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**EL PASO COUNTY PLANNING AND  
 COMMUNITY DEVELOPMENT  
 DEPARTMENT**

**SITE DEVELOPMENT PLAN LETTER OF INTENT CHECKLIST**

Revised: July 2019

<b>Site Development Plan</b>		
The letter of intent for a site development plan should summarize how the plan is in compliance with any of the requirements for approval of a site development plan in Chapter 6 of the LDC. The letter of intent should also specifically address any proposed alternative requests.		
	<b>Applicant</b>	<b>PCD</b>
<b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b>		
	<b>✓</b>	Office use only
<b>Letter of Intent</b>		
1	Owner name, contact telephone number, and email for responsible party	
2	Applicant name (if not owner), contact telephone number, and email for responsible party	
3	Property address	
4	Property tax schedule number	
5	Current zoning of the property	
6	A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.	
7	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.	
8	A discussion regarding the provision of utilities.	
9	A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	
10	A discussion and justification for any alternatives being requested.	