



DRIVEWAY PERMIT APPLICATION
2026 Zoning Development Permit (ZDP)
(Revised 1/1/2026)

Project # \_\_\_\_\_
Fee: \$68.00
(Use Tax on Hard Surface Only)

Purpose/Intent: In order to protect the health, safety and welfare of the citizens of Woodland Park and to avoid unnecessary expense to the private property owner and to the public, a driveway plan shall be approved by the City before the issuance of a Zoning Development Permit. The City relies upon information found in this application. You are encouraged to obtain a proper survey to verify lot lines and other information. If you do not build within required parameters or in violation of this application or other zoning regulation provisions you may be required to move or remove the driveway and cease the proposed use.

1. Applicant Information

- a. Applicant Name \_\_\_\_\_
b. Contractor Property Owner

2. Property Owner Information

- a. Name \_\_\_\_\_ Project Contact? Yes No
b. Mailing Address \_\_\_\_\_
c. E-mail Address \_\_\_\_\_
d. Phone Numbers Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

3. Contractor Information

- a. Name \_\_\_\_\_
b. Company Name \_\_\_\_\_
c. Mailing Address \_\_\_\_\_
d. Field Phone # \_\_\_\_\_ E-Mail Address \_\_\_\_\_
e. Contractor License # \_\_\_\_\_ WP Business License # \_\_\_\_\_

4. Site Information

- a. Site Address \_\_\_\_\_
b. Lot \_\_\_\_ Block \_\_\_\_ Subdivision \_\_\_\_\_
c. Property Zoning \_\_\_\_\_

5. Project Information

- a. Driveway material: Gravel Asphalt Concrete
b. Dimensions for Proposed Driveway \_\_\_\_\_
c. Project Valuation (cost of materials) \_\_\_\_\_
d. If you will be receiving material at the site, please describe a loading area that avoids interference with public streets or alley (or show on Site Plan) \_\_\_\_\_

## Driveway Information

### 1. Driveway Inspections Required

Contact the City Inspector, Phil Pyles, at 719-243-4507 to arrange inspections for your new driveway. The following inspections are required:

- A. A "Field Inspection" on-site between the City and the General Contractor and/or the excavating contractor prior to any land disturbing activity including rough-in and grade-cuts. **Applicant shall call UNCC for locates of all utilities at 1-800-922-1987 or 811 prior to first site inspection.**
- B. A "Rough-In" inspection after the culvert is in place and the driveway has been properly graded prior to hard surfacing.
- C. A "Final Inspection" to assure all City requirements have been met.

### 2. Driveway Construction Regulations (Chapter 5.1.2 City Engineering Specs)

Every driveway hereafter constructed, reconstructed or altered, in the City right-of-way, shall conform to the following regulations:

- A. No driveway shall be so located as to create a hazard to pedestrians or motorists, or to invite or compel illegal or unsafe traffic movements.
- B. Unless otherwise approved by the City Engineer or appointed representative, all driveways shall be constructed within lines at right angles from the curb or street line to property line.
- C. No driveway shall be constructed in such a manner as to create a hazard to any existing street lighting standard, utility pole, traffic regulating device or fire hydrant. The cost of relocating any such street structure when necessary to do so shall be borne by the abutting property owner. Relocation of any street structure shall be performed only by or through the person holding authority for the particular structure involved.
- D. No property shall be allowed more than two (2) driveways on any particular street without permission from the City Engineer or appointed representative.
- E. All driveways shall be so constructed that they shall not interfere with the drainage system of the street.
- F. Where curbs exist, or are required, driveways shall be paved for their full width from the back of curb to the property line.
- G. Where a driveway crosses a sidewalk, the sidewalk shall be increased to a minimum thickness of six (6) inches of concrete.
- H. A driveway or curb cut on a corner lot shall be setback a minimum of ten (10) feet from the property line at the corner or shall be a minimum of 20 feet from the cross street curb line whichever is greater.

- I. There shall be a minimum of 30 feet between any two (2) driveways whether on one (1) or more properties, except common driveways may be used on adjoining properties. Distance between driveways will be such as to maximize the amount of on-street parking.
- J. Driveways greater than 150 feet in length from the public street will require review and approval by the Northeast Teller County Fire Protection District. Runoff from the driveway must enter improved drainage-ways such as curb and gutter, not on to the street. Erosion from the lot and driveway must not enter the street. Provide the City with the proposed erosion control measures that will accomplish this in accordance with Section 18.40 of the City Code.
- K. The proposed grade(s) of the driveway shall be indicated on the driveway plan or site plan. The driveway grade may not exceed six percent (6%) within the public right-of-way, and 17 percent between the right-of-way line and garage or structure.
- L. The materials and thickness of the proposed driveway shall be indicated on the site plan. The minimum gravel thickness is four inches (4"). The gravel material shall be crushed stone or an aggregate that does not track on to the City street. The minimum asphalt thickness for single resident driveways is two inches (2") and concrete driveway thickness is four inches (4"). As shown by the Table below, common driveways serving three (3) or fewer homes will have a pavement section the same as for Commercial Parking Lots. Common driveways serving more than three (3) dwellings are required to meet the Local Street designs.

<b>Asphalt Driveway Thickness</b>	<b>Composite Section</b>		<b>Full Depth</b>
Classification	Asphalt Inches	Roadbase Inches	Asphalt Inches
Single Family Driveway	2.0	-	2.0
Commercial (Parking Lots)	3.0	4.0	5.0
Local Street	3.0	6.0	5.0

- M. The following widths are permitted for driveways:

<b>ZONING DISTRICT</b>	<b>WIDTH OF DRIVEWAYS</b>
Single Family	12' – 24' (see N.1*)
Multiple Family	16' – 25'
Commercial & Industrial	25' – 35'

N.1\* See the Northeast Teller County Fire Protection District – Fire Department Access guideline on page 5 for minimum turning radius and required driveway width for residential drives greater than 60-feet in length.

- N. No curb cuts shall be allowed on a State Highway except with written permission of Colorado Department of Transportation.
- O. Where curbs do not exist and a driveway crosses a drainage ditch, a culvert shall be installed by the property owner at a diameter sized according to the ditch capacity, but in no case less than 18 inches without written approval from the City Engineer or appointed representative. The minimum length of any culvert shall be five feet (5') greater than the driveway width or 20 feet,

whichever is greater. Culvert installation shall include flared end sections with geomembrane beneath riprap to prevent erosion.

P. Where a sewer clean-out or water valve is located in a culvert or paved driveway, a six-inch (6") valve box top section shall be installed over the clean-out or valve.

Q. Any deviation from those standards shall be allowed only by special written permission of the City Engineer or appointed representative.

### **DRIVEWAY PLAN**

**NOTE: Applicant must attach a driveway drawing or site plan. This plan must include all of the following information or it will be returned to you:**

1. The location, exterior horizontal dimensions and height of all existing and proposed structures and/or uses with reference to property lines.
2. Property lines, dimensions, and known monuments.
3. Location, dimensions and names of on-site or adjacent public right-of-ways, sidewalks, curb and gutter, ditches, and asphalt surfaces.
4. Location, dimensions and intent of easements.
5. Location and dimensions of driveways, driving lanes, parking areas, loading areas, and parking formula used if applicable.
6. Proposed driveway grades shall be indicated both within the public right-of-way and between the property line and the front of the building.
7. Identify materials and thickness of driveway.
8. Show all locations of existing and proposed utilities, including water, sewer, fire hydrant, electricity, gas, phone and cable TV infrastructure within 10' of proposed construction. Show location of water and sewer service lines in all cases.
9. Show the topography as it relates to the driveway construction such as adjacent slope for cuts and fills, slope stabilization, retaining walls and/or drainage swales.
10. Identify the proposed stormwater management measures as related to the existing and/or proposed drainage facilities.
11. Location and extent of floodplain or other hazards.
12. Proposed method of erosion control and soil stabilization.
13. Adjacent existing and proposed uses.
14. Traffic Control Plan (signage, cones, etc.) See pages 6 & 7 for examples.

**CERTIFICATION:** The undersigned applicant certifies under penalties of perjury that the information found in the application and driveway plan is true and accurate to the best of his/her knowledge. The undersigned also acknowledges that he/she has read and understands the Driveway Construction Regulations 5.1.2 of the City of Woodland Park Colorado Engineering Specifications.

 Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

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

#### **City Use Only**

**Permit Approval:** This permit shall be granted to proceed in accordance with all information shown on the application, site plan as approved, Traffic Control Plan, and Conditions of Approval.

By: \_\_\_\_\_  
City Engineer or Appointed Representative Date \_\_\_\_\_

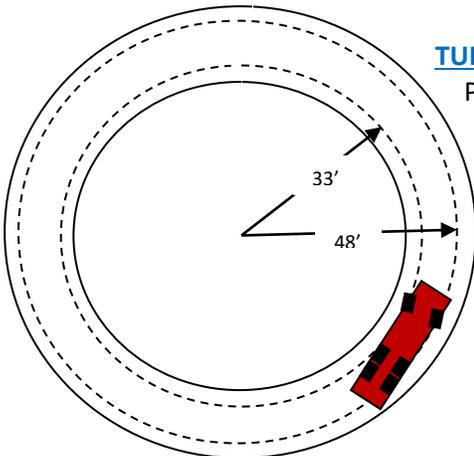
# Northeast Teller County Fire Protection District

1010 Evergreen Heights – Woodland Park, CO 80863  
(719) 687-1866 - [www.netellerfire.org](http://www.netellerfire.org)



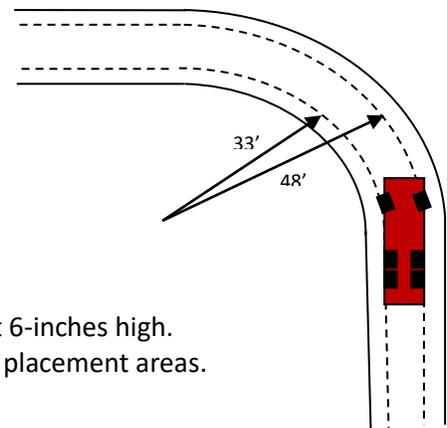
## FIRE DEPARTMENT ACCESS

**Fire Apparatus Access Road** – A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. (International Fire Code)



### TURNING RADIUS (2003 IFC):

Per Section D103.3 of the 2003 International Fire Code, "the minimum turning radius shall be determined by the fire code official". Based upon the equipment used by the District, it has been determined that all fire apparatus access roads shall meet a minimum of a 33' inside, and 48' outside turning radius.



### ROAD WIDTHS (2003 IFC):

Fire apparatus access roads shall be a minimum of 20-feet wide and 13-feet 6-inches high. Aerial Access areas must be 26-feet in width and no more than 3% grade at placement areas.

### GRADE (2003 IFC & WP/Teller Co Standard):

Road grades should attempt to maintain 10% or less, but shall not exceed 17% grade, see the City of WP or Teller County road standards for design. Truck placement area and turnaround shall be 8% or less.

### LOADING (2003 IFC):

Fire service access roads shall be all-weather servicing and shall be able to support 75,000 pounds (HS-20 Loading)

### DEAD-ENDS (2003 IFC):

Fire access roads with a dead-end more than 150-feet shall be provided with an approved turn-a-round per IFC and minimum of 16X35 for residential drives. If longer than 500' a pull out is needed.

### FIRE LANE SIGNAGE (2003 IFC):

Fire lane signage/markings shall be provided as follows:

- 1) Both sides of fire lane when the road is 24-foot wide or less.
- 2) One side of the fire lane when the road is 24-34-foot wide.
- 3) Signage not required when road exceeds 34-foot wide.



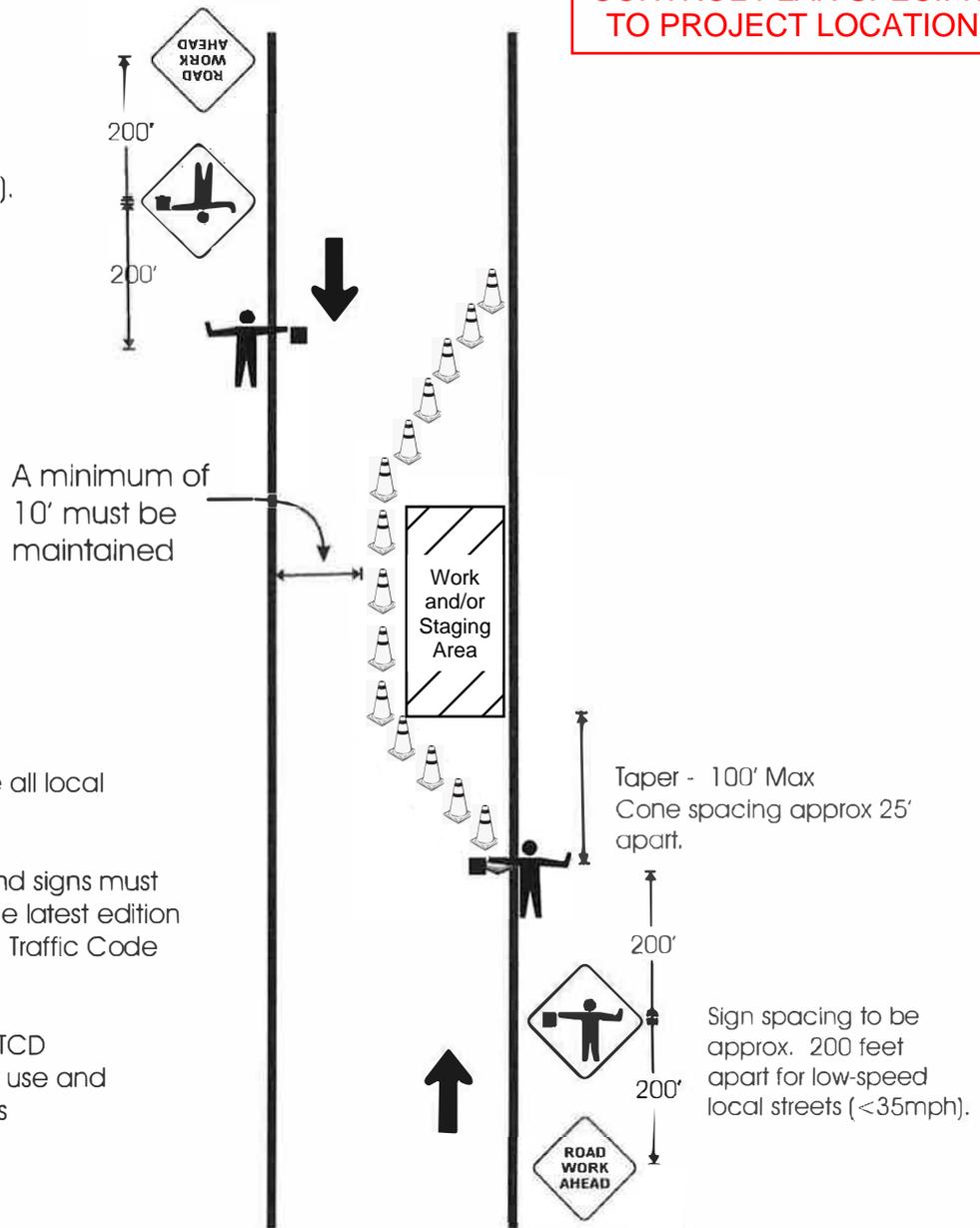
### RESIDENTIAL DRIVES:

The fire department prefers to remain on public streets; however, if it is longer than 60', a private residential driveway is determined to be a fire apparatus access road, and the driveway shall meet the requirements above and:

- 1) Minimum of 12-foot drive width plus 4', 2' each side of drive area, 13-foot 6-inches vertical clear space,
- 2) Turning radius of 30-feet (inside) and 45-feet (outside).

**FOR EXAMPLE PURPOSES ONLY - SUBMIT TRAFFIC CONTROL PLAN SPECIFIC TO PROJECT LOCATION**

Sign spacing to be approx. 200 feet apart for low speed local streets (<35mph).



\* Contractor must resolve all local access and safety issues.

\*All barricades, cones, and signs must be in accordance with the latest edition of the Manual on Uniform Traffic Code Devices (MUTCD).

\*Flaggers must follow MUTCD guidelines. Flaggers must use and wear safety equipment as required.

Example Traffic Control Plan

One Lane Construction Zone for Residential & Local Streets

Drawing Not to Scale

