



**ACCESS PERMIT APPLICATION**

Engineering Department  
200 W. Oak St, Ste 3000  
PO Box 1190  
Fort Collins, CO 80522  
Phone: (970) 498-5700  
Fax: (970) 498-7986  
ENG-Permits@co.larimer.co.us

**10 Working Days Required to Review Permit**

**Applicant:**

Name (Required)\*: \_\_\_\_\_

Billing Contact

Company: \_\_\_\_\_

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

City State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor:**

Name: \_\_\_\_\_

Billing Contact

Company: \_\_\_\_\_

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

City State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Emergency Contact (Required):**

Name (Required)\*: \_\_\_\_\_

Company: \_\_\_\_\_

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

City State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Site Information:**

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

Nearest County Road Intersection: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Other Information: \_\_\_\_\_

**Items Required Prior To Approval of Application:**

A legible copy of the site plan of your property, show the access design and location on the plan.

Stake each side of the access with survey lath and/or flagging.

Address must be posted at the access location.

Design must adhere to Larimer County Rural Area Road Standards, Chapter 10. You can review this information at [https://www.larimer.gov/sites/default/files/uploads/2017/rars07\\_final.pdf#nameddest=CHAPTER-10](https://www.larimer.gov/sites/default/files/uploads/2017/rars07_final.pdf#nameddest=CHAPTER-10)

Contractor's certificate of insurance must be approved prior to start of construction.

**No inspection will be performed until this information is provided.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Read Carefully**

This permit is granted expressly subject to the provisions of the **Larimer County Access Policy**, and additionally, to the following:

- 1) Work must be performed in compliance with all applicable Federal, State, and Local regulations.
- 2) The applicant shall furnish all labor and materials. The applicant assumes full responsibility and liability for any and all damages or claims resulting from said installation.
- 3) The access approach shall be constructed, maintained and used in accordance with the **Larimer County Access Policy**, the terms and conditions of this permit, site requirements noted and any attachments.
- 4) The issuing Department may revoke this permit if at any time the permitted access approach and its use violate any of the terms and conditions of this permit or the **Larimer County Access Policy**.
- 5) The use of advance warning and construction signing must, at all times during access approach construction within the County Right of Way, be in conformance with the **MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, Part VI**.
- 6) Applicant shall be responsible for any repairs to the County Road or any damaged utilities as a result of the use of this permit.
- 7) Larimer County and its officers and agents shall be fully defended and indemnified against any claim for injury or damage to property sustained by reason of the exercise and use of this permit by applicant and applicant's actions pursuant thereto.
- 8) This permit is only for the use and purpose stated. A change in use of the property, which results in a change in the type of driveway operation, may require reconstruction, relocation or conformance of the driveway to the **Larimer County Access Policy**.
- 9) This permit is not valid until signed by a duly authorized representative of Larimer County.