

Application: NOTICE OF INTENT (NOI) to Issue an Access Permit

APPLICANT SECTION		Planning Case # Pre-submittal #
<i>Please PRINT CLEARLY after READING instructions on reverse side.</i>		
Applicant Name:		
Applicant Address:	City/State/ZIP	
Representative Name		
Representative Address	City/State/ZIP	
E-mail address:	Phone ()	Cell ()
Project Name:		
Project Address:		
Tax Schedule Number(s):		
Land Use Action: <input type="checkbox"/> Residential/Agricultural Site Plan <input type="checkbox"/> Commercial Site Plan <input type="checkbox"/> Building Permit <input type="checkbox"/> Property Subdivision <input type="checkbox"/> Simple Land Division <input type="checkbox"/> Other		

PLEASE READ ALL INSTRUCTIONS ON PAGE 2 BEFORE SUBMITTING APPLICATION PACKET FOR REVIEW

By Signing Below, The Applicant Accepts Responsibility For:

- The application materials for review, approval, and eventual installation of an access comply with and represent the conditions for approval. Failure to accurately represent information on application materials, including maps, may in the sole discretion of Mesa County, nullify the approval of this NOI. Any other official documents that were granted approval in reliance upon the nullified NOI may also be rescinded and deemed invalid.
- Signers affirm that they have full authority as Power of Attorney for this application (notarized form must be attached) and may bind the Applicant to the conditions of this application. (Sign with: *own name, as Attorney-in-fact for applicant name.*) *When property owner and applicant are one, both lines must be signed.*

_____	_____	_____
Print Name	Signature of Property Owner or Individual <i>as Power of Attorney for property owner</i>	Date

_____	_____	_____
Print Name	Signature of Applicant or Individual <i>as Power of Attorney for property owner</i>	Date

STAFF SECTION:	NOI #:
Submittal: <input type="checkbox"/> 2 copies <input type="checkbox"/> Location Map <input type="checkbox"/> Conceptual proposal <input type="checkbox"/> Narrative text <input type="checkbox"/> Aerial Photo/Ortho <input type="checkbox"/> Access Inventory <input type="checkbox"/> Sight Distance photos <input type="checkbox"/> Location Flagged <input type="checkbox"/> Other (Detail Below)	
DEFICIENCIES, if any:	

Instructions for Completing the NOI Application

See Section 2.4 of the Mesa County Road Access Policy (www.mesacounty.us/rtpo/roadaccesspolicy.aspx)

1. **PLEASE PROVIDE TWO (2) COPIES OF ALL APPLICATION MATERIALS.** A project proposal must include enough information for staff to properly interpret the Applicant's access request and determine how it does or does not meet Mesa County requirements. It is the responsibility of the Applicant to provide adequately detailed information for an effective analysis to occur. Plans will be accepted as long as they include the required information and are presented in a clear and legible form. **Be sure and include the following items with the completed NOI application form:**
 - a. Proposal narrative describing the type of development, zoning, number of lots desired, etc.
 - b. Site plan (desired scale of no less than 1" = 50') and orthographic image (aerial photo) in a size large enough to show access detail, all abutting roads and nearest public road intersection. The site plan shall contain the following information:
 1. Initial road and access conceptual proposal showing the number and location of proposed access point(s), the width, surface of the roadway and the width of the dedicated right-of-way.
 2. **A line of sight analysis based on the proposed location of the access including relevant photos.**
 3. Show on the plan map the new access point location(s) annotated with the distance, in feet, between the near edge of the proposed driveway(s) to the center of the nearest public road intersection.
 4. The location, size and surface of existing accesses on both sides of abutting roads and accesses for a distance of 300 feet from the property boundaries. (Inventory may be a chart with reference points on map.)
 5. Sketch of major topographical features on the property that may affect access location.
 - c. Additional items relevant to the application.

To facilitate an on-site visit, please flag and label all property corners and proposed access location(s).

2. Within two working days after receiving an application for an NOI, Mesa County will make a completeness check of the application and supporting documents. If deficiencies are noted, the applicant will be notified within one business day after the completeness check. When the missing documents are received the review period described in Section 2.4, Paragraph 4 will begin.
3. Upon receiving a **completed application** for an NOI, the RTPO shall use the Mesa County Road Access Policy to evaluate the request. The RTPO shall work with the Applicant to resolve any issues prior to taking action on the *NOI*. The RTPO shall act upon the application within 20 working days, and, with just cause, one extension of 10 working days. The Applicant will be notified that an approved permit or *Letter of Denial* is ready for pickup at the RTPO office.
4. If the applicant accepts the conditions of the NOI, the applicant and property owner must sign in the indicated locations. The Applicant has 20 working days, and, with just cause, one extension of 10 working days, of notification to sign the *NOI* and returned to the RTPO for validation (signed) with a copy returned to the Applicant. The *NOI* shall be deemed denied if the Applicant does not agree to all the terms and conditions of the *NOI* and/or if the signature is not received within 20 working days, and, with just cause, one extension of 10 working days. It is understood that the *NOI* applies to the material submitted for the project detailed in the packet, and that when or if changes are made to the project by the Applicant or the DPD, the *NOI* will need to be revised accordingly. Such revisions may be made by the Department of Public Works (DPW) as set out in Section 2.6.8 of Road Access Policy. Other revisions must be made by RTPO in writing prior to construction of such change.
5. A *NOI* shall conform to all sections of the Road Access Policy unless the RTPO approves a Design Exception. The RTPO shall consider site specific and local conditions in accordance with the Design Exception Process described in Section 2.9 of the Road Access Policy. A *Design Exception* is part of an approved *NOI*.
6. The Applicant may appeal RTPO denial of a *NOI* application in accordance with the appeals process described in Section 2.10 of the Road Access Policy.