

**GUNNISON COUNTY, COLORADO**  
**PUBLIC WORKS DEPARTMENT**  
**195 BASIN PARK DRIVE**  
**GUNNISON, CO 81230**

**Reclamation & Access Permit Applications:**

- A. Complete** each application as requested, **using the property owners name** on the permits.
- B. Sign** where indicated.
- C. Return** to the Gunnison County Public Works Department (195 Basin Park Drive) **with the following maps:**
  - **Two copies of a site plan.**  
The site plan shows your property in its entirety with existing structures, etc. and the placement of whatever may be involved in your project on your property. (residence, driveway, out buildings, utility lines, septic tank, leach field, etc.)
  - **Two copies of a plat map.**  
The plat map shows your property in its entirety as it sets in the subdivision or general area. Adjacent properties need to be shown in their entirety.
  - **Two copies of a location map.**  
The location map is a directional map showing the way to your property from Gunnison.

**DO NOT**

- 1. KEEP THE ORIGINAL COPY OF THE PERMITS.** The original copy of each permit application will be returned to you when they have been approved.
- 2. BREAKGROUND PRIOR TO OBTAINING APPROVED PERMITS.**
- 3. VIOLATE THE CLEAN WATER ACT** by starting any road, OWTS or building construction in wetlands before receiving the necessary inspections and permits.

You must obtain each applicable permit required by Gunnison County or any other governmental entity. Issuance of any one permit does not in any way ensure or guarantee the issuance of any other permit.

If we can be of assistance, please give us a call at (970) 641-0044. Our office is open from 7:00 a.m. – 4:30 p.m., Monday through Friday. Jon Mugglestone, Gunnison County Weed Coordinator, can also be contacted at (970) 641-4393.

## FREQUENTLY ASKED QUESTIONS

**Do I need a Reclamation or Access Permit:** You will need a reclamation permit if you are doing any construction in Gunnison County within the sage grouse occupied habitat boundary OR if your project is outside the sage grouse occupied habitat boundary AND the total square footage of disturbance is at or above 10,000 square feet. You will need an access permit if you are constructing an access in Gunnison County.

**What is the cost of the Reclamation and Access Permit:** The cost of the reclamation permit is \$75.00 (if the project is inside the sage grouse occupied habitat boundary and below a total of 10,000 square feet of disturbance) OR \$150.00 (if the project is at or above a total of 10,000 square feet of disturbance). If you have 10,000 or more square feet of disturbance you will be required to pay a refundable financial security deposit to guarantee that the reclamation work will be done. The financial security is \$500 for the first 10,000 square feet and \$100 per 1,000 square feet there after. The cost of the access permit is \$75.00. You may pay for the Reclamation and Access permits with one check made out to Gunnison County.

**What are the purposes of the Reclamation and Access Permits:** The purpose of the reclamation permit is to insure that areas that are disturbed during construction are reclaimed. For example, you will be required to address any areas where you have changed drainage patterns on your property and you will be required to take steps to prevent any type of erosion. It is hoped that this permit will help address problems that have arisen in the past when large fills were made but were never re-seeded or when slopes were left too steep to be re-vegetated. Proper reclamation of a disturbed area can prevent erosion, unstable slopes, and the invasion of noxious weeds into an area. The purpose of the access permit is to insure that accesses in Gunnison County are built in as safe a manner as possible. We also require that they be built in a manner that does not negatively effect the maintenance or the structure of the road intersected by the access.

**What is the process for obtaining approved Reclamation and Access Permits:** You will need to submit complete reclamation and access permits with exhibits, maps, fees and necessary deposits to our office AND submit your OWTS or Building Permit applications to Community Development. Community Development will then send our office a routing sheet and copy of your site plan. These are matched up with your completed reclamation and access permits and reviewed by our office. Our review process usually takes one to two business days. Upon approval we then send the routing sheet back to Community Development. You should then receive a call from Community Development when your OWTS or Building Permit is ready. The Weed Coordinator, Jon Mugglestone, will review the reclamation application and return the approved permit to you by mail. Public Works Department staff may make an on-site visit to review the layout of your proposed driveway.

**What if I am accessing a road other than County or public:** Any access construction within Gunnison County will require an access permit. If you have an access onto a State Highway you will need to call the Colorado Department of Transportation office in Montrose at 249-5285 for a State Access Permit. The state permit requires Gunnison

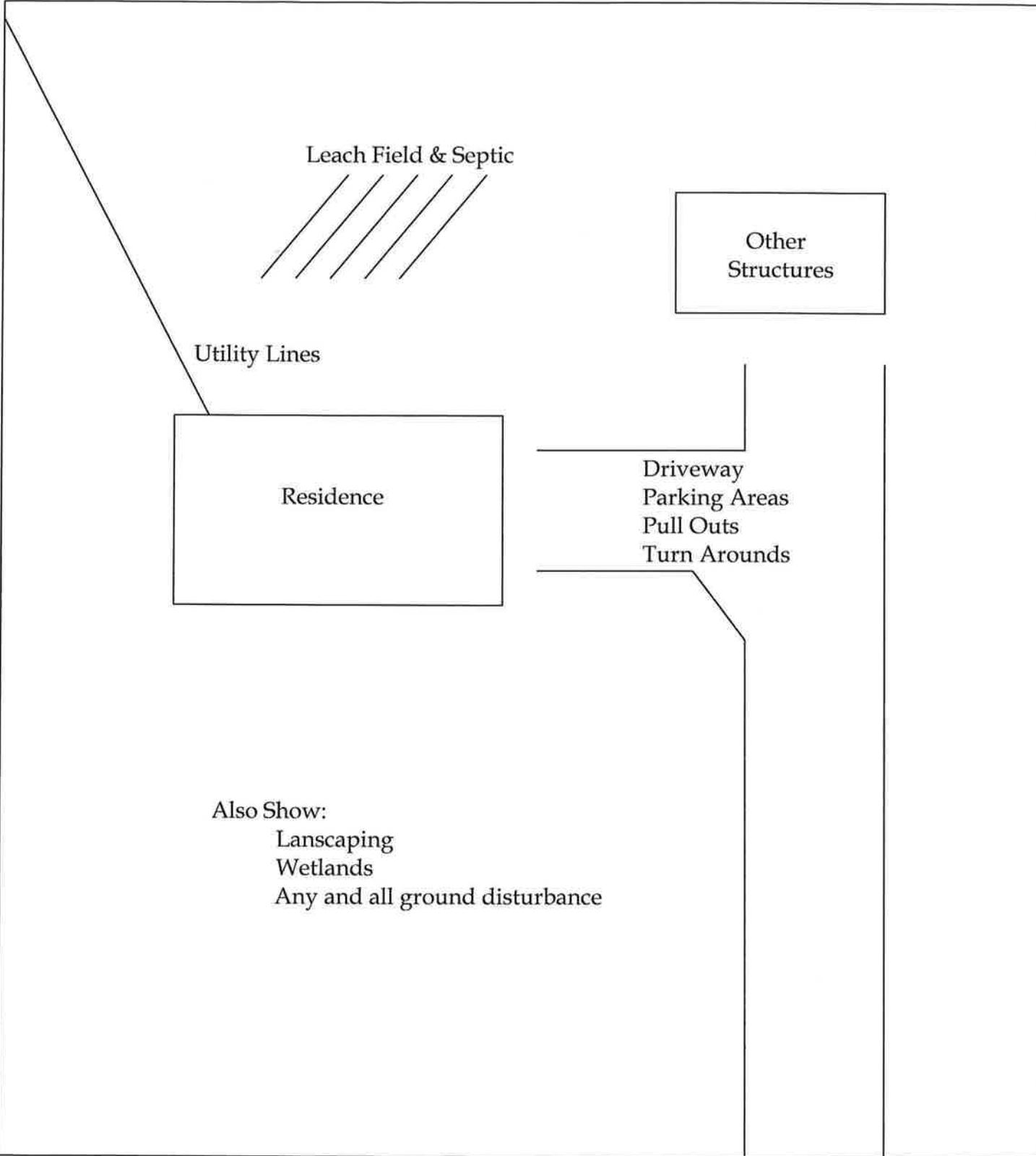
County to sign off on the access, but the State will do the site visit. A copy of the approved state permit will need to be submitted with the permit paperwork to Gunnison County.

**How are final inspections obtained:** Upon completing reclamation of your project you may contact Jon Mugglestone at 970-641-4393. If the reclamation has been successfully completed Jon will mail a letter of final inspection to the address given on the reclamation permit. After your access has been constructed you may call the Gunnison County Public Works Department at 970-641-0044 for a final inspection. If the inspector does not find it complete he will notify you about what needs to be completed. If the access does not pass inspection you will be required to pay a re-inspection fee of Two Hundred Fifty Dollars (\$250.00) prior to another inspection. If it is found to be built to Gunnison County Standards our office will send a memo to the Building Inspector notifying him that you have fulfilled our requirements or the inspector may also sign off on the building permit if available. Your Certificate of Occupancy will not be issued until the drive inspection has been completed.

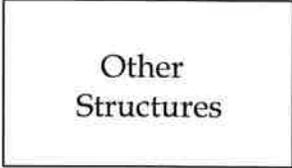
**What is the expiration of the Reclamation and Access Permits:** The reclamation permit is valid for two years from the date of approval. The access permit is valid for one year from the date of issue.

Good Luck with your project!

# Site Plan Example

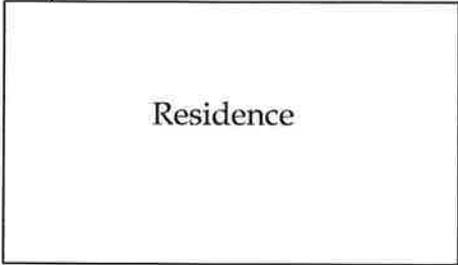


Leach Field & Septic

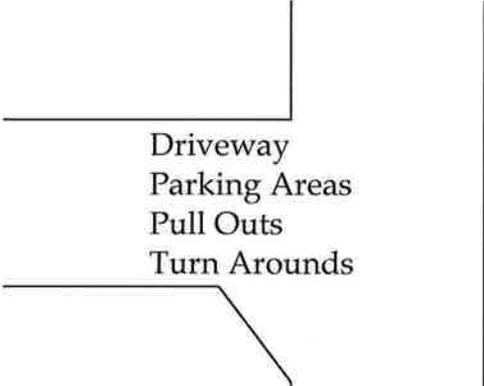


Other Structures

Utility Lines



Residence

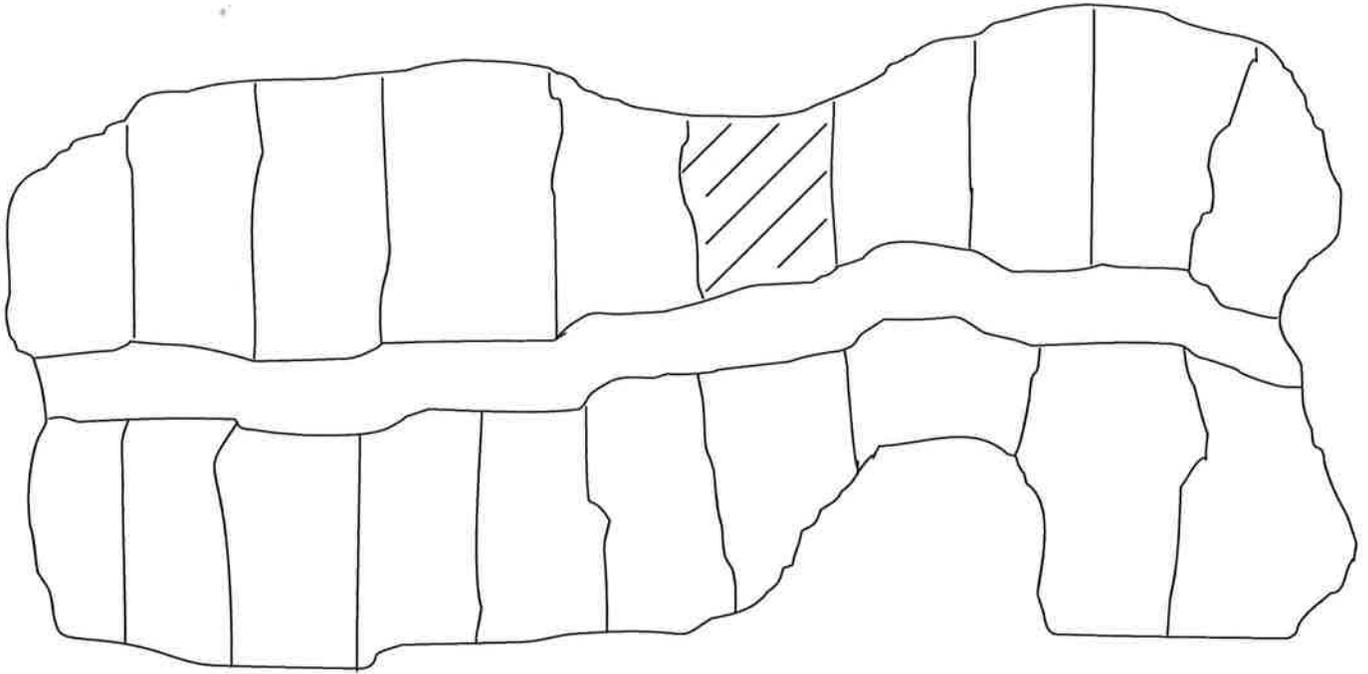


Driveway  
Parking Areas  
Pull Outs  
Turn Arounds

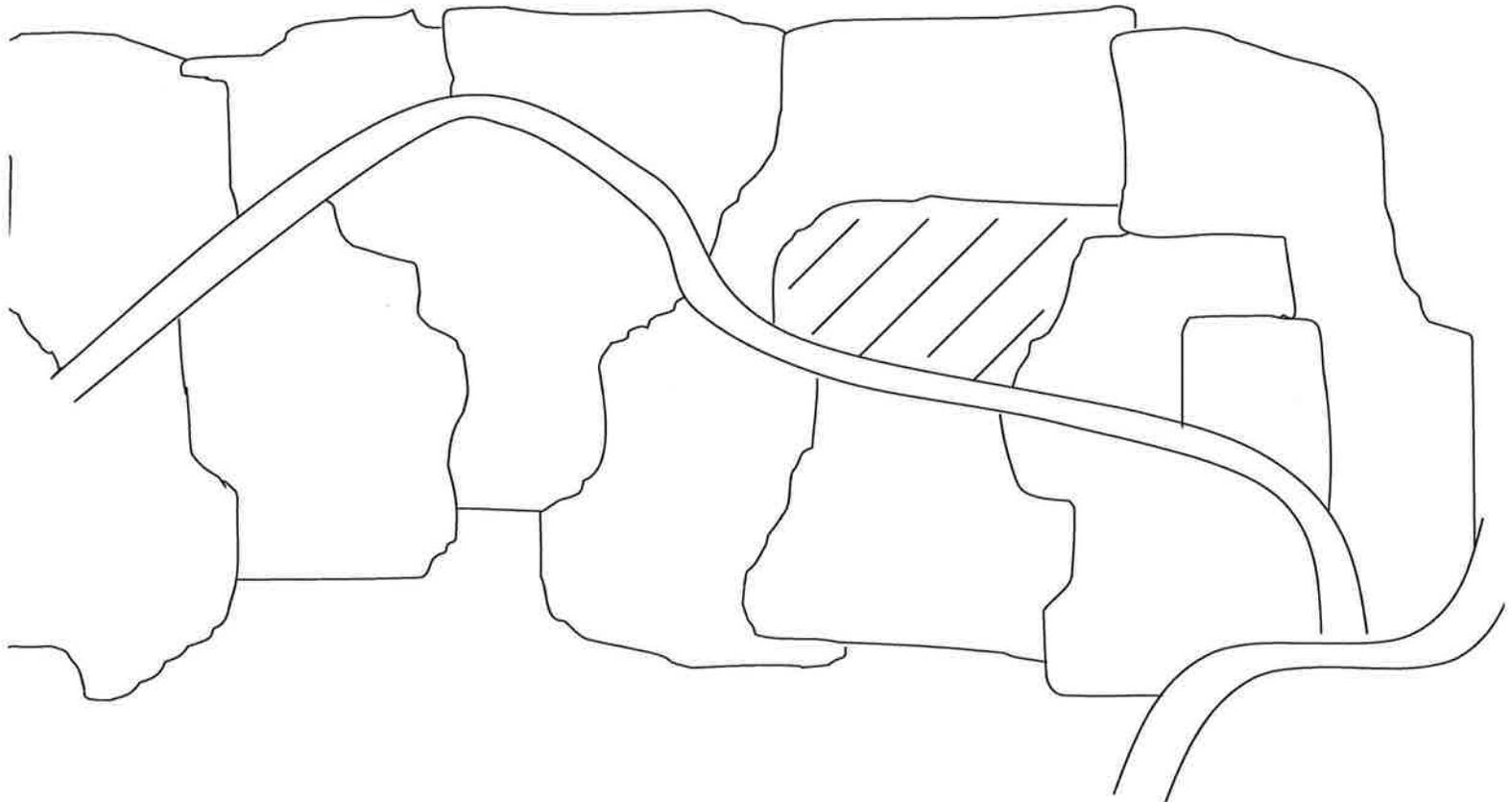
Also Show:  
Lanscaping  
Wetlands  
Any and all ground disturbance

# Plat Map Examples

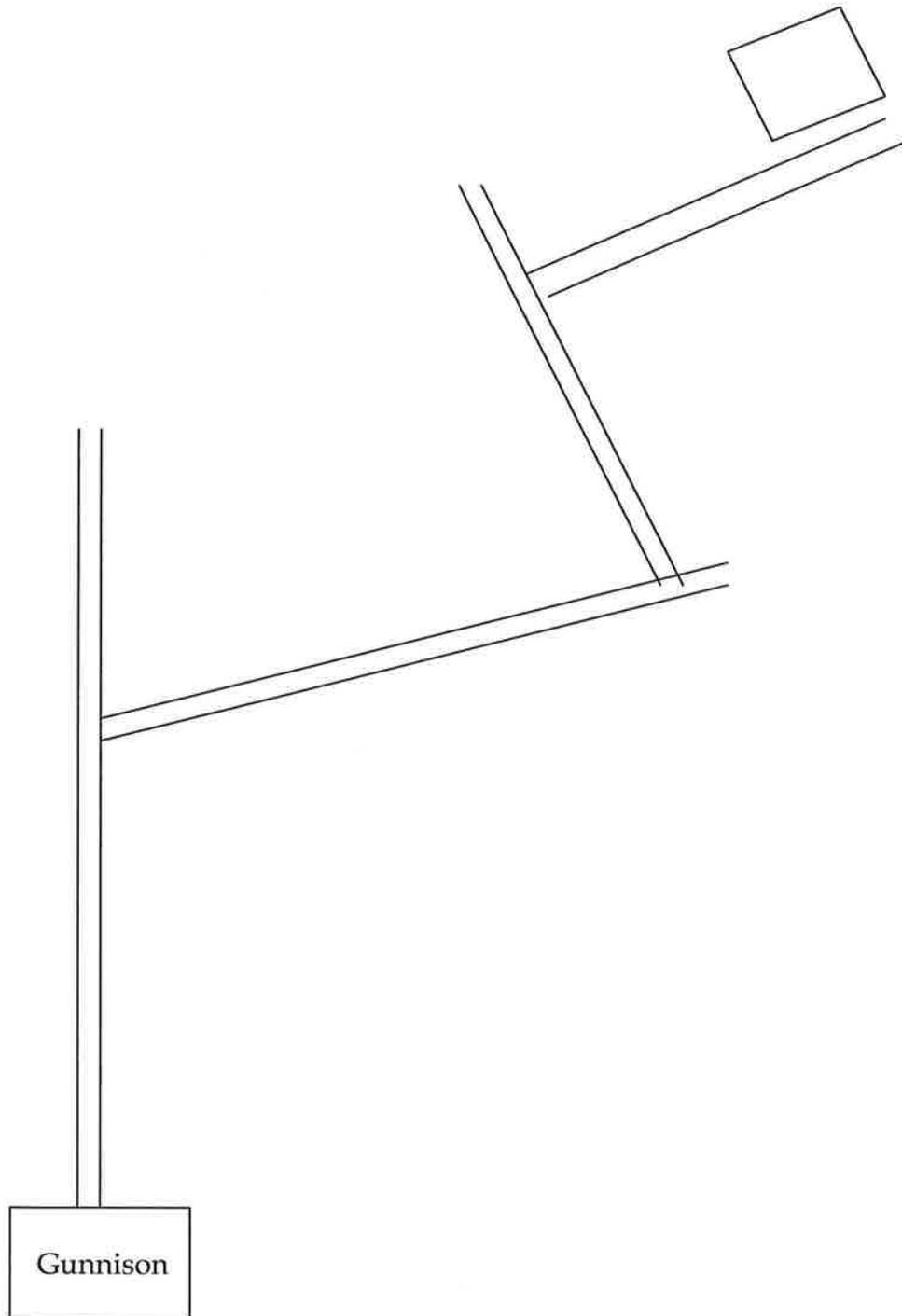
- A. Land within a subdivision  
- Designate your property



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- B. Land outside a subdivision  
- Designate your property



## Location Map Example



The location map is simply a directional map from Gunnison to your property so inspectors can find your property. Be sure to label highway and road names or numbers as well as mileage to each intersection and the address of the project.