



441 Third Street
P.O. Box 626
Mead, CO 80542
www.townofmead.org
970-535-4477

Please submit completed permit
and all attachments to Ryan
Corbett for processing @
rcorbett@townofmead.org

STREET, DRIVEWAY, AND CULVERT PERMIT APPLICATION

Name of Applicant
Email Address Telephone
Name of Contractor
Billing Address
City State Zip Telephone

LOCATION INFORMATION

Property Address
Subdivision Filing Block Lot
Access Location (Street) Side of street (N, E, S, W)
Distance from intersecting street or adjacent access
Is there existing access to the property? Yes No # of accesses
Reason for additional access:
Proposed Use (Residential, Agricultural, Industrial, Commercial, Street):
Permanent Temporary
Estimated Daily Traffic in/out: Cars/Trucks Tractor Trailers
Will there be a minimum of 3' from edge of driveway to the water meter pit? Yes No
Total Project Cost:
Culvert Material Size Length

REQUIRED ATTACHMENTS

- Site Plan/Sketch
Concrete/Asphalt Mix Design
Worker's Compensation Insurance - Name Town of Mead as Certificate Holder
Proof of Comprehensive General Liability Insurance \$1,000,000 each Occurrence and \$2,000,000 Aggregate - Name Town of Mead as Certificate Holder
Proof of Comprehensive Automobile Liability Insurance - Bodily Injury and Property Damage \$1,000,000 each Occurrence - Name Town of Mead as Certificate Holder
Traffic Control Plan per MUTCD
Testing Company and Contact Information

AFFIDAVIT

In the event that the Town incurs expenses for the review of the plans and inspection of the work to be performed under this permit greater than the monies collected with this permit, the applicant shall reimburse the Town the additional expenses. The reimbursement shall be made within ten (10) days of the Town submitting an invoice for the expense. Failure by an applicant to pay within the specified time shall be cause for the Town to revoke the permit and take such steps as may be necessary to collect the amount owed.

No construction activities shall be allowed between the hours of 7:00 p.m. and 7:00 a.m.; nor on Saturday, Sunday or Town Holidays unless approved by the Town Engineer in advance. When any inspector is required to work outside the hours of 7:00 a.m. to 3:30 p.m. on regular Town business days, overtime shall be charged to the responsible party.

All backfill, pipe, patching and related work performed in the Town Right-of-Way under this permit is bound by a **two-year warranty**, effective two years from the date of Final Inspection.

I hereby agree to the conditions contained in this permit including notification, testing, surface restoration, warranty, and inspection requirements.

Property Owner _____

Signature _____ Date _____

Contractor's Representative _____

Signature _____ Date _____

TOWN APPROVAL

PERMIT FEE

Use Tax Due (50% of Project Cost X 3% Use Tax Rate)		\$ _____
Driveway or Culvert	\$ 250.00	\$ _____
Street/Subdivision	\$ 525.00	\$ _____
Review Fees		\$ _____
Inspection Fees		\$ _____
TOTAL		\$ _____

Culvert Type _____ Size _____ Length _____

SPECIAL CONDITIONS

Contact Ryan Corbett 48 hours prior to work starting, before backfilling culvert, AND for surface restoration inspection at (720) 233-5688. Remove all utility locate flags upon completion. Restore disturbed surface per Town of Mead Design Standards and Construction Specifications: www.townofmead.org/engineering

Permit Approved _____ Date _____

Final Inspection _____ Date _____

TOWN OF MEAD STREET, DRIVEWAY, AND CULVERT POLICY

STREET, DRIVEWAY, AND CULVERT PERMITS REQUIRED

A Mead Street, Driveway, and Culvert Permit will be required for all new roads, streets, driveways, or other means of providing ingress or egress to lands adjoining Town street rights-of-way. Access will be limited to one per legal parcel unless otherwise approved. This policy shall apply to all new and existing streets, driveways, and culverts servicing property within the Town of Mead, including properties which are within other municipalities or counties, but which access Mead streets.

MATERIALS AND METHODS

Materials, construction practices and placement of materials on Town street rights-of-way shall conform to the Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, current edition, a copy of which is available for public review at the Town of Mead Department of Public Works.

Residential neighborhood culverts are required to be a minimum of 18" in diameter and 18' in length with flared end sections on each pipe end. In addition, an additional 2' of pipe should be at each end for landscaping and sloping of the flared end section. Reinforced concrete pipe (RCP) is preferred, but corrugated metal pipe (CMP) is acceptable for residential applications. Provide necessary pipe bedding above and below pipe.

Commercial/industrial culverts are to be constructed with minimum of 18" reinforced concrete pipe with RCP flared end sections. The minimum width of a commercial/industrial driveway is 24' with a maximum width of 36' without a median. The driveway is required to have a concrete or asphalt apron (as directed by Town) extending from the edge of roadway to the back of right-of-way. Provide necessary pipe bedding above and below pipe.

All culvert sizes are to be confirmed with the original subdivision design of the storm drainage conveyance, or applicant to provide calculations for appropriate sizing as directed by the Town. All culverts should have a minimum of 1/8" per foot fall. An inspection will need to be completed at the time of prep work before any pipe is covered, and again at completion of installation and surface restoration.

DRIVEWAY DESIGN STANDARDS

All driveways shall be constructed in accordance with the current Town of Mead Design Standards and Construction Specifications.

No access approach shall have an effective turning radius of less than 20 feet. A minimum effective turning radius of 50 feet shall be used for access intended to accommodate truck traffic.

TEMPORARY AND CONSTRUCTION DRIVEWAYS

Any driveway which is not for use by the general public, and which will be closed after being used for only a limited time, may be considered a temporary driveway. The limited time shall be specified on the permit and shall not exceed 60 days. The requirement for temporary driveways will be the same as for permanent driveways. Temporary driveways shall not block existing drainage features. When the driveway is closed, all materials shall be removed, and the site restored to its original condition by the permittee.

NEW STREET /SUBDIVISION

The Town of Mead will review all proposed Town streets during the standard development application and review process. For proposed streets that will be in the County or another municipality, but whose access must come directly from a Town of Mead street, the Town must review the subdivision Construction Documents and Traffic Impact Study to determine the acceptability of the proposed access location, width, passage of drainage, etc. for conformance with Town standards and specifications.

RETROFITTING A ROAD ACCESS

The property owner, at their expense, may be required to modify driveway access when the Public Works Department has determined that it is necessary in order to protect the safety of the traveling public, improve drainage conditions, or provide for public roadway improvements.

DRIVEWAY OR STREET CULVERTS

The owner of property shall pay for materials and the cost of installation for new driveway or street culverts whenever the installation of a culvert is made necessary by:

1. The creation of a new access from private property to a Town street.
2. By any alteration of natural flow of water across private property by the property owner.
3. For any other reason created by any property owner of private property.

The culvert shall be installed according to the specifications of the Department of Public Works as to size and location in the Town street right-of-way in which such culverts may be installed. Culvert size and flow line will be determined in accordance with standard engineering practices. The property owner shall be responsible for cleaning the borrow ditch to accommodate the new culvert pipe and ensuring proper drainage.

DRIVEWAY AND/OR CULVERT MAINTENANCE

After Installation, such owner or occupier shall be responsible for the maintenance and repair of the driveway and/or any related drainage culvert. If, after installation, such owner or occupier is notified of the need for maintenance or repair of the culvert, the owner or occupier shall have five (5) days to make such repair and/or maintenance as may be required for the protection of the Town's streets and related appurtenances within right-of-way. If the required maintenance or repair is not completed within the time allotted, the Town may do the work, and the responsible property owner will be billed for the cost thereof.

ENFORCEMENT

In the case of new construction, the Town's building inspector will not issue a certificate of occupancy or conduct a final inspection until the required driveways and/or culverts, when required, are installed in accordance with the provision herein.

STATE LAWS

No portion of this policy is intended to authorize any person to alter the flow of water in any manner contrary to the law of the State of Colorado regarding water rights or drainage.

DEFINITION

Permittee: Owner of property to be accessed from a Town street or otherwise subject to these policies. Any application by the occupant of the property for a permit must be accompanied by written and notarized authority or other appropriate documentation which evidences the occupant's authority.

Street: Streets are defined as rural or non-rural streets having borrow or drainage ditches or constructed with curbs and gutters as defined in the Town Code.



Town of Mead – Use Tax on Permits

All Permitted Projects

[Chapter 4 Article IV](#) of the Mead Municipal Code has outlined the specifics for use tax on construction materials with the Town of Mead. Both building permits and site permits are applicable to the use tax estimate process.

If a contractor is constructing infrastructure site work such as right of way (ROW) road, bridge, paving, curb and gutter, a separate site work permit is required. Site permits require their own valuations through the Engineering department, and use tax is also prepaid on these permits in the same manner as building permits acquired from the Building Division.

Site permits prior to October 1, 2023, did not have use tax charged and collected within the permit process. This does not mean the construction materials used were exempt from tax, but rather, taxes were applied similar to the non-permitted work section below; the vendors/retailers of the materials would collect and remit sales tax on the purchased materials at the time of sale.

Now site permits issued after October 1, 2023 will have the estimate 50% deposit of use tax paid up front and the purchaser of the materials will be required to present the permit to the vendors/retailers to exempt the sales tax from being collected and to avoid the double payment of tax.

How is the tax calculated and how do contractors use the permit with the tax deposit?

When a permit is pulled for a project in the Town of Mead, construction use tax is pre-paid on an estimated basis. The use tax rate of 3.0% is applied to 50% of the total project value.

To avoid double payment of Town tax, both the general contractor and subcontractors should present a copy of the permit documenting use tax paid to all suppliers when purchasing construction materials that will become a part of the real property. The Contractor is responsible for tracking items and ensuring that the appropriate tax is remitted to the Town.

Suppliers should not charge a Town sales tax on materials covered under the permit. Suppliers should keep a copy of the permit or the permit number for their records.

Credit will be given for another jurisdictions' tax paid on construction materials lawfully imposed on the purchaser. Please note that taxes other than Town taxes may still be due on non-construction materials.

Project Exemptions

Charitable, governmental, or religious organizations are exempt from the Town of Mead's sales and use tax when in the conduct of their regular charitable, governmental, or religious capacity.

The Town of Mead does not issue its own exemption certificate. The Town recognizes the State of Colorado Contractors Exempt Certificate (89) that is issued to the general contractor for a specific exempt project. Exemption from building use tax is granted only if the specific exempt certificate is presented to the Town's Building Division at the time a permit is issued.

Non-permitted work

If any construction materials are purchased for work that does not require a building permit or site permit with use tax deposits paid, then the materials, equipment, and supplies may be charged sales tax to the purchaser at the point of purchase.

Please refer to the Town of Mead's Use tax web page for more information on use taxes due.