

Lacey Dean

From: Lacey Dean
Sent: Wednesday, August 26, 2026 4:23 PM
To: chuckp@tms-companies.com; 'asmorton@hoverarchitecture.com'
Cc: 'jderazo@hoverarchitecture.com'; tlyon@proofcivil.com; 'scottn@tms-companies.com'; Bret Dilts; Zachary Jannusch
Subject: Follow Up to EA269 - TMS Garage Condos

Hello,

Please see the link below for access to the notes discussed in todays meeting, as well as the meeting recording.

[EA2695](#)

Here is the link to the Site Development Plan for the parcel north of yours in case you need to reference some of their submitted documents.

[PPR2329](#)

I will send a submittal request for the Site Development Plan shortly. It will come from EPCDev so check your junk or spam folder if you do not see it in your inbox. If any of you would like to be added to the Site Development Plan project to have access to upload or pay fees, please let me know. As of now, I only have Andrea and Chuck on this project. Andrea has primary access and can also add people as needed.

Here is a summary of the next steps in the process, you can also find this page with links in the Planning notes in the EA file linked above.

NEXT STEPS:

The following documents will be requested for submittal with this Site Development Plan application. (I have provided links where we have them available for specific forms and checklists. Some documents will need to be obtained from specific agencies or certified professionals.) I have color coded which department is requesting which document as well so you may direct specific questions to the appropriate party.

GREEN – PLANNING (LACEY)

BLUE – DEPARTMENT OF PUBLIC WORKS (BRET)

ORANGE – STORMWATER (ZACH)

- [Application/Petition Form](#)
- [Elevation Plans](#)
- [Floor Plans](#)
- [Landscape Plan Drawings](#)
- [Letter of Intent](#)
- [Lighting Plan](#)
- [Road Impact Fee Acknowledgement Form](#)
- [Site Development Plan](#)

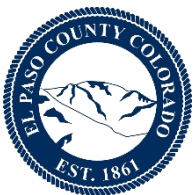
- [PCM Applicability Form](#)
- [Drainage Letter](#)

PROCESS

- A submittal request will be sent for the documents listed above.
- Once all documents are received and accepted, a payment request will be sent for \$1723.
- Once payment is made, a 14-day review cycle will commence in which all documents will be sent to agencies for review
- Review comments will filter in over the 14-day period and on the 14th day, county staff will return their comments along with a resubmittal request for documents that need to be revised and resubmitted.
- Once we receive the resubmittal, a 2nd review cycle of 7 to 14 days will initiate and the process will repeat until all comments are resolved.
- Once all comments are resolved, you will receive all stamped, signed, approved plan set which you will use to submit to PPRBD for building permits.
- You will schedule a Pre-Con meeting with our inspections team
- Once the structure is built, contact us to set up the Condo Plat project in EDARP
- The Condo Plat project will ask for the following documents.
 - o Application/Petition Form
 - o Legal Description
 - o Letter of Intent
 - o Title Commitment (Current within 1 year of submittal)
 - o Plat Drawing
 - o Codes, Covenants, Condo Declarations, Common Space Restrictions
 - o Condo Association Bylaws
- The review fee for the Condo Plat will be \$1070.

Once the review of the Condo Plat is complete, we will schedule a recording date for you to come in with the plat drawings on mylar, a zero tax certificate, current Title Commitment, Deeds conveying shared space to the HOA

Please do not hesitate to reach out to myself, Bret Dilts or Zach Jannusch, with any questions. They are CC'd on this email for your convenience.



Lacey Dean

Associate Planner

Planning and Community Development

719-520-7943

Office hours: Monday-Thursday 7:00am-5:30pm

<https://planningdevelopment.elpasoco.com>

PLEASE NOTE: Scammers have been sending out fake invoices via email for permit fees. These invoices are fake. All fees are paid on <https://epcdevplanreview.com/> or in our main office building. During this time, I ask that you be hyper vigilant regarding fraud invoices.

You may report the emails to the following:

To the FTC: Go to [ReportFraud.ftc.gov](https://reportfraud.ftc.gov) to file a complaint.

To the IC3: Visit the FBI's Internet Crime Complaint Center website at ic3.gov to report the phishing attempt.

If you have any questions about fees or invoices please do not hesitate to reach out to me by phone or email.