



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

ACCESS AND ADDRESS APPLICATION

ACCESS/ADDRESS FEE: \$150 (\$75 for Access, \$75 for each Address)

For access and addressing purposes, you must post a green flag at the location of your proposed or existing access point. These green flags may be obtained from the Delta County Planning & Community Development Department at no extra charge. You may also place your own green flag as long as it is visible from the roadway. When filling out the application, please use blue or black ink. Incomplete applications are not considered filed. Return the hardcopy application to the Planning Department at 295 W 6th St, Delta, Colorado.

We accept cash, checks, and all major debit/credit cards (service fee applied at check out)

- Please make checks payable to **DELTA COUNTY**.
- Pay online [here](#). Please include the term "Access/Address" in the payment notes.

This application is for: ☐ Access ☐ Address ☐ Readdress (moved access)

GENERAL INFORMATION

***Please obtain and include a copy of the Property Record Card from the Assessor's Office or find and print from their website [here](#).**

ASSESSOR'S ACCOUNT #: R ____ (Example: R012345)

PARCEL ID: _____ (Example: 321001234567)

Check the box if you have purchased this property within the last three (3) weeks? ☐

PROPERTY OWNER(S): _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

☐ Check here if the property owner is the same as the applicant.

APPLICANT(S): _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

Office Use Only: Date Received: _____ DP #: _____ R&B District: _____



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

ACCESS AND ADDRESS REQUIREMENTS – Please attach the following:

- ☐ Legible site sketch **OR** recorded plat **OR** an aerial photo of the site and immediate vicinity
- ☐ Recorded warranty deed and/or legal documents
- ☐ Copy of existing approved access permit (if previously done)
- ☐ Copy of easement or Right-of-Way if crossing other property

Please answer the following questions to the best of your ability.

1. Main road in which access is being applied from? _____
2. What is the name of the nearest intersecting County Road? _____
3. Where is the County Road intersection located in relation to the proposed access?
☐ North ☐ South ☐ East ☐ West
4. What is the proposed use of the access being applied for?
☐ Agriculture ☐ Residential ☐ Commercial ☐ Other: _____
5. How many residential units will be using the proposed access? _____
6. Are there other access points besides the proposed access entering this property? _____
7. Does the proposed access cross another property (different owner) or entity (City/Government)?
☐ No ☐ Yes If yes, please explain _____
8. Do you have a gate? ☐ Yes – Existing ☐ Yes – Proposed ☐ No
9. Are you planning any change or intensification from existing use(s) of the property? ☐ Yes ☐ No
10. Is the address being applied for being used for an existing or proposed structure?
☐ Existing (already built) ☐ Proposed (not built)

ACCESS ACKNOWLEDGEMENT

Please initial each of the following, acknowledging that you have read, understand, and agree with these terms:


- _____ The location of my requested access point may be approved, disapproved, or modified for public safety.
- _____ County Engineering has up to ten (10) business days from the date the application is received to review applications and issue a Notice to Proceed (NTP) to the applicant.
- _____ Driveways and roads (public and private) must be built to Delta County Road Standards (Dated 12/21/2005) and meet the Access Code (Resolution 2014-R-009). After constructing the access, the applicant must contact County Engineering to request a final inspection.



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

ACCESS ACKNOWLEDGEMENT continued

- _____ I agree to construct my access at the approved location. If, for any reason, I choose to construct or have the access built in another location from the one approved, I will, if requested by Delta County, remove, relocate, or rebuild the access and I understand my address may change as a result.
- _____ There shall be no gate blocking a public Right-of-Way. Gates must be installed at least 35 feet from the edge of the traveled surface to avoid vehicles blocking any County Roadway.
- _____ Access Permits will indicate if the access has been approved, approved with conditions, or denied.
- _____  Access onto a State Highway requires proof of an approved Access Permit issued by the Colorado Department of Transportation (CDOT) before the County will issue an address.
- _____ Permittee hereby assumes, releases and agrees to indemnify, defend, and protect and save the County of Delta harmless from and against any loss of and/or damage to the property of the County of Delta, third parties or the Permittee's facilities, and all loss and/or damage on account of injury to or death of any person whomsoever, arising at the time, caused by or growing out of the occupation of Delta County Road Right-of-Way to Permittee's facilities or any part thereof, including, but not limited to, installation, adjustment, relocation, maintenance or operation, or removal of existing facilities, unless such loss and/or damage arising from the sole negligence or willful conduct of the County of Delta or its employees or agents.
- _____ If the construction of an access does not commence within one (1) year of the application approval date, the application shall become null and void. If the access cannot be constructed within the one (1) year period, an extension may be applied for.

ADDRESS ACKNOWLEDGEMENT

Please initial each of the following, acknowledging that you have read, understand, and agree with these terms:

- _____ For public safety (911) an address must be assigned when developing a habitable or commercial structure; such as a residence, business, temporary residential facility, or airplane hangar.
- _____ When three or more (3+) addresses are assigned to a single access driveway, the access road is required to be named. This will trigger a readdressing for the other addresses located on that access road, even if the access is private.
- _____ The Addressing Official can modify the assignment at any point to accommodate public safety. If this occurs, landowners will be notified.
- _____ The GIS Department has up to ten (10) business days from the date a complete address request is received to assign an address.



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

ADDRESS ACKNOWLEDGEMENT continued

_____ The GIS Department orders red address signs (house number, fire marker) quarterly, and they may take up to six (6) months to install. Landowners may install a temporary sign if they choose.

_____ I agree to place the assigned address number on the structure in a visible location.

_____ If, for any reason, my access is moved and thus causing readdressing, I will notify Delta County and I will assume responsibility for the required readdressing fees.

_____ Receipt of this address does not guarantee access to your property. Please ensure you have proper permission and easements if you need to cross private property to access your property.

If you have comments for the Addressing Official, please write them below:

ACKNOWLEDGEMENT AND AUTHORIZATION

The undersigned recognizes that if the use of their property is an “allowed use” pursuant to the Delta County Land Use Code, no Site Plan Review is required. **Except where access and address are being applied for.** In that situation, property owners are responsible for complying with all applicable standards without County review. Those standards include but are not limited to access location, property boundary encroachments, setbacks, easements (access, utility, water, etc.), plat notes, road Rights-of-Way, agreements, and any other encumbrance, limitation, or geological condition. By signing below, the owner acknowledges their responsibility and holds Delta County harmless for any situation resulting from a breach of this responsibility.

The undersigned authorizes Delta County to proceed with processing this application under the requirements of the applicable Delta County codes/regulations and to access the property as needed to verify/assess information related to this application.

I hereby certify that the information provided herein is complete and accurate to the best of my knowledge. Also, I hereby certify that I am the property owner or that I, the undersigned, am authorized to act on the property owner’s behalf. I hereby certify that I have read and understand the requirements of this application.

Applicant Signature: _____ DATE: _____

Owner Signature: _____ DATE: _____

Separate letter(s) with owner(s) authorization is acceptable.

NOTE: If Applicant is not the owner, authorization (e.g., Power of Attorney, statement of authority) from the owner(s) of all properties associated with this permit is **REQUIRED**.



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

NOTARY

COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado
County of Delta

This record was acknowledged before me on this _____ day of _____, 20 _____,

by _____

Notary's Official Signature

(seal)

Title of Office: _____

My Commission Expires: _____



DELTA COUNTY

PLANNING & COMMUNITY DEVELOPMENT

SITE SKETCH: AN ACCURATE SITE SKETCH OR PLAT FOR SUBDIVISION IS REQUIRED FOR ALL PERMIT APPLICATIONS SUBMITTED

Please draw and label your property to the best of your ability in the space provided below. The features to be included in the site sketch are listed below. Some of the features may not exist or apply to your plan. Try to be as inclusive as possible. See the example on the back of the sheet.

1. Property boundaries, acres, length, width	2. Proposed and existing accesses	3. Proposed/existing buildings, residences and commercial buildings currently using or that will use this access	4. Label all County Roads
5. Distance between access and nearest intersecting road	6. Include the neighbor's access/driveway and distance from your proposed access	7. Proposed or existing septic and leach field	8. Springs, ponds, lakes
9. Ditches	10. Utility lines (electrical, water, gas and telephone)	11. All easements (attach recorded documentation and plat)	





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PLANNING & COMMUNITY DEVELOPMENT

SITE SKETCH EXAMPLE

