



# Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | [www.elpasoco.com](http://www.elpasoco.com)

## Type C Application Form (1-2B)

Please check the applicable application type (Note: each request requires completion of a separate application form):

- Administrative Relief
- Certificate of Designation, Minor
- Site Development Plan, Major
- Site Development Plan, Minor
- CMRS Co-Location Agreement
- Condominium Plat
- Crystal Park Plat
- Early Grading Request associated with a Preliminary Plan
- Maintenance Agreement
- Minor PUD Amendment
- Resubmittal of Application(s) (>3 times)
- Road or Facility Acceptance, Preliminary
- Road or Facility Acceptance, Final
- Townhome Plat

Administrative Special Use (mark one)

- Extended Family Dwelling
- Temporary Mining or Batch Plant
- Oil and/or Gas Operations
- Rural Home Occupation
- Tower Renewal
- Other \_\_\_\_\_

Construction Drawing Review and Permits (mark one)

- Approved Construction Drawing Amendment
- Review of Construction Drawings
- Construction Permit
- Major Final Plat
- Minor Subdivision with Improvements
- Site Development Plan, Major
- Site Development Plan, Minor
- Early Grading or Grading
- ESQCP

Minor Vacations (mark one)

- Vacation of Interior Lot Line(s)
- Utility, Drainage, or Sidewalk Easements
- Sight Visibility
- View Corridor

Other: \_\_\_\_\_

This application form shall be accompanied by all required support materials.

**PROPERTY INFORMATION:** Provide information to identify properties and the proposed development. Attached additional sheets if necessary.

Property Address(es):	
Tax ID/Parcel Numbers(s)	Parcel size(s) in Acres:
Existing Land Use/Development:	Zoning District:

- Check this box if **Administrative Relief** is being requested in association with this application and attach a completed Administrative Relief request form.
- Check this box if any **Waivers** are being requested in association with this application for development and attach a completed Waiver request form.

**PROPERTY OWNER INFORMATION:** Indicate the person(s) or organization(s) who own the property proposed for development. Attached additional sheets if there are multiple property owners.

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

**Description of the request:** *(attach additional sheets if necessary):*

### For PCD Office Use:

Date:	File :
Rec'd By:	Receipt #:
DSD File #:	



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**APPLICANT(S):** Indicate person(s) submitting the application if different than the property owner(s) (attach additional sheets if necessary).

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

**AUTHORIZED REPRESENTATIVE(S):** Indicate the person(s) authorized to represent the property owner and/or applicants (attach additional sheets if necessary).

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

**AUTHORIZATION FOR OWNER’S APPLICANT(S)/REPRESENTATIVE(S):**

An owner signature is not required to process a Type A or B Development Application. An owner's signature may only be executed by the owner or an authorized representative where the application is accompanied by a completed Authority to Represent/Owner's Affidavit naming the person as the owner's agent

**OWNER/APPLICANT AUTHORIZATION:**

To the best of my knowledge, the information on this application and all additional or supplemental documentation is true, factual and complete. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or revocation. I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing this application. I also understand that an incorrect submittal may delay review, and that any approval of this application is based on the representations made in the application and may be revoked on any breach of representation or condition(s) of approval. I verify that I am submitting all of the required materials as part of this application and as appropriate to this project, and I acknowledge that failure to submit all of the necessary materials to allow a complete review and reasonable determination of conformance with the County's rules, regulations and ordinances may result in my application not being accepted or may extend the length of time needed to review the project. I hereby agree to abide by all conditions of any approvals granted by El Paso County. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I acknowledge that I understand the implications of use or development restrictions that are a result of subdivision plat notes, deed restrictions, or restrictive covenants. I agree that if a conflict should result from the request I am submitting to El Paso County due to subdivision plat notes, deed restrictions, or restrictive covenants, it will be my responsibility to resolve any conflict. I hereby give permission to El Paso County, and applicable review agencies, to enter on the above described property with or without notice for the purposes of reviewing this development application and enforcing the provisions of the LDC. I agree to at all times maintain proper facilities and safe access for inspection of the property by El Paso County while this application is pending.

Owner (s) Signature: \_\_\_\_\_

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

Owner (s) Signature: \_\_\_\_\_

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

Applicant (s) Signature: \_\_\_\_\_

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

## Letter of Intent

A Letter of Intent shall be submitted with all zoning, rezoning, special use, variance of use, nonconforming use, sketch plan, preliminary plan, final plat, minor subdivision, vacations, Board of Adjustment petitions, etc. Where applicable, please provide the following appropriate information to serve as a cover page for the Letter of Intent.

For all Letters of Intent, the following information is required:

- \_\_\_ 1. Owner/applicant and consultant, including addresses and telephone numbers.
- \_\_\_ 2. Site location, size and zoning.
- \_\_\_ 3. Request and justification.
- \_\_\_ 4. Existing and proposed facilities, structures, roads, etc.
- \_\_\_ 5. Waiver requests (if applicable) and justification.

The following information, when applicable, shall be submitted for zoning and rezoning requests:

- \_\_\_ 6. The purpose and need for the change in zone classification.
- \_\_\_ 7. The total number of acres in the requested area.
- \_\_\_ 8. The total number of residential units and densities for each dwelling unit type.
- \_\_\_ 9. The number of industrial or commercial sites proposed.
- \_\_\_ 10. Approximate floor area ratio of industrial and/or commercial uses.
- \_\_\_ 11. The number of mobile home units and densities.
- \_\_\_ 12. Typical lot sizes: length and width.
- \_\_\_ 13. Type of proposed recreational facilities.
- \_\_\_ 14. If phased construction is proposed, how it will be phased.
- \_\_\_ 15. Anticipated schedule of development.
- \_\_\_ 16. How water and sewer will be provided.
- \_\_\_ 17. Proposed uses, relationship between uses and densities.
- \_\_\_ 18. Areas of required landscaping.
- \_\_\_ 19. Proposed access locations.
- \_\_\_ 20. Approximate acres and percent of land to be set aside as open space, not to include parking, drive, and access roads.

## PLOT PLAN DRAWING CHECKLIST

PROJECT NAME: \_\_\_\_\_  
SUBMITTAL DATE: \_\_\_/\_\_\_/\_\_\_  
SUBMITTED BY: \_\_\_\_\_  
SUBMITTAL REVIEWED BY: \_\_\_\_\_

### **Plot Plan**

Plot plans, when required in particular zoning districts for approval by the Planning Department Director to authorization of the issuance of a building permit, shall be of a minimum size of 24" x 36", drawn to scale at a scale adequate to provide the required information clearly, and containing at a minimum the following:

- a. The location, height, and dimensions of each existing and proposed structure in the development area and the uses to be contained therein.
- b. The proper building setbacks and building area with reference to property lines, highways or street rights-of-way.
- c. The location and surfaces of all parking areas, drive aisles and internal roads, and the exact number of parking spaces.
- d. The location of watercourses and other natural and historic features.
- e. The location of all pedestrian walks, malls, recreation and other open spaces.
- f. The location of the proposed landscaping (see Landscape Requirements, Section 35.12).
- g. The location, number, height and square footage of freestanding identification signs.
- h. The location, height, size and orientation of any required light standards.
- i. The location of all permanent accesses from publicly dedicated or private streets, roads or highways.
- j. The location, overlain on contours for the area, of all roadways, walkways, bridges, culverts, drainage easements existing or contemplated, and green belts.
- k. The location of all footpaths, traffic islands, traffic devices and driveways, indicating the pedestrian and vehicular movement and control.
- l. The stages, if appropriate, in which the project will be developed.
- m. A vicinity map to locate the development in relation to the community.
- n. Any existing plats and improvements of adjacent properties lying within three hundred (300) feet of the proposed project.
- o. Location of all proposed uses, structures, and other natural or man-made features and relationship of uses, structures and features to internal and adjoining uses, structures, features,

landscaping and transportation facilities.

- p. A summary data chart indicating: size of the development, proposed population and dwelling unit density, various land uses with the approximate acres and percent of development.
- q. Mobile Home Park, Mobile Home Subdivision and Travel Trailer Park Districts only: A drawing of the typical lot sizes and layouts, throughout the development, including such items as setbacks, parking, and landscaping.
- r. Mobile Home Park, Mobile Home Subdivision and Travel Trailer Park Districts only: Should any of the street grades exceed a three (3) percent grade in the MHP and TTP Districts, and a six (6) percent grade in the MHS District, the increased percent of grade should be indicated on the right-of-way centerline on the plot plan.
- s. Mobile Home Subdivision District only: A differentiation between lots designed for trailers greater than fourteen (14) feet in width and lots designed for trailers fourteen (14) feet in width and less.
- t. Preliminary architectural drawings, elevation, renderings or other graphic illustrations of structures may be presented at the option of the petitioner.
- u. The location of any loading area if a commercial building.

# LANDSCAPE PLAN DRAWING CHECKLIST

## **Final Landscape Plan**

A Final Landscape Plan shall be submitted and approved prior to authorization for issuance of a building permit pursuant to (Chapter 6, of the El Paso County Land Dev. Code).

The following information shall be included in a Final Landscape Plan:

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1. North arrow
2. Indication of scale (for example, 1"=20' or a bar scale).
3. Existing and proposed contours (for example, 2' interval) adequate to identify and properly specify landscaping for areas needing slope protection, as well as adequate to depict any screening of parking areas. Such information may be on a sheet separate from the planting plan.
4. Project data information including the total square footage of the property, the square footage of the building areas, parking and other vehicular use areas, and landscape areas (including required sub-areas such as internal landscaping areas); the total number of open vehicular parking stalls; and the total number of proposed dwelling units in a residential development project.
5. The existing/proposed zoning of the subject property and the existing zoning on surrounding properties.
6. The location of all structures, utilities, light standards, retaining walls, fences, exterior parking and loading areas, pedestrian walks or paths, pedestrian-oriented areas, vehicular drives, storm water detention areas, and other manmade elements. Detail drawings of all required structures for screening purposes.
7. Delineation of the corner visibility sight triangle areas (twenty-five (25) feet by twenty-five (25) feet).
8. The location, type and size of major existing plant materials, including all trees, with information as to which such materials shall be removed and which shall be retained or relocated.
9. The location, type, size and quantity and planting spacing (where applicable) of proposed plant and other landscape materials. Such information shall be summarized in a legend, in a similar manner as the example shown below:

<u>Legend</u>					
<u>Symbol</u>	<u>#</u>	<u>Botanical Name</u>	<u>Common Name</u>	<u>Planting Size/Container</u>	<u>Comments</u>
PP	7	Picea pungens	Blue Spruce	6"-8" height/balled,	burlapped guy and stake

10. The location, type, size and quantity and planting spacing (where applicable) of proposed plant and other landscape materials. Such information shall be summarized in a legend, in a similar manner as the example shown below

11. The planting size of all deciduous trees shown on the plan shall be indicated in minimum inches on caliper, measured six (6) inches above ground. The planting size of all evergreen trees shall be indicated in minimum feet of height above ground. The planting size for shrubs shall be indicated in the minimum container size in inches or gallons, as appropriate.
12. All plant materials shall be shown on the plan at approximately the mature size of the materials.
13. All proposed lawn areas and ground cover areas shall be identified, including the types and amounts of living plant materials to be used and the size and depth of non-living materials. The manner in which any lawn areas are to be established (for example, by sodding or seeding) shall be indicated. The landscape treatment of all adjacent right-of-way areas-as well as the owner/developer's property-shall be identified.
14. Statement of the type of equipment and methods to be used to irrigate or otherwise provide water to the required landscape areas.
15. Phasing, if applicable, shall be noted on the Landscape Plan or provided as supplemental information. All future development phases within a site shall have all disturbed soil surfaces reseeded to prevent erosion.