



**El Paso County Planning and  
Community Development  
Department**

# Special Use Application Packet

2880 International Circle, Suite 110  
Colorado Springs, CO 80910  
Phone 719-520-6300  
Fax 719-520-6695  
[www.elpasoco.com](http://www.elpasoco.com)

NOTE: Please contact the Planner of the Day at (719)-520-6499 or [DSD-POD@elpasoco.com](mailto:DSD-POD@elpasoco.com) to discuss creating the special use application online.

# Special Use Application Process

Here is an overview of the process:

1. All applications must be submitted and reviewed online via EDARP (<https://epcdevplanreview.com/>). After the project has been setup by a planner, the first step is to register your account. To do so you will:
  - a. Click on the link in your email that is sent by the planner via EDARP
  - b. Click on “register” at the top of the page
  - c. Enter in the 6 digit code and your information
  - d. Once your account has been set up, you will then log in and click on “home,” which is located at the top left-hand side of the EDARP screen. On your home screen you will find your project listed. Click on your project submission request to be able to upload your items.
2. Your submission will be reviewed by the Planning Manager to ensure it is complete. If there are discrepancies, the necessary items will be rejected, and you will be sent a notice by EDARP via email, detailing what items have been rejected and the reason for the rejection via EDARP.
  - a. NOTE: Items will not be reviewed by the PCD staff or referral agencies until all items have been accepted and the fees are paid.
3. Once all items have been accepted, you will be notified via EDARP that you may make payment online. After payment has been made the application will be considered active and under review.
4. Log into EDARP and make payment. Your project is now considered active.
5. PCD will send your submission to outside agencies (i.e. El Paso County Public Health, Fire Department, Enumerations, etc.) who will review the submission items. Any comments received from the outside agencies will be uploaded to EDARP as soon as they are received by the outside agency.
6. During the initial review phase, PCD will send a notification to the adjacent property owners notifying them of the anticipated decision date.
7. After the initial review period the planner will send you a re-submission request via EDARP for any items identified by the outside agencies needing revision.
8. The applicant or PCD may request a meeting with the PCD staff to discuss the comments to ensure, upon resubmission, all comments are be addressed.
9. All requested application documents will be revised to address all comments provided and resubmitted via EDARP.
10. PCD will send your revised items to the outside agencies who identified issues so that they may verify that the comments have been addressed.
11. This resubmission and rereview cycle will be repeated as many times as necessary until all comments have been addressed.
  - a. NOTE: there is an additional fee for reviews beyond the 3<sup>rd</sup> review.
12. Once all comments have been addressed the PCD Director will approve/deny the request.
  - a. NOTE: any special use may be elevated to a public hearing before the Planning Commission and Board of County Commissioners at the discretion of the PCD Director.
  - b. Requests that are subject to Code Enforcement action are typically elevated to the public hearing process.

Below is an overview of the submission items and a brief explanation of what each item is. Please refer to the application packet, checklists, as well as the applicable section of the Code for additional information.

1. Application: 2-page document requesting general property information as well as all applicable contact information.
2. Legal Description: this is the legal description of the parcel that can be found on the assessor website or your deed.
3. Letter of Intent: the letter should include what is being requested, why it is being requested, how the request meets Section 5.3.2 (specifically the review criteria), how the request meets the definition of the requested use in Chapter 1 of the LDC, any use specific standards in Chapter 5 of the LDC, and any other pertinent details. See detailed checklist.
4. Title Commitment dated w/in 30 days: this should be obtained by a title company of your choice
5. Vicinity/Location Map: map showing where the property is located in relation to major intersections
6. Mineral Rights Certification: The Certification Form is in the application packet. This is to determine if the mineral rights are under a separate ownership. This can be researched either by looking in the title commitment or by contacting the assessor who will complete the research. If the rights have been severed, the mineral rights owner is to be sent a certified letter notifying them of the request and provide PCD of evidence of such. In either instance, a copy of the completed (including notary) mineral rights certificate is required.
7. Site Plan: The site plan will need to include the existing structures, well, septic, driveway, use areas, any mitigation measures being proposed, etc. Please refer to the special use site plan checklist.



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## 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: \_\_\_\_\_



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## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SPECIAL USE CHECKLIST

Revised: October 2023

#### Special Use Application Requirements

##### Letter of Intent

- Owner name, contact telephone number, and email for responsible party
- Applicant name (if not owner), contact telephone number, and email for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- A detailed analysis summarizing how the request complies with each of the Criteria of Approval in Chapter 5 of the Land Development Code.
- A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
- A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
- A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Development Code.
- A discussion summarizing how the proposed special use is consistent with the El Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.).
- A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.

##### Site Plan Drawing for a Residential Use

- Owner name, contact telephone number, and email for responsible party
- Applicant name (if not owner), contact telephone number, and email for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- Legal description
- Date, north arrow and a graphic scale
- Location of property lines, right-of-way and all existing and proposed easements
- Dimensions of all property lines
- The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height. The setbacks of all building footprints dimensioned from all property lines.
- Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s)
- Location of all existing and proposed utility lines and associated infrastructure
- Existing/proposed land use, parcel size, and zoning
- Density and number of dwelling units
- Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:

##### Site Plan Drawing for a Commercial Use

- Owner name, contact telephone number, and email for responsible party
- Applicant name (if not owner), contact telephone number, and email for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- Legal description
- Date, north arrow and a graphic scale
- Location of property lines, right-of-way and all existing and proposed easements



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**SPECIAL USE CHECKLIST**

<input type="checkbox"/> Dimensions of all property lines
<input type="checkbox"/> The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height. The setbacks of all building footprints dimensioned from all property lines.
<input type="checkbox"/> Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s)
<input type="checkbox"/> Location of all existing and proposed utility lines and associated infrastructure
<input type="checkbox"/> Existing/proposed land use, parcel size, and zoning
<input type="checkbox"/> Density and number of dwelling units
<input type="checkbox"/> Location of all sidewalks, trails, fences and walls, retaining walls or berms
<input type="checkbox"/> Traffic circulation on site including all points of ingress/egress on the property
<input type="checkbox"/> Location and dimensions of all existing and proposed signage
<input type="checkbox"/> Location of all no-build areas, floodplain(s), and drainage facilities
<input type="checkbox"/> The location of all ADA parking spaces, ramps, pathways, and signs
<input type="checkbox"/> Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs
<input type="checkbox"/> Computation identifying the required parking and the provided parking
<input type="checkbox"/> Location and screening of all dumpsters and loading dock areas
<input type="checkbox"/> Percent of open space, landscaping and lot coverage
<input type="checkbox"/> Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:

# AFFIDAVIT OF NOTIFICATION TO SEVERED MINERAL ESTATE OWNER(S)

I \_\_\_\_\_ (applicant/owner/consultant) researched the records of the El Paso County Clerk and Recorder and established that there was /was not (circle one) a mineral estate owner(s) on the real property known as \_\_\_\_\_.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing/administrative decision will be mailed to the mineral estate owner(s) (if established above) and a copy will be mailed to the El Paso County Planning and Community Development Department no less than thirty (30) days prior to the initial public hearing/administrative decision.

State of Colorado

County of \_\_\_\_\_

Signed before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ (name(s) of individual(s) making statement).

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Title of office)

\_\_\_\_\_  
(Commission Expiration)