



# 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

File No. AP19183  
**Office Use Only**

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.

**PLEASE PROVIDE ALL INFORMATION. INCOMPLETE APPLICATIONS WILL DELAY PROCESS. FEE PLUS SURCHARGE IS DUE AND PAYABLE AT TIME OF APPLICATION BY CASH OR CHECKS MADE PAYABLE TO: EL PASO COUNTY**

Date: \_\_\_\_\_ Name of Applicant: Crystal Miles  
Company Name: SAINT AUBYN HOMES, LLC  
Mailing Address: 212 North Wahsatch Ave, Suite 201  
Colorado Springs Colorado 80903  
Phone Number(s): 719 434-4750

ACCESS APPLICATION ADDRESS: \_\_\_\_\_

SUBDIVISION, LOT AND BLOCK: \_\_\_\_\_

PROPERTY TAX SCHEDULE NUMBER: \_\_\_\_\_

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

OPEN-DITCH DRIVEWAY PRIMARY ACCESS:  SECONDARY 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 issue by calling (719) 520-6819.

CURB AND GUTTER PRIMARY DRIVEWAY ACCESS:  SECONDARY ACCESS  
Proposed single access point onto an El Paso County Public road constructed with curb and gutter drainage (not open-ditch).

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: 26 Reviewed by: DMP Date 2/20/19

Additional Comments: 6" SIDEWALK UNDER DRIVEWAY NOT TO EXCEED 24' WIDTH

Processed by PR #29031 Date 2/21/2019

**APPROVED**  
**Driveway Access**  
*02/20/2019 6:56:02 AM*  
*dsdparkerson*  
EPC Planning & Community  
Development Department



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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.**
- **All secondary access applications are subject to case-by-case county review and must comply with the conditions listed below. Approval is NOT guaranteed.**
- **HDPE Pipe (Plastic Pipe) is not allowed for Driveway culverts**

#### **OPEN-DITCH DRIVEWAY ACCESS PERMIT**

**\$207.00**

An 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. Secondary access requested at the same time will pay \$104.00. Secondary access requested at a later time will pay full fee.

#### **CURB AND GUTTER DRIVEWAY ACCESS PERMIT**

**\$137.00**

A 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 (not open-ditch). The single access point location will be reviewed against the construction drawings 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. Fee is payable for both access points.

#### **COMMERCIAL DRIVEWAY ACCESS PERMIT**

**\$104.00**

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. Fee is payable for both access points.

#### **DRIVEWAY ACCESS WAIVER**

**\$104.00**

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. Fee is payable for both access points.