



# EL PASO COUNTY

## Planning & Community Development

2880 International Circle, Colorado Springs, CO 80910

Phone (719) 520-6300 Fax (719) 520-6695 [www.elpasoco.com](http://www.elpasoco.com)

### DRIVEWAY ACCESS PERMIT / WAIVER APPLICATION

Please note: All Permits issued are for SINGLE ACCESS POINT to a specific roadway unless otherwise expressly indicated by the permit issued. **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 520-6460 for information.

**AT THE TIME OF ACCESS PERMIT APPLICATION, THE PROPOSED DRIVEWAY MUST BE LOCATED AND STAKED. PLEASE PROVIDE ALL INFORMATION. INCOMPLETE APPLICATIONS CAN BE DELAYED OR DENIED.**

Date: 01/24/2025 Name of Applicant: Hanover School District – Prairie Heights Elementary School  
Company Name: Hanover School District  
Mailing Address: 17050 S. Peyton Hwy,  
Colorado Springs, Colorado  
Phone Number(s): (719) 683-2247

ACCESS APPLICATION ADDRESS: 7930 Indian Village Heights

SUBDIVISION, LOT AND BLOCK: Lot 110 Midway Ranches Fil No 7

PROPERTY TAX SCHEDULE NUMBER: 5728004015

(Information may be obtained by clicking on the Assessor’s Real Estate Parcel Search on the county website or calling 520-6600.)

**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 inspection this application can be delayed or denied.

**OPEN-DITCH DRIVEWAY PRIMARY ACCESS:**

Proposed single access point onto an El Paso County public road constructed with open ditch drainage (NOT curb and gutter). Re-inspection of the completed driveway platform and applicable culver installation **MUST** be scheduled within 90 days of permit issuance by calling (719) 520-6819.

**SECONDARY OPEN-DITCH DRIVEWAY ACCESS** (For secondary access please see the restrictions on page 2)

**CURB AND GUTTER PRIMARY DRIVEWAY ACCESS:**

Proposed single access point onto an El Paso County Public road constructed with curbs and gutter drainage.

**SECONDARY CURB AND GUTTER ACCESS** (For secondary access please see the restrictions on page 2)

**COMMERCIAL DRIVEWAY ACCESS:**

Submit a copy to the El Paso County Planning & Community Development approved Site Development or Site Plan with your application. The submitted copy will remain on file and will not be returned to the applicant.

**DRIVEWAY ACCESS WAIVER:**

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.

**Below this line is for Office Use Only**

Drainage Requirements: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ File No: \_\_\_\_\_



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### DRIVEWAY ACCESS PERMIT / WAIVER REQUIREMENTS

- All Parcels (in some cases each address) within unincorporated El Paso County require either a Driveway Access Permit or Waiver.
- All fees are payable at the time of application and are not refundable.
- Driveway Access Permit applications may be submitted to El Paso County Planning & Community Development, 2880 International Circle, Suite 110, Colorado Springs, CO 80910
- All permits will be subject to any plat notes or restrictions and the El Paso County Engineering Criteria Manual. Monuments within the ROW are not included with this permit; an EPC DOT Encroachment Permit may be required. Please call 520-6460 for information.
- **All permits issued are for a single access point to a specific roadway.**
- **Residential driveways CANNOT exceed 24' in width within the county right-of-way.**
- **All Culverts MUST be a Minimum of 18" in Diameter or 15" Elliptical, ONLY CMP or RCP culverts are allowed, HDPE Pipe (Plastic Pipe) is NOT allowed.**
- **All secondary access applications are subject to case-by-case county review and must comply with the conditions listed below. Approval is NOT guaranteed.**

#### **OPEN-DITCH DRIVEWAY ACCESS PERMIT \$207.00**

Open-Ditch Driveway Access Permit applies to all applications that propose access onto an El Paso County public road constructed with open ditch drainage (not curb and gutter). This may also apply to an existing access established without a permit. An Open-Ditch Driveway Access Permit application includes field inspection of the completed driveway platform and applicable culvert installation **MUST** be scheduled within 90 days of permit issue by calling (719) 520-6819.

- **Secondary Open Ditch Driveway Access** (circular, etc.) application and fees will only be accepted for **parcels equal or greater than 2.5 acres and meeting a minimum lot frontage of 250 feet.** A secondary access application at the same time of the primary application will pay a reduced fee of \$104.00. A secondary access application at a later time will pay the full fee of \$207.00

#### **CURB AND GUTTER DRIVEWAY ACCESS PERMIT \$137.00 (each access)**

Curb and Gutter Driveway Access permit applies to applications that propose access onto an El Paso County public road constructed with curb and gutter drainage. The single access point location will be inspected in the field to ensure no conflicts with storm drain inlets, pedestrian ramps, curb transitions, etc.

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

#### **COMMERCIAL DRIVEWAY ACCESS PERMIT \$104.00 (each access)**

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 & 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.

#### **DRIVEWAY ACCESS WAIVER \$104.00 (each access)**

A Driveway Access Waiver will be issued to an applicant proposing access onto a road not platted as El Paso County right-of-way within unincorporated El Paso County subsequent to county confirmation. This may require additional documentation to be supplied by the applicant.