

LARAMIE COUNTY ACCESS PERMIT APPLICATION

Laramie County Public Works Department
13797 Prairie Center Circle, Cheyenne WY 82009
Phone: 307-633-4302
Email: permits@laramiecounty.com

By applying for this permit, you agree to the following:

1. A minimum of 3 working days may be required for review. Incomplete applications will delay the review process.
2. The nonrefundable application fee for this permit is **\$50.00**.
3. Access locations must be clearly staked and/or marked within 24 hours of application of permit.
4. The permit holder shall notify the County prior to beginning and at completion of work.
5. Laramie County Public Works reserves the right to revoke an access permit at any time.
6. All roadway construction shall comply with the Wyoming Public Works Standard Specifications, latest edition, and current Laramie County Standards and Specifications. **All cuts and/or holes will have an asphalt patch within one week after completion of the facility. If weather will not allow, Owner/Licensee will patch temporary and monitor until such time as a permanent patch can be placed.**
7. Any unpermitted construction of access may be removed/modified to County standards by Laramie County at the expense of the owner of the property served by the access.
8. If any access becomes disused or its use prevented for a continuous period of twelve (12) months, it shall be deemed abandoned and all use thereafter shall be in conformance with this regulation. Laramie County will notify the applicant/owner at their last known address in regard to the abandonment by first class mail of the County's assumption of abandonment. In the absence of a response or credible information indicating the use continues, Laramie County may remove the access. Any removal of an access shall return the right-of-way to Laramie County standards. The owner of the property served by the abandoned access will be assessed the cost of removal. In the event the County removes an access due to changing land-use patterns, as determined by the County, the County shall bear the cost of removal. Failure to comply with this requirement may result in revocation of this permit and removal of the access.
9. Laramie County does not waive its Government/Sovereign Immunity, as provided by any applicable law including W.S. § 1-39-101 et seq., in issuing this permit. Laramie County retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this permit. Further, the applicant/owner shall indemnify, defend and hold harmless Laramie County for any and all liability for injury, claim or damage, which may arise out of the negligent operation, action or omission of the applicant, its officers, agents and employees, during the performance of the duties under this agreement. Further, the applicant/owner, their heirs, personal representatives, assigns and successors in interest indemnify, defend and hold harmless Laramie County for any and all liability for injury, claim or damage resulting from, arising out of, or in connection with, the construction and/or ongoing maintenance of this access.
10. All provisions of laws and ordinances governing the above-described type of work shall be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the authority of any Governing Body.
11. Applicant/owner acknowledges that any work occurring in the County right of way is the property of Laramie County. Owner agrees they and their successors in interest are responsible for ongoing maintenance of the access in accordance with Laramie County standards as amended and may be required by Laramie County to make repairs. In the event the owner or their successors in interest fail to timely make repairs, they will be assessed the cost of any repairs undertaken and completed by Laramie County. If Laramie County damages any access, the cost of any repairs undertaken and completed shall be the responsibility of Laramie County.
12. This access permit is issued subject to any existing interests in the property, including but not limited to, those of record. It is the responsibility of the applicant/owner to have researched, be aware of and responsible for any abridgment, impact or claim resulting from existing interests in property served by the applicant/owner's requested access.
13. Call Public Works Department (307-633-4302) before backfilling in roadway. Mechanical compaction with material placed in lifts will be required.

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14. Permit expires 1 month from approval date. Reapplication required on all expired permits. (Old permits will be purged from the system).
15. Permit fees are as scheduled by the Laramie County Public Works Department. Permit fee includes 2 inspections:
 - a. Inspection for location and size.
 - b. Inspection for completion to standards.
16. Additional inspections will be charged at \$50.00 per hour. Laramie County Public Works must be notified prior to any additional work being done on site.
17. If permit requires engineering review, the review fee will be assessed at cost.
18. This permit is the applicant's evidence of its existence and its terms and conditions. This is an important document and should be retained.
19. **NO CONSTRUCTION OF ACCESS WILL OCCUR UNTIL APPLICATION IS COMPLETE.**

LARAMIE COUNTY STANDARD

RURAL APPROACH ROADS AND ACCESS DRIVES

1. An Access Permit shall be obtained from this office if any work is to be done for a new or modified driveway.
 - a. No person shall commence work on the construction, alteration, repair or removal of any driveway approach from Public or County roads without a permit being obtained from the Public Works Department.
 - b. A detailed plan showing the exact location of the abutting property and the exact dimensions and location of existing or proposed approaches and the relevant features adjacent to, across from, and within the limit of the frontage of such property; for example, fire hydrants, signs, sidewalks, poles, street light standards, and control boxes. The plan shall also show locations of access approaches on adjacent properties and properties on opposite sides of streets and intersections, the location of buildings, loading platforms, or off street parking facilities being served or to be served by such approaches.
 - c. It is required that the access be installed prior to building construction. In order to protect the safety of the traveling public, all approach roads and access drives connecting to county roads in rural areas of Laramie County shall be constructed to the following standards and specifications:
 - i. Approaches shall have a roadbed width of not less than 20 feet and a maximum of 36 feet with a minimum radius of 15 feet at the roadway shoulders. Embankment slopes shall have a minimum slope of 4 feet horizontal to 1 foot vertical. Slopes will be dressed and compacted. Deviations from these standard dimensions will be approved on an individual basis.
 - ii. A drainage pipe will be required and shall be placed in the approach fill if the approach blocks the road ditch so that overtopping of the approach will occur from the floodwater of a storm of **2 year** frequency. The pipe shall be placed at the constructed flow line of the ditch. **The pipe shall be corrugated steel pipe with flared ends. Ribbed is preferred, but if using spiral, connection points shall be assessed prior to installation.**
 - iii. No fixed obstructions shall be placed within **30 feet** of the edge of the county road travel way except for approved mailbox assemblies or fencing at the right-of-way line. **Approach pipe headwalls constructed of wood, brick, stone, concrete or other permanent materials are prohibited.**
 - d. As-built drawings may be required for the issuance of a permit at the discretion of the Public Works Department.
2. Adherence to standards for Location of Driveways, Driveway Profiles and Sight Distance as contained in Laramie County Land Use Regulations shall also be required. Refer to Section 3-5-107.
3. A traffic control plan may be required. Determination shall be made by the County and shall be provided 3 days prior to work beginning for all work on public rights-of-way pursuant to the Manual of Uniform Traffic Control Devices, latest edition.

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Permit # _____

(Permit is valid for 30 days)

Construction Activity Location (Include County Road Number or Section/Township/Range or Subdivision, Lot/Block/Tract or Address.)

Anticipated Start Date

APPLICANT CONTACT INFORMATION

OWNER

ADDRESS

PHONE

CONTRACTOR

ADDRESS

PHONE

EMAIL ADDRESS

DESCRIPTION OF WORK (Attach copy of construction drawings/plans or plot/site plan.)

BUILDING PERMIT NUMBER IF KNOWN

I, the undersigned hereby certify that this application has been completed truthfully, that I have read the above conditions and understand them fully, and that I will take full responsibility for performance of the type of work under this permit. I understand that failure to complete work according to terms of this permit and applicable law or regulation may result in the County completing said work or removing nonconforming work. The costs of such County action shall be imposed upon my organization or me. I further understand that failure to comply with the terms and conditions of this permit or any other applicable law or regulation may subject me to criminal penalties and/or any other available legal action.

Owner Signature

DATE

Contractor Signature

DATE

PERMIT AUTHORIZATION

CULVERT INSTALLATION

Culvert Diameter: _____

Culvert not required _____

Laramie County Inspector's Signature

Date

Comments