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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 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
☐ 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
☐ Location of all sidewalks, trails, fences and walls, retaining walls or berms
☐ Traffic circulation on site including all points of ingress/egress on the property
☐ Location and dimensions of all existing and proposed signage
☐ Location of all no-build areas, floodplain(s), and drainage facilities
☐ The location of all ADA parking spaces, ramps, pathways, and signs
☐ Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs
☐ Computation identifying the required parking and the provided parking
☐ Location and screening of all dumpsters and loading dock areas
☐ Percent of open space, landscaping and lot coverage
☐ Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria: