**ARTICLE 14 ACCESS, ROAD STANDARDS, PUBLIC WAY VACATIONS AND ADDRESSES**

**DIVISION 14.1 ACCESS**

# Section 14.100 General

A. **Access Permits Required.** Access to and from the use shall be safe and in conformance with applicable standards. An access permit is required from the appropriate authority. Where the access is adjacent to a county road, the applicant shall be responsible for obtaining a new access permit from the Land Use Office. Where the access is adjacent to a state highway, the application shall be responsible for obtaining a new access permit from the Colorado Department of Transportation.

B. **Access Drive Easement**. For all new parcels not adjoining a County maintained public road, an access drive easement not less than thirty (30) feet in width shall be designated as such and bearings and dimensions given between the parcel and a public road.

### Section 14.110 County Road Access Permit

A. **Application Submittal.** An application for and access permit from a County Road shall be filed by the person having an interest in the real property for the access being requested. The application must be made on a form provided by the Land Use Office and accompanied by:

1. A copy of a deed demonstrating that the applicant has an interest in the real property abutting the roadway or a portion thereof sought to be vacated.

2. A non-refundable processing fee.

3. A plat or site drawing setting forth the point as which the access is being sought.

B. **Review Procedure**

1. **Review of Application Materials.** Upon receipt of an application and additional materials for an access permit, the Land Use Office will forward the materials to the Road and Bridge Supervisor, who will review the materials and visit the location to which access is sought.

2. **Road and Bridge Supervisor Review.** The County Road and Bridge Supervisor shall conduct a field inspection of the site within ten (10) working days. During the field inspection, the Supervisor will take into consideration, possible alternative locations and/or determine what type of structure is needed in order to provide safe access. The Supervisor will further estimate the cost of providing said access. Within five (5) working days the Road and Bridge Supervisor will recommend approval, approval with conditions or denial and will prepare a report of his or her findings, and construction requirements, which will be submitted to the Land Use Office.

3. **Notification of Applicant.** Upon receipt of the report, the Land Use Office will issue the permit subject to any conditions that have been placed on it or notify the applicant that the permit has been denied.

### C. Review of Decision. An applicant may request a review of the Administrative decision in accordance with Section 3.250A.

## D. Standards for Approval

1.Permitting access at the point requested will not place in jeopardy the safety of other users of the roadway to which access is sought or otherwise negatively effect the safe movement of traffic on the roadway to which access is sought.

2.Permitting access at the point requested will not disturb or significantly impair pre-existing drainage patterns or disturb existing irrigation systems.

## 3. All approved access must be constructed by the applicant with the applicant providing all material and labor, but that it is accomplished under the direction of and to the satisfaction of the Road and Bridge Supervisor.

## DIVISION 14.2 ROAD STANDARDS

# Section 14.200 General

A. **Traffic.** Roads serving the proposed use must have the capacity to accept the additional traffic generated by the use safely and efficiently. The use shall not cause traffic congestion or unsafe traffic conditions and all impacts to the roadway system shall be mitigated through roadway improvements or impact fees, or both.

B. **Roadway System.** Impacts to the County roadway system associated with hauling, truck traffic and equipment use shall be mitigated through roadway improvements or impact fees, or both**.**

C. **Interior Roadways**. Interior roadways shall conform, at a minimum, to the Conejos County standards and specifications for local, collector and arterial streets, and all other applicable roadway and right-of-way requirements. All surfacing shall meet the road construction standards adopted by or in prevailing use by Conejos County.

**Section 14.210 Road Standards.**

Private and public streets and roads in new subdivisions and other development elsewhere in the County shall be designed and constructed to the standards and specifications as set forth in this Code and in any other applicable laws, resolutions or regulations of Conejos County.

A. **Advantageous Street System Design**. Street systems shall be devised for the most advantageous development of the entire area. Principal streets in adjoining subdivisions or other development shall be continued and the street system shall provide for the future projection of principal streets into subdivided and unsubdivided adjoining property.

B. **Arterial Street Buffering**. When a subdivision or other development abuts or contains an existing or proposed major arterial street or highway, the County may require service roads, reverse frontage lots with screen planting in a reservation strip abutting the major arterial or other such treatment as may be necessary to adequately protect residential properties and separate local and through traffic.

C. **Adequate Capacity of County Roads**. When a proposed subdivision or other development is located in an area serviced by a County road, the County roads shall be adequate to serve the proposed development. If the County determines that the traffic generated by the subdivision will result in safety hazards for drivers, pedestrians or adjacent residents, or result in substantially increased County maintenance costs, then the County will then determine the improvements necessary to bring the road to acceptable standards for safe and adequate service for the present and future residents. Improvements will be the responsibility of the developer.

D. **Maintenance of Roads**. The County may require paving, graveling or dust suppression on any street or road that, in the Board’s opinion, would become hazardous to the public health, safety, welfare or convenience as a result of approval of a new use. The applicant and the Board shall then agree upon a cost-sharing program and/or construction timetable to bring the road to an acceptable condition. In the case of a subdivision, such agreement shall be incorporated into the Subdivision Improvement Agreement.

E. **Cul-de-Sacs**. Cul-de-sacs shall not be longer than one thousand three hundred and twenty (1320) feet in length, nor service more than twenty (20) residential units. Every such street which serves as the sole frontage of any lot shall provide a turning space at its closed end with at least one hundred (100) feet in useable diameter between lot lines. Such streets will be allowed only in cases where it can be demonstrated that the street will be passable year-round by virtue of minimum grade and curvature, adequate parking provisions and allowance for snow removal and storage.

F. **Dead-End Streets**. Dead-end streets (not including cul-de-sacs) shall be prohibited unless they are platted to the boundary of the subdivision and are so located to provide logical connection to future streets in adjoining undeveloped lands. All dead-end streets shall be provided with a temporary turnaround right-of-way easement having a diameter of at least one hundred (100) feet.

G. **Street Intersections**. There shall be a minimum number of intersections of residential streets with state and federal highways. No more than two streets or roads shall intersect at one point. Streets shall not intersect at an angle of less than sixty (60) degrees nor more than one hundred and twenty (120) degrees, except under unusual circumstances. Intersecting streets shall be connected with each other by a curve of at least twenty-five (25) feet in radius.

H. **Curves**. All horizontal and vertical curves shall be laid out so that there shall be clear vision ahead and behind within the traveled way for a safe distance.

I. **Bridges**. Bridges shall be constructed according to an engineered design.

J. **Road Grades**. Street and road grades shall in general conform to the terrain and shall not, except as provided below, be constructed at grades of less than five tenths (.5) of a percent nor more than the following percent grades:

County road 6%

Arterial 8%

Collector street 8%

Local street 10%

K. **Rights-of-Way Width**. Street and road rights-of-way shall conform to the following minimum right-of-way widths, except as provided for below.

County road 30 feet

Required frontage road 30 feet

Residential streets 30 feet

Cul-de-sac diameter 100 feet

Alleys (where proposed) 12 feet

L. **Minimum Road Width**. Street and road roadway surfacing widths, as measured from shoulder edge to shoulder edge or curb to curb, shall conform to the following minimums, except as expressly waived by the Board of County Commissioners after a finding that a waiver is in furtherance of the objectives of the Land Use Code and Comprehensive Plan.

County road 24 feet

Required frontage road 24 feet

Residential streets 24 feet

Alleys (where proposed) 12 feet

M. **Road Base**. Roads, where not paved, shall be constructed with an eight (8) inch base and a two (2) inch finish of a size and quality of construction material acceptable to the Board of County Commissioners.

N. **Additional Road Standards**. The Board may also, by majority vote, establish from time to time by resolution additional standards and specifications for the construction of streets and roads within proposed subdivisions and elsewhere in the County.

**Section 14.220 Utility Installation and Road Restoration.**

A. **Right of Way Restoration.** Any disturbed portion of a right of way shall be restored as nearly as possible to the condition as existing immediately prior to the Company’s installation. Back filling shall be made in six-inch lifts, mechanically tamped and packed, and the last twelve (12) inches shall be crushed rock or gravel. Trench shall be left open until the Road Supervisor and/or Code Enforcement Officer inspect installation.

B. **Roadway crossing.** When an installation exceeds three inches in diameter and

crosses a roadway, it shall be located as perpendicular to the roadway as physically possible and installed by boring or jacking beneath the road surface**.**

C. **Cuts.** Open cuts across a roadway will be allowed, subject to conditions imposed by the County, only if in the opinion of the County, boring is not possible. Where a cut is allowed, it shall be filled with gravel compacted in 5-inch lifts to a density of ninety-five (95) percent of surrounding soils. Any compaction tests shall be conducted by the County at the expense of the applicant. In addition, all road cuts and fills should be replaced or reseeded with grasses suited to the environment.

D. **As-built drawings.** As-build drawings shall be provided to the County once the installation has been completed.

E. **Notice to Proceed.** No work associated with the installation of utilities shall commence until a permit and notice to proceed with installation have been granted by the County**.**

**DIVISION 14.3 PUBLIC WAY VACATIONS**

**Section 14.300 Application Submittal**

An application for a vacation of a roadway (including streets, alleys, easements or any portion thereof) may be filed by the person having an interest in property abutting said roadway and shall be made on a form provided by the Land Use Office. The application must be accompanied by:

A. **Deed.** A copy of a deed demonstrating that the applicant has an interest in the real property abutting the roadway or a portion thereof sought to be vacated.

B. **Fee.** A nonrefundable processing fee as well as a deposit to cover publication costs.

C. **Surveyed Plat.** A plat or a copy of a portion of a plat setting forth generally the roadway or portion of the roadway sought to be vacated. If necessary a sketch plan may be submitted for the hearing before the Planning Commission, and a surveyed plat for the final hearing before the Board of County Commissioners.

D. **Legal Description.** A legal description of the roadway or portion of roadway sought to be vacated.

E. **Adjacent Neighbors.** A list of owners of property abutting the roadway to be vacated with addresses, as well as, a list of names and addresses on any persons other than the record owners of the property abutting the roadway or portion thereof sought to be vacated who might be adversely affected by the vacation.

**Section 14.310 Review Procedure**

A. **Review by Land Use Administrator**. The Land Use Administrator shall review the application in accordance with Section 3.220.

B. **Public Notice of Planning Commission Public Hearing**. Public notice that the Planning Commission will conduct a public hearing to consider the proposed public way vacation shall be made pursuant to Section 3.230.

C. **Public Hearing and Recommendation by Planning Commission**. The proposed public way vacation shall be considered by the Planning Commission at the public hearing conducted in accordance with the provisions of Section 3.240. The Planning Commission shall recommend that the public way vacation be approved, approved with conditions or denied.

D. **Public Hearing by Board of County Commissioners**. A public hearing on by the Board of County Commissioners shall be scheduled within forty-five (45) calendar days of the Planning Commission recommendation. Public notice that the Board of County Commissioners will conduct a public hearing to consider the public way vacation shall be made pursuant to Section 3.230.

E. **Action by Board of County Commissioners**.The Board of County Commissioners shall consider the application at the hearing conducted in accordance with the provisions of Section 3.240. The Board shall approve, approve with condition or deny the Subdivision Vacation.

F. **Plat Recordation and** **Revision to Zoning District Maps**. If approved, the public way vacation shall be recorded in the Office of the Clerk and Recorder.

G. **Title to Roadway.** In the event that the roadway or any portion thereof is vacated, the title to the vacated roadway or portion thereof shall revert to adjoining property owners in accordance with the provisions of CRS 43-2-301 et seq.

**DIVISION 14.4 ADDRESSING**

**Section 14.400 General**

The purpose of this code is to establish a uniform system of house numbers and road names; establish an official road name and address range file; provide a process to change and/or assign house numbers and road names; and establish house numbers and road name signage.

The Conejos County Address System is a combination of three addressing system components in the County listed below. All site addresses shall be assigned in accordance with this Address System and no other house numbers shall be displayed in the area. A record of these addresses will be maintained on the Conejos County Address Map. The County shall also maintain an Official Road Inventory showing all current roads and road names whether or not they are county maintained roads.

A. **Unincorporated Conejos County.** The address system for unincorporated Conejos County is a grid system beginning at the western and southern County lines. West to east road names shall be assigned an alphabetic grid convention. South to north road names shall be assigned a numeric grid convention. Whole even house numbers shall be assigned to the east and south and odd numbers shall be assigned to the west and north side the road.

B. **Community/Townsites.** The address system for unincorporated communities and townships within Conejos County is also on a grid system like the other unincorporated areas of the County as stated in 14.400A.

C. **Major Subdivisions.** Reserved.

**Section 14.410 New Addresses**

A County-issued physical address is required for each new residential, commercial and industrial structure (including relocated mobile homes but excluding accessory structures and temporary facilities).

A. **Application Submittal.** An application for a physical address may be filed by the person having an interest in the property and shall be made on a form provided by the Land Use Office. The application must be accompanied by:

1. A copy of a deed or other document showing the exact legal description of the property.

2. A nonrefundable processing fee.

3. A plat or a site plan setting forth the property and specifically the location of the access leading to the property.

4. An approved access permit will be required before an address can be issued for a property with a new access.

#### B. **Review of Application by Address Coordinator.** Upon receipt of a completed application, the Address Coordinator shall, within five (5) working days, assign a site address.

### C. Recordation of Address. The new address will be recorded on the Official Address Map for Conejos County.

D. **Posting of Addresses.** The new address must be posted on the site, at a location where it is visible from the nearest roadway, within 30 days.

#### **Section 14.420 Change to Existing House Number**

A. **General.** The Address Coordinator shall provide address changes consist with the Addressing Standard on file at the Conejos County Land Use Office. Changes to existing house numbers shall only be considered should any of the following conditions exist:

1. The existing address is incorrect or was assigned in a manner that hinders the ability to promptly locate a property structure based on its assigned address.

2. Two or more roads with similar names share similar address ranges.

 3. An old address is no longer applicable because the topography has changed, such

 as a new road, road orientation has changed, change of access or road name

 change.

4. Six or more addresses share a common access.

5. A municipal address area boundary changes.

B. **Application Submittal and Review**. An address change is generally initiated by the Land Use Administrator. However, if an individual wants to request an address change, the applicant shall follow the same process as established in 14.410.

**Section 14.430 New Road Name**

# A. Application Submittal. Applications for new road names will be accepted in the Land Use Office. The applicant shall file a request with the County for a new road name consisting of the following:

1. A dated letter requesting a new road name and explanation of why the new name should be considered

2. Map showing the exact location of the road

3. List of property owner(s) adjacent to the road

4. Property owner(s) who access their property from said road.

5. Nonrefundable processing fee.

B. **Review and Decision.**

1. **Uniqueness.** The Address Coordinator shall reference the Official Road Inventory and the Conejos County Address Standard to review written proposals of new road names to determine uniqueness.

2. **Notification.** Upon receipt the address Coordinator shall notify the following entities:

a. County Road and Bridge Department

b. Local 911 Authority

c. Municipality (if appropriate)

d. Affected property owners

e. Local US Postal Service agent.

3. **Decision.** The Address Coordinator shall, within thirty (30) calendar days either provide a letter stating that the Road Name Change has been approved to the applicant or a written denial providing reasoning and road name alternatives if appropriate.

Unless otherwise noted, the portions of the road or alley vacated will be divided down the centerline and added to the respective adjacent property

C. **Notification of Approval.** Upon new road name approval or subdivision plat approval, the Address Coordinator shall update the Official Address map and give written notice to the entities listed in Section 14.430B2.

Section 14.440 Road Signage

The Road and Bridge Department, the address applicant, property owners, or land developers shall ensure the road name signage is installed and visible at every road intersection in accordant with the Address Standard for the County.