



**PUEBLO  
WEST**  
*Colorado*

# PUEBLO WEST METROPOLITAN DISTRICT

## ACCESS PERMIT APPLICATION

1. **A PLOT PLAN THAT DEPICTS THE REQUESTED ACCESS IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION. IS A PLOT PLAN INCLUDED?**                       Yes                       No
  
2. **LAND USE TO BE SERVED BY THE ACCESS (check one):**  
 Residential (\$240.00 application fee)                       Commercial (\$390.00 application fee)
  
3. **APPLICANT:**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address (Mailing) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email Address \_\_\_\_\_
  
4. **PROPERTY OWNER (if different):**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
  
5. **CONTRACTOR (Must be licensed & insured with verification through Pueblo Regional Bldg.):**  
Name \_\_\_\_\_ Phone \_\_\_\_\_
  
6. **LOCATION:**  
A. ADDRESS OF PROPERTY TO BE SERVED BY PERMIT:  
Address \_\_\_\_\_  
B. LEGAL DESCRIPTION OF THE PROPERTY TO BE SERVED BY PERMIT:  
Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Other: \_\_\_\_\_  
C. THE STREET THAT THE PROPOSED DRIVEWAY ACCESS IS TO BE LOCATED ON:  
\_\_\_\_\_  
D. THE CLOSEST INTERSECTION IS: \_\_\_\_\_.  
E. THE APPROXIMATE DISTANCE/DIRECTION FROM THE CLOSEST INTERSECTION IS:  
\_\_\_\_\_ FEET/\_\_\_\_\_ OF \_\_\_\_\_(STREET NAME).  
F. STREET SURFACE TYPE (check one):                       Gravel                       Paved or Chip Seal  
Date Received/Paid: \_\_\_\_\_

**APPROVAL PROCESS**

**1. COMMERCIAL ACCESS APPROVAL PROCESS**

A. LIST OF ROADWAYS REQUIRING PWMD BOARD APPROVAL:

McCulloch Boulevard – Platteville Boulevard to Nichols Road  
Purcell Boulevard – Round-a-bout at Platteville Boulevard to Liberty Point Boulevard  
Spaulding Avenue – Golfview Drive to Abarr Drive  
Hahns Peak Avenue – McCulloch Boulevard to Joe Martinez Boulevard  
Joe Martinez Boulevard – McCulloch Boulevard to Hahns Peak Avenue

B. LIST OF ROADWAYS REQUIRING DIRECTOR OF PUBLIC WORKS APPROVAL EXCEPT AS NOTED IN 1A ABOVE:

McCulloch Boulevard  
Purcell Boulevard  
Spaulding Avenue  
Hahns Peak Avenue  
Joe Martinez Boulevard

C. LIST OF ROADWAYS REQUIRING ENGINEER APPROVAL:

All roadways except as noted in 1A and 1B above.

**2. RESIDENTIAL ACCESS APPROVAL PROCESS**

A. LIST OF ROADWAYS REQUIRING ENGINEER APPROVAL:

McCulloch Boulevard  
Purcell Boulevard  
Spaulding Avenue  
Hahns Peak Avenue  
Joe Martinez Boulevard

B. LIST OF ROADWAYS REQUIRING STAFF APPROVAL:

All roadways not listed in 2A above.

**\*\*\*\*\*FOR PWMD OFFICE USE ONLY\*\*\*\*\***

What approval process is required?     \_\_\_ Board   \_\_\_ Director   \_\_\_ Engineer   \_\_\_ Staff

Roadside Swale Depth: \_\_\_\_\_ - inches (< 20" – Swale, 20" to 24" - Swale or Culvert, > 24" - Culvert)

Type of access allowed:   \_\_\_ Swale   \_\_\_ Swale or Culvert   \_\_\_ Culvert

R-O-W Width:   \_\_\_     Driveway length from \_\_\_\_\_ to edge of proposed access is \_\_\_\_\_.

If type of access is a special case, please describe: \_\_\_\_\_

Other requirements:   \_\_\_ Road Improvements Required   \_\_\_ Coordination Meeting Required   \_\_\_ Variance Required

                  \_\_\_ Other: \_\_\_\_\_   \_\_\_ Additional Fees \$ \_\_\_\_\_

Application Approval Signature: \_\_\_\_\_                                   Date: \_\_\_\_\_

## SPECIAL PROVISIONS

1. Driveways within Public Right-of-Way - Construction of the access, if approved, must comply with Article 7- "Roadway Access" of the Pueblo West Roadway Design and Construction Standards and the associated Standard Details. Copies of these documents are available for viewing and download on the PWMD website. By signing the access permit, the applicant and property owner acknowledges that they will comply with the requirements listed therein.
2. Residential Driveways - Residential driveways shall be constructed of 6-inch thick concrete or approved structural pavers for swale and culvert application. Concrete shall meet the requirements of the City of Pueblo standards for a 4,000 psi mix design or approved equal. Gravel accesses (6" depth) are acceptable only on gravel roads for culvert applications. Gravel is defined as crushed Class 6 Aggregate Base Course.
3. Commercial Driveways - Commercial driveways shall be constructed of an asphalt pavement consisting of 4-inches of asphalt over 6-inches of crushed aggregate base course or 7-inch thick reinforced concrete (#4 rebar, 18-inch on center, each way, suspended by plastic or galvanized metal chairs). Concrete shall meet the requirements of the City of Pueblo standards for a 4,000 psi mix design or approved equal.
4. Transitions:
  - Access on gravel roads shall have a 1-foot transition from the edge of the road to the end of the concrete driveway. This transition shall be excavated to a depth of at least 6-inches, refilled and compacted with Class 6 Crushed Aggregate Base Course.
  - Access on paved or chip sealed roads shall have the edge of the roadway saw cut evenly to produce a neat vertical line. The driveway shall then be constructed to the roadway edge.
  - All accesses shall match into the existing roadway pavement that is in stable condition. The Inspector has the sole discretion to determine the removal limits of unstable pavements. If the limits of removal exceed 12-inches beyond the edge of the existing roadway, the asphalt pavement shall be removed, tacked and replaced in accordance with PWMD standards.
5. Culverts - The use of culverts for access may be appropriate if the ditch depth is in excess of 20-inches. PWMD staff shall evaluate and approve culvert usage. It is recommended that culvert materials are not purchased by the applicant until receiving PWMD approval. The culvert shall extend to the outside edges of the wings or radiuses unless otherwise approved by staff. The minimum size culvert for access is 18-inches diameter or the arched/elliptical equivalent. Corrugated metal pipe (CMP), reinforced concrete pipe (RCP), or non-reinforced concrete (NRCP) pipe may be used. The use of concrete headwalls is required for culvert usage as shown in the roadway standards details. Additional inspection fees will be assessed based upon our fee schedule.
6. Commercial Roadway Widening/Improvements - The applicant shall be responsible for roadway improvements including widening the roadway to meet current PWMD standards. All roadway improvements shall match into the existing pavement that is in stable condition. The Inspector has the sole discretion to determine the limits removal of unstable pavements. Pavements shall be removed and replaced in accordance with PWMD standards and/or District approved plans. Additional inspection fees will be assessed based upon our fee schedule.
7. The Contractor shall have utilities located prior to the start of construction.
8. Inspection - The Applicant shall be responsible for scheduling their pre-inspection and final inspection after the associated work has been completed. Call 719/547-9801 to schedule all inspections. The inspection will then be conducted anytime between the time of request and the end of business the following business day unless otherwise notified. No inspections are available on District holidays. A permit is not valid until all required improvements are constructed, inspected and approved by PWMD.
9. The permit shall be approved by PWMD with all associated fees being paid prior to sign off on all building permits to include any assessed penalty fees that may have occurred
10. Expiration of Permit - This application is valid for one year from the date of application acceptance. If the access has not been approved within one year of the acceptance date, the permit shall be considered expired.
11. The Contractor shall warrant their work for a period of one year following the full approval of the permit for workmanship and materials to the property owner. No warranty for this work by the District is expressed or implied.
12. Failure to install the access in accordance with the access permit may result in the District commencing legal action against the property owner to enforce the conditions of this permit in Pueblo County District Court.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PRE-INSPECTION INSPECTION CHECKLIST:**

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

- Does the location of the access match the plot plan?  Yes  No
- Does the access geometry match the plot plan?  Yes  No
- Does the excavation for the access match the prescribed pavement section?  Yes  No
- Does the culvert meet size and material standards?  Yes  No  N/A
- Does the finish grade of the access match the roadside swale?  Yes  No  N/A
- Does the access drain in the natural direction of the flow?  Yes  No
- Does the roadway edge form or string-line been set between 1/2" to 1-1/2" below the existing gravel roadway edge?  Yes  No  N/A

Comments: \_\_\_\_\_  
\_\_\_\_\_

**FINAL INSPECTION CHECKLIST:**

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

- Has the access been constructed as approved by the pre-inspection?  Yes  No
- Has the transition to roadway edge been constructed appropriately?  Yes  No
- Has the access been backfilled and minor grading been completed?  Yes  No
- Does the concrete surface along the flowline deviate less than 1/4" when checked with a 6-foot straightedge?  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

**ROADWAY IMPROVEMENT CHECKLIST:**

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

- Type of improvement required? \_\_\_\_\_
- Does the geometry of the improvement match the approved plan?  Yes  No
  - Does the subgrade excavation meet width, depth and slope requirements?  Yes  No
  - Does the base course placement meet the width, depth, slope requirements?  Yes  No
  - Does the base course appear tightly compacted with no loose material?  Yes  No
  - Have the vertical edges of concrete and asphalt received a tack coat?  Yes  No
  - Does the asphalt paving result in a smooth drivable surface?  Yes  No
  - Is there a stable interface between the existing road and the new asphalt?  Yes  No
  - Is the swale graded to provide positive drainage in the natural direction of flow?  Yes  No

Comments: \_\_\_\_\_

Permit granted on: \_\_\_\_\_ Approved by: \_\_\_\_\_