

Weld County Oil and Gas Access Permitting – Guidance Document

Definition of Access

Access refers to the *physical location where vehicles enter or exit* a maintained County Road right-of-way.

Note: The **access road itself is not permitted** through the Weld County Access Permitting process.

All Access criteria can be found in **Chapter 8, Article XIV** of the Weld County Code.

When to Submit an Access Permit Application

For **1041WOGLA** or **Sundry** applications:

- Complete a **paper Access Permit Application**.
 - Include/Attach the access permit application to the **1041WOGLA** or **Sundry** application documents as a complete submittal. **Do not** break out the access permit and submit through the online Access Application Process (ACA).
-

Prior to Submitting an Access Permit Application

Applicants are **required** to:

1. **Conduct a physical site review** of the proposed access point. This is important to ensure the request is SAFE.
 2. **Ensure adequate sight distance** — no visual barriers should impede visibility in either direction.
 3. Confirm that the proposed location provides a **safe and feasible access point**.
 4. **Take current, in-person photographs** of the proposed access point and adjacent county road (see photo requirements below).
-

Complete Access Permit Application Requirements

A complete access permit application must include the following:

1. **Completed Application Form**

- **Latitude/Longitude:** Location coordinates at the *access point* (not the overall project site).
- **Description of Work:** Include:
 - Project name
 - Project description (e.g., “1041WOGLA,” “6-inch pipeline installation,” “addition of [feature],” “plug and abandon,” etc.)
 - Any other relevant details supporting approval or explaining the purpose of access.

2. Authorization

- Both the **Authorized Agent** (applying on behalf of the property owner) and the **Property Owner** must sign the application.
- **Ownership verification:** The property owner must match the Weld County Clerk and Recorder’s property records.
- If the property owner **cannot sign**, the agent may submit a **current Authorization Form** (dated within one year).

Surface Use Agreements (SUA):

If an SUA is submitted, it must undergo **County Attorney review**, which will **extend the review time** unless it includes this Weld County–approved language:

“The owner hereby grants [INSERT COMPANY NAME] the right to act as Authorized Agent on the owner’s behalf in regard to the WOGLA process, including but not limited to Planning Services Department Access permits.”

Ditch Access:

If utilizing a ditch access, obtain and include **authorization from the ditch company**. This is a requirement.

3. Labeled Access Photos

Provide **four labeled, up-to-date photos**:

1. Looking **into** the access point
2. Looking **out of** the access point

3. Looking **down the county road** in both directions (Please ensure there are no vehicles or markings obstructing the road view.)

There should be a total of four (4) photos capturing the **North, South, East, and West** perspectives.

Google images are not acceptable.

Photos must be **taken in person** to reflect **current site conditions**.

4. Access Sketch or Map

Provide one of the following:

- **Aerial map** (preferred) showing the proposed access point — a screenshot from the **Weld County Property Portal** is acceptable.
- Or, complete the **attached sketch page** to best depict the access location.

Additional Requirements and Considerations

Access Spacing Criteria

Access points must meet minimum **spacing requirements** as outlined below:

Table 1 - Minimum Access Spacing Criteria (Feet)

<i>Access Element</i>	<i>Arterial</i>	<i>Collector</i>	<i>Local</i>
Distance between intersections			
Signalized	2,640	N/A	N/A
Unsignalized	1,320	1,320	330
Distance between accesses and intersections	660	660	330
Distance between access points	660	330	150
Distance between access points in subdivisions	660	330	75

If spacing requirements **cannot be met**, the access must be **relocated**.

If relocation is **not feasible** (e.g., ditch access), the applicant must submit a valid **hardship with documentation and justification** to initiate the **variance process**.

Sight Distance

Applicants should assess visibility prior to submittal.

- If the on-site review of the operator includes concern about limited or unsafe visibility, **note this concern** when submitting your application.
- Weld County staff will conduct an **on-site access inspection** once a complete application is received.
 - If a sight distance issue is identified, a **follow-up inspection** with additional staff may be required. (This review may take up to two weeks, so reporting safety concerns early helps **prevent project delays**.)

If no safe sight distance alternative exists to correct the safety concern, the applicant will be required to **relocate the access point**.

Reference: For more on sight distance standards, see **Chapter 8** of the ***Weld County Engineering and Construction Criteria Manual (Appendix 8Q of the Weld County Code)***.

Variance Requests

If an access point **does not meet code requirements**, Weld County Staff will ask the applicant to relocate the access to a safe point that does meet the code requirements. If relocation is not possible due to a site specific constraint, the applicant may apply for a variance by the methods below:

1. Submit a **variance request letter** to **Planning Services** that includes the following:
 - A clear statement of **hardship or justification** explaining why the code requirements cannot be met
 - Supporting documentation, including a **mitigation plan** to address safety concerns

Weld County will review all variance requests to ensure they maintain **public health, safety, and welfare**, and will respond **in writing within 30 days** of receipt.

Right-of-Way (ROW) Permit

A **ROW permit** may be required if:

- The access is proposed to be **paved**, and it ties into a paved County Road.

ROW permit applications must be submitted through the Public Works Department and requires the following to be included:

- **A Certificate of Insurance**
 - **A Traffic Control Plan (TCP)** (If the typical TCP is insufficient, submit an **expanded plan** for review.)
-

Additional Resources

- **For more detailed information on access please visit our Access Road Policy:**
[Weld County Code – Road Access Policy](#)
 - **For more information regarding Construction Requirements for access please see Chapter 8 of the Weld County Engineering and Construction Criterial (WCECC) Manual (Appendix 8Q of the Weld County Code):**
[Weld County Engineering Manual \(PDF\)](#)
-

Contact Information

For site-specific questions, contact:

Laura Gomez

lgomez@weld.gov

*Please include the **Latitude/Longitude** of the proposed access point and **case number**, if applicable.