

EDARP

Electronic Development Application Review Program



Submit and review Development Applications online for unincorporated El Paso County, CO.

Planning and Community Development

[Main Website »](#)

Phone: (719) 520-6300

Email: plnweb@elpasoco.com

Location:
2880 International Circle, Suite 110
Colorado Springs, CO 80910

Please follow the instructions on the following pages to request a driveway access permit. Ensure you enter your property specific information and the entry boxes.

Public Read-only Access

- See all applications being reviewed now: [Go »](#)
- Search Archived Files: [Go »](#)

Select

Getting started

- If you already have a user account: [Log in »](#)
- Initiate Early Assistance Meeting (EAM) for a major application: [Go »](#)
- Initiate a minor application: [Go »](#)
- Submit Code Enforcement complaint: [Go »](#)

Initiate Application

You will receive a code in your email to complete the application once you complete this step

Add your email

Primary Contact Information

Enter the email address you want to use for this application. The website will validate your email by sending you a code. Your email address will need to be verified before you are able to continue. If you are already a registered Applicant, click the link at the top of the page to Log In. You don't need to validate your email again.

Email nina4snoop@yahoo.com

Enter your email to receive application code

Type of Project

Type

Description

● Select a Project Type below

Access Permit (standalone)

Request Secondary or Commercial Driveway Access. (Primary Residential Access should be submitted with Single Family Dwelling project to Building Department).

Agricultural Structure

Agricultural Structure Exemption from the Building Code Application

Daycare/Foster Care/Group Home

Regular license for maximum of 12 children or 8 adults/foster care

Final Sidewalk Inspection

Request inspection for multiple sidewalks for lots within the same subdivision prior to getting Certificate of Occupancy (CO)

Home Occupation

Permit to operate a business within a home

Recreational Vehicle Park

Sign Application

Freestanding and attached exterior signs

Temporary Mobile Home

Permit for temporary mobile home during construction of primary residence

Temporary Use

Temporary Use permits are valid for up to one year and include: Auction, Batch Plant, Carnival or Circus, Christmas Tree Sales, Construction Equipment Storage, Fireworks Sales, Mining (Construction Related), Model Home/Subdivision Sales Office, Peddler Sales, Seasonal Produce Sales, Yard Sales and Other.

Temporary Use- Temporary RV

Temporary RV while constructing

Click this then hit send code

Click below to send a 6 digit verification code to the email address you entered above. Once you verify your email you can continue with the application.

Send Code

Initiate Access Permit (standalone) Application

Step 1/4 (Project information)

[Review Application](#)

If you need to change to a different type of project, you can start over by deleting all the project information (and all files uploaded):

[Clear Application](#)

Fill in your specific parcel number for the property and your address.

Enter information about the Project below.

Project

Type of Project Access Permit (standalone)

Project Address

Address Line 1

Project Address must match parcel. Address will autocomplete as you type. If Address line left blank, this will be automatically filled in based on parcel. If not able to find address, enter parcel below.

Address Line 2

Suite #, etc.

City

City, State and Zip must be manually entered for Project Address

State

Zip

Location

Parcel

Enter a single parcel # for this project. Parcel #'s are 9 or 10 digits long. You can lookup your parcel number at the Assessor's website: <https://property.spatialaest.com/co/elpaso/>

Access Permit/Driveway (AP)

Please note: All Permits issued are for SINGLE ACCESS POINT to a specific roadway unless otherwise expressly indicated by the permit issued. This form can ONLY be used to request COMMERCIAL DRIVEWAY ACCESS or SECONDARY RESIDENTIAL ACCESS. Primary Residential Access requests need to be included with the Single Family Dwelling project and submitted to the Building Department. Driveway permits expire within 90 days of issue; drainage construction must be substantially complete. Monuments within the ROW are not included with this permit; an EPC DOT Encroachment Permit may be required. Please call 719-520-6460 for information. Secondary access applications are subject to case-by-case county review.

Driveway Location Proposed Driveway Location is Clearly Marked

Proposed driveway location and property corners will be clearly marked with stakes and/or flagging prior to the inspection. If the driveway is not marked at the time of the inspection this application can be delayed or

Primary, secondary or Commercial access permit

Initiate Access Permit (standalone) Application

Step 1/4 (Project information)

Access Permit/Driveway (AP)

Please note: All Permits issued are for SINGLE ACCESS POINT to a specific roadway unless otherwise expressly indicated by the permit issued. This form can ONLY be used to request COMMERCIAL DRIVEWAY ACCESS or ~~SECONDARY RESIDENTIAL ACCESS~~. Primary Residential Access requests need to be included with the Single Family Dwelling project and submitted to the Building Department. Driveway permits expire within 90 days of issue; drainage construction must be substantially complete. Monuments within the ROW are not included with this permit; an EPC DOT Encroachment Permit may be required. Please call 719-520-6460 for information. Secondary access applications are subject to case-by-case county review.

Select location and type of access
Open ditch or curb and gutter
If you dont have curb & gutter and no sidewalks then select open ditch

Driveway Location Proposed Driveway Location is Clearly Marked

Type of Access

Secondary Open Ditch Driveway Access

Secondary Curb and Gutter Driveway Access

Commercial Driveway Access

Driveway Access Waiver

Select commercial if a business.

Proposed driveway location and property corners will be clearly marked with stakes and/or flagging prior to the inspection. If the driveway is not marked at the time of the inspection this application can be delayed or denied.

Secondary Open Ditch Driveway Access (circular, etc.) application will only be accepted for parcels equal or greater than 2.5 acres and meeting a minimum lot frontage of 250 feet.

Secondary Curb and Gutter Access applications will only be accepted for parcels equal to or greater than 1 acre and meeting a minimum lot frontage of 150 feet.

A Commercial Driveway Access permit references a Site Development Plan (multiple lots) or a Site Plan (single lot) previously reviewed and approved by El Paso County Planning and Community Development. Each proposed access point to an El Paso County public road will be subject to permit fees. Multi-Family and Townhome communities may be subject to permit fees per address.

A Driveway Access Waiver will be issued for access onto a road not platted as El Paso County right-of-way within unincorporated El Paso County subsequent to county confirmation. The applicant may be required to submit additional documentation.

Save and Continue

Note this online application can be used to request BOTH a primary or secondary access. Please just select secondary and the Access Mngr will review and issue the appropriate permit (PRI or SEC) based on the input on the following pages

Not all properties or adjacent roads will meet requirements for a secondary access permit. Access must be to the lowest classification of adjacent roadway i.e local road.

Initiate Access Permit (standalone) Application

Step 2/4 (Contact and Business information)

[Review Application](#)

Project

[Edit Project Information](#)

Type of Project	Access Permit (standalone)
Parcels	6511212032
Project Area	4999.99 sqft

Enter contact information for yourself and your business below.

Primary Contact Information

Email nina4snoop@yahoo.com

First Name

Last Name

Phone

Extension

Applicant Information

Business Name (If submitting as owner, not business, enter your name)

Address Line 1

Address Line 2

City

State

Zip

Save and Continue

Enter in all **your** information
Then hit save and continue

Enter your information again as owner

Initiate Access Permit (standalone) Application

Step 3/4 (Upload Documents)

[Review Application](#)

Project

[Edit Project Information](#)

Type of Project Access Permit (standalone)
 Proposed Driveway Location is Clearly Marked Yes
 Driveway Access Secondary Curb and Gutter Driveway Access
 Project Address 4576 HENNINGS DR
 colorado springs, CO 80911
 Parcels 6511212032
 Project Area 4999.99 sqft

Note not all lots or parcels are permitted to have secondary driveways. Lot size restrictions, access spacing and access to a access restricted roadway will limit additional access point.

Primary Contact

[Edit Contact/Business Information](#)

Email nina4snoop@yahoo.com
 Full Name Edward Schoenheit
 Phone (719) 520-6813

Applicant

Business Name Edward Schoeheit
 Address 4576 HENNINGS DR
 COLORADO SPRINGS, CO 80911

Required Documents

All required documents must be uploaded prior to submitting Application. Comment is optional.

Link	Select File	Document	Comment
	<input type="button" value="Choose File"/> No file chosen	Site Plan Drawing	<input type="text"/>

Upload your site plan (pdf type file is best) and add comments in the box

"I am requesting a driveway access permit for a single curb and gutter driveway." I have never had a driveway permit before"

Add comments such as EX "I am requesting a driveway access permit for a single open ditch driveway. I do not have a driveway access permit on file" or I am requesting a secondary access permit for a 2nd driveway and I meet the lot size and access spacing requirements.

Initiate Access Permit (standalone) Application

Step 4/4 (Review and Submit)

Review the Application. Any incomplete sections will be highlighted. You can update any of this information and upload additional files if necessary. Submit the Application at the bottom of this page when ready.

Project

[Edit Project Information](#) | [Clear Application](#)

Type of Project	Access Permit (standalone)
Proposed Driveway Location is Clearly Marked	Yes
Driveway Access	Secondary Curb and Gutter Driveway Access
Project Address	4576 HENNINGS DR colorado springs, CO 80911
Parcels	8511212032
Project Area	4999.99 sqft

Parcels

Parcel	Jurisdiction	Location
8511212032	EL PASO COUNTY	4576 HENNINGS DR

Primary Contact

[Edit Contact/Business Information](#)

Email
Full Name
Phone

Applicant

Business Name
Address

Documents (1)

[Upload Documents](#)

Link	Document	Comment	Delete
View	Site Plan Drawing		Delete

Submit Application

Review all information above, enter an optional comment and click **Submit** below. The Application will not be reviewed until you submit it.

Request User Account

(OPTIONAL) Check this box if you want to be able to create a user account after the application is accepted. This will give you access to additional features and make it easier to submit additional applications.

Submit Comment

Submit

Ensure all **your** information is correct.

Add any applicable comments and hit submit

Ensure you contact information is correct

Ensure you site plan is uploaded and clearly shows the driveway location and width. Note the driveway width for residential is 24ft max.