT PERMIT FORM

Permits originate with Douglas County Engineering for all work done in a designated floodplain (FEMA Special Flood Hazard Areas and floodplains presented in UDFCD FHAD studies). To be completed by Owner/Developer. Use Submittal Form available from the Douglas County Engineering Division.

16.11 PERMANENT ACCESS PERMIT

The following procedure applies to the preparation of this form:

16.11.1 Complete the information required and sign the document at the appropriate locations.

16.11.2 County will review application and accept if all conditions are met.

As of June 1, 1991, all Residential access permits shall be issued through the County Building Division (the same place that building permits are issued). (This process may be subject to change.) The Engineering Division will continue to provide input on all commercial/industrial access through the Site Plan process, Use by Special Review, Platting, etc. All State Highway access permits within Douglas County shall be processed through the County Community Planning & Sustainable Development Department, Engineering Division.

16.12 TEMPORARY ACCESS PERMIT

The following procedure applies to the preparation of this form:

16.12.1 Complete the information required in the Property Owner and Contractor box and sign the document at the appropriate locations.

16.12.2 Determine the Permit Fee and Security Costs for temporary access to determine the Security required.

16.12.3 County will review application and accept if all conditions are met.

16.13 RIGHT OF WAY USE AND/OR CONSTRUCTION PERMIT

The following procedure applies to the preparation of this form:

16.13.1 Fill out applicant and job data section and questionnaire section.

16.13.2 Sign and submit to the County Engineering Permits & Inspections Division with appropriate enclosures and attachments.

16.13.3 County will review application, calculate the fee, and accept the application if all conditions are met.

16.13.4 Fee must be paid to obtain the permit.

16.13.5 Permittee shall notify Engineering Inspection Section 24 hours prior to commencement of daily work in accordance with permit terms and conditions.

16.13.6 The two-year warranty period for the permitted work shall not commence at date of issuance. Upon completion, Permittee shall contact the Douglas County Engineering Division in writing to request Preliminary Acceptance to commence the two-year warranty period. Upon completion of the two-year warranty period, the permit holder must contact the Douglas County Engineering Division in writing for final acceptance of work.

16.14 ASPHALT MIX DESIGN SUBMITTAL FORM

The following procedure applies to the preparation of this form:

16.14.1 Fill out the entire form.

16.14.2 Sign and submit form with Mix Design.

16.14.3 Mix Design must accompany request for Right-of-Way Use and Construction Permit.

16.15 OVERSIZE/OVERWEIGHT PERMIT

The following procedure applies to the preparation of this form.

16.15.1 Fill out entire application.

16.15.2 Sign and submit to County with appropriate enclosures and attachments.

16.15.3 County will review application, calculate fee, and accept if all conditions are met.

16.15.4 Fee must be paid to obtain permit.

16.16 TEMPORARY BATCH PLANT/GRADING EROSION AND SEDIMENT CONTROL PERMIT APPLICATION

(See Douglas County GESC Manual form and instructions)

16.17 ASSIGNMENT OF SUBDIVISION IMPROVEMENTS AGREEMENT AND DEVELOPMENT RIGHTS

(See Douglas County web site for form)

16.18 NOTICE OF CHANGE TO APPROVED DESIGN

To be completed by Owner/Developer and Engineer. The following procedure applies to the preparation of this form:

16.18.1 Fill out entire application.

16.18.2 Sign and submit to County with appropriate signatures, attachments and fee.

16.18.3 County will review agreement and accept if all conditions are met.

16.19 REQUEST FOR INITIAL WARRANTY ACCEPTANCE

(See Douglas County web site for form and application instructions)

16.20 REQUEST FOR FULL TERM MAINTENANCE

(See Douglas County web site for form and application instructions)

16.21 REQUEST FOR INITIAL WARRANTY ACCEPTANCE OF PRIVATE IMPROVEMENTS

(See Douglas County web site for form and application instructions)

16.22 REQUEST FOR FINAL RELEASE OF SECURITY FOR PRIVATE IMPROVEMENTS

(See Douglas County web site for form and application instructions)

16.23 STATE HIGHWAY ACCESS PERMIT

(Obtain from Colorado Department of Transportation)

Use Douglas County Submittal Form available from the Douglas County Engineering Division.

All State Highway access permits within Douglas County shall be processed through the Douglas County, Engineering Division.

16.24 RETAINING WALL PERMIT

(Obtain from Douglas County Building Division)

FORMS REQUIRED AND AREAS OF APPLICATION

TITLE	USED BY	WHEN USED
Douglas County Engineering Division Submittal Form	Owner/Developer or Engineer	When submitting construction plans for review by the Engineering Division.
Subdivision Improvements Agreement	Owner/Developer	When processing public subdivision final plat/plans.
Subdivision Improvements Agreement for Private Development	Owner/Developer	When processing private subdivision final plat/plans.
Site Improvement Plan Improvements Agreement	Owner/Developer	When processing a site improvements plan or use by special review.
Public Improvements Agreement	Owner/Developer	If the project is not located in unincorporated Douglas County or covered under and SIA or SIA-Private, but takes access from a Douglas County road.
Engineering Cost Estimates	Owner/Developer	When processing any development in unincorporated Douglas County to be used with any of the agreements to estimate cost of construction and permit fees.
Grading, Erosion and Sediment Control Permit Application	Owner/Developer & Permittee	For any land disturbance within unincorporated Douglas County.
Low Impact Grading, Erosion and Sediment Control Permit Application	Owner/Developer & Permittee	For land disturbance on private property only less than one acre.
Floodplain Development Permit Form	Owner/Developer	For all work done in a FEMA designated floodplain.
Permanent Access Permit	Permittee	When applying for approval of new access to a County roadway.
Temporary Access Permit	Permittee	When applying for temporary access to County roadway.
Right Of Way Use and/or Construction Permit	Permittee	When applying to construct, install, remove, or repair any street, storm drainage improvements, utility lines, signs, and any other facilities within the County R.O.W. or easement.
Asphalt Mix Design Submittal Form	Permittee	When applying for a County R.O.W Use/Construction Permit to place asphalt concrete for pavement, or when submitting a Mix Design for Pre-Approval.
Oversize/Overweight Permit	Permittee	When applying to move any oversize/overweight load on Douglas County Roads.

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Temporary Batch Plant/Grading, Erosion and Sediment Control Permit Application	Permittee	When applying to construct a Temporary Batch Plant within unincorporated Douglas County or access Douglas County Roads.
Assignment Of Subdivision Improvements Agreement And Development Rights	Owner/Developer	When transferring subdivision improvements from the original developer to another developer qualified to do business in Colorado.
Notice Of Change To Approved Design	Owner/Developer and Engineer	When requesting that a change be made to the Construction Plans that has been accepted by the County Engineer.
Request for Initial Warranty Acceptance	Owner/Developer	When requesting that a public roadway be accepted for Preliminary Acceptance by the County to begin the two-year warranty period.
Request For Full Term Maintenance Form	Owner/Developer	When requesting that a public roadway be accepted by the County for maintenance.
Request for Initial Warranty Acceptance of Private Improvements	Owner/Developer	When requesting that a private roadway be granted Preliminary Acceptance by the County to begin the two-year warranty period.
Request for Final Release of Security for Private Improvements	Owner/Developer	When requesting that a private roadway be granted final release of warranty security.
State Highway Access Permit	Permittee	When applying for approval of a new or modified access to a State Highway.
Retaining Wall Permit	Owner/Developer	Contact Building Division for requirements.

FOR THE MOST RECENT VERSION OF THE FORMS PLEASE CONTACT:

**DOUGLAS COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING
ENGINEERING DIVISION**

100 THIRD STREET

CASTLE ROCK, COLORADO 80104

(303)660-7490

<http://www.douglas.co.us/engineering/>