



Creating Community, Enhancing Health, Inspiring Play

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## Land Use Encroachment Policy

**PURPOSE AND INTENT:** The Foothills Board of Directors adopts a land use encroachment program to prevent encroachment onto District properties through unwanted development within parks, trail corridors, and open space areas. The purpose and intent of this policy is to protect the public health, safety and general welfare of all Foothills District residents and properties.

**PROGRAM CRITERIA:** The land use encroachment program prohibits the placement of manmade or natural materials or the construction of any improvements within property owned or leased by Foothills Parks and Recreation District.

Items prohibited from placement or construction in all District parks, trail corridors, and open space areas include;

- grass clippings, tree clippings, stumps, yard waste, animal waste, trash or other similar natural materials;
- buildings, structures, fences or walls;
- vegetable or ornamental gardens;
- volleyball courts, play courts, or any type of ball field;
- landscape or irrigation improvements;
- placement of pipes or trenches that provide drainage onto District property from downspouts, sump pumps, or common detention ponds unless otherwise approved through the appropriate County processes;
- permanent or temporary storage of automobiles or automobile parts, trailers, recreation vehicles, or any type of construction equipment
- removal or adjustment of fence or walk locations, or removal or adjustment to irrigation systems on District property is prohibited.

The land use encroachment program allows for temporary access across District property under the following circumstances;

- construction of utilities (along with necessary easement documents);
- construction of drainage improvements or soil erosion stabilization;
- access for special events conducted by the District or individual homeowners.
- Adopt-a-Park for purpose of trash pickup, mowing, tree trimming or snow removal under permission from District staff.

Temporary access shall occur following submittal and approval of a **temporary access permit application, see page 2-3 for application**, also available at the Maintenance and Service Center located at the Schaefer Athletic Complex. Staff shall review each application and make a decision within 24 hours of application submittal. The permit will identify the location, timeframe, and type of use along with specific details of how and when access restoration will occur. There is a \$25 charge for Resident temporary access permit application processing, and a \$100 charge for Commercial temporary access permit application processing.



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**TEMPORARY ACCESS PERMIT**

Please call the Maintenance Service Center with any questions or to set up a meet: **303.409.2300**

Issue Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

1. Park site, property, or nearest intersection of temporary access request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Detailed purpose/explanation of temporary access \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date(s) and time(s) of access: Starting \_\_\_\_\_ Ending \_\_\_\_\_

4. Type and number of vehicles/equipment accessing site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Responsibilities of Permittee:

- A. Permittee shall provide a map/sketch showing residence and proposed access route onto/across District property. Does access cross paths or utilities? Show proximity to trees, landscape beds, fences, playgrounds or other site amenities.
- B. Permittee shall be responsible for restoring site to original condition prior to access. Permittee shall be responsible for actual damages to land, vegetation and site amenities caused by accessing the site. Permittee will grade out tire tracks, ruts or holes, etc., sod or reseed area with a District approved seed mix, and remove any and all debris from the site.
- C. Permittee shall be responsible for obtaining all necessary permits and/or licenses required. Permittee will abide by all applicable Government, State and Local laws, regulations and ordinances.
- D. For inspection purposes, the Permittee shall notify the District within 24 hours of project commencement and in writing within seven days of project completion.
- E. Contractor shall provide Proof of Liability Insurance.
- F. Contractor shall provide copy of Business License.
- G. Permittee shall provide District with proof of liability and homeowner's insurance.



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- H. Permittee shall be responsible for any injury to persons or property caused by their activities, or those of its authorized representatives, agents, contractors and subcontractors on the site. Permittee agrees to indemnify and hold harmless the District from any and all liabilities that may occur.
  - I. Transportation of hazardous waste or toxic materials across District property is not allowed.
6. Temporary Access Permit is non-transferable.
7. A \$25 charge shall be assessed for Residential applications and a \$100 charge for Commercial applications, check only please.
8. All applications will require a review by appropriate District staff and approval of the Foothills Representative responsible for area in question and the Superintendent of Parks.
9. Temporary Access Permit expires 15 days from date of issuance. After expiration, permit renewal is required if access across District owned property is still needed.
10. Please submit completed Temporary Access Permit and payment to the Maintenance Service Center, 3624 S. Kipling Pkwy, Denver CO 80235, to receive required signatures and validate permit, a copy will then be given to the Permittee.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Park Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Foothills Representative \_\_\_\_\_ Date \_\_\_\_\_