

## Fremont County Application for Issuance of an Address County Maintained Roads

Property Owner's Name: \_\_\_\_\_

Last Name

First Name

Middle Initial

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

Mailing Address

City

ST

Zip

Daytime Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Property Tax Schedule #: \_\_\_\_\_

**You must provide a copy of the recorded deed (containing the complete legal description) of the property being address from the Fremont County Clerk and Recorder's Office (719) 276-7336**

1. Legal name of County, State, Federal or Private road your property fronts. If the property does not front any County, State, Federal or Private road then the property will be addressed at the point of the intersection of the access road.
2. Plot map showing property and the location of driveway for your property. (We must know where your driveway is located.) You may use a separate sheet of paper for any hand drawn maps, diagrams and footages.

**NOTES:**

- Addresses issued are subject to change. This may be due to a change in area conditions or if more accurate information becomes available.
- With the issuance of this address ***Fremont County in NO way accepts responsibility*** for the maintenance of the roadway or access to the property.
- Cost Includes driveway access permit fees

<http://www.fremontco.com/dot/drivewayaccessandaddresspermit.pdf>

- Fremont County is responsible for issuing addresses only for properties in the ***unincorporated*** areas of Fremont County. To obtain addresses inside the incorporated city limits of Brookside, Coal Creek, Cañon City, Florence, Rockvale, or Williamsburg, you will need to contact those municipalities directly.
- All lands within Fremont County are subject to Zoning and Building regulations.

Return Completed Application with payment (checks payable to Fremont County) to:

**Fremont County Planning & Zoning Department**  
615 Macon Ave. Rm. 210  
Cañon City, CO 81212  
719-276-7360

**FEE: \$130.00**

Addresses will be issued within two (2) weeks from the receipt of the completed application and payment  
Incomplete address applications will be returned to the applicant for completion

**OFFICE USE ONLY**

Date Paid: \_\_\_\_\_  Cash  Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Logged: \_\_\_\_\_

New Address: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

County Access Permit # \_\_\_\_\_



DRIVEWAY ACCESS and ADDRESS PERMIT  
 FREMONT COUNTY BUILDING DEPARTMENT  
 615 MACON AVE, ROOM 212  
 Phone: 719-276-7460 Fax: 719-276-7461

Colorado 811 must be notified prior to excavation

PERMIT # \_\_\_\_\_

- (1.) APPLICANT SHALL SCHEDULE AN ON-SITE MEETING WITH DEPARTMENT OF TRANSPORTATION DESIGNEE TO DETERMINE ADEQUATE LOCATION REQUIREMENTS OF THE DRIVEWAY ACCESS, AND FOR FINAL ACCEPTANCE INSPECTION. IF APPLICANT FAILS TO APPEAR, THERE WILL BE A RESCHEDULE FEE OF \$45.00
- (2.) PLOT MAP OR SKETCH IS REQUIRED. DEPARTMENT OF TRANSPORTATION DESIGNEE WILL INDICATE DRIVEWAY LOCATION & INITIAL.

Department of Transportation Designee: \_\_\_\_\_ Phone: 719-276-7430  
 Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
 Current address, City, State, Zip Code of Applicant: \_\_\_\_\_  
 Name of Driveway Contractor installing: \_\_\_\_\_  
 Address of proposed or existing driveway, please include address: \_\_\_\_\_

For County use: The following is to be completed by Department of Transportation Designee:  
 Name of street being accessed: \_\_\_\_\_ Site distance both directions: \_\_\_\_\_ ft. \_\_\_\_\_ ft.

- Driveway access shall not interfere with location or functioning of any traffic regulation device.
- More than one driveway access shall not be allowed on any parcel less than 100' in width.
- Driveway access shall be constructed so as not to interfere with the street drainage system.
- No driveway access shall enter or exit on to street at less than 45 degrees.

The following information will be required prior to the final acceptance:  
 Will drainage study be required: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, specify below:

Will improvements be required: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Culvert size: \_\_\_\_\_ Type of Culvert (Material) \_\_\_\_\_ Cover over top of Culvert \_\_\_\_\_  
 Curb Cut \_\_\_\_\_ Drop Inlets \_\_\_\_\_ Downspouts \_\_\_\_\_ Energy Dissipaters \_\_\_\_\_  
 Flared Ends \_\_\_\_\_ Headwalls \_\_\_\_\_ Rip Rap \_\_\_\_\_ Paving & Beveled Ends \_\_\_\_\_ Deflectors \_\_\_\_\_  
 Racks \_\_\_\_\_ Cribs \_\_\_\_\_ Raisers \_\_\_\_\_ Basins \_\_\_\_\_ Spillways \_\_\_\_\_ Others \_\_\_\_\_

- A minimum of 12 inch diameter culvert, unless larger required due to historical drainage.
- Minimum cover over top of the culvert shall be ½ the diameter of the culvert. Minimum length of culvert 24".
- Driveway shall not allow drainage onto County Right-of-Way.
- Culverts shall be set on a grade which will allow for proper drainage.
- Culverts shall be corrugated metal or material of equivalent strength & construction.

- (3.) LOCATION AND SITE REQUIREMENTS APPROVED BY DEPARTMENT OF TRANSPORTATION:  
 DESIGNEE: \_\_\_\_\_ DATE: \_\_\_\_\_
- (4.) A. APPLY FOR ADDRESS AT THE BUILDING DEPARTMENT, 615 MACON, ROOM 212  
 B. PLOT MAP OR SKETCH AS APPROVED IN (2.) ABOVE, WILL BE REQUIRED WHEN APPLYING FOR AN ADDRESS.  
 C. SUBMIT COPY OF ISSUANCE OF AN ADDRESS TO THE BUILDING DEPARTMENT WHEN APPLYING FOR A PERMIT

**\*\*Permit will expire one year from date of purchase.**

I certify that I understand and agree to the above requirements and conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

FINAL ACCEPTANCE OF DRIVEWAY ACCESS BY DEPARTMENT OF TRANSPORTATION:  
 DESIGNEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*Must submit proof of ownership & Plot Plan indicating location of driveway**

Copies required: 1.Road Supervisor 2.DOT Office Manager 3.Planning & Zoning 4.Building Department 5.Owner

Revised: 9/23/10