

Letter of Intent Checklist: ADR 4565 Cassidy Street



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

ADMINISTRATIVE RELIEF LETTER OF INTENT CHECKLIST

Revised: January 2022

Administrative Relief		
The purpose of Administrative Relief is to provide for flexibility in the application of regulations when a standard is inapplicable or inappropriate to a specific use or design proposal or a minor problem arises with the strict application of development standards.		
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.		
	Applicant	PCD
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.	✓	Office use only
Letter of Intent		
1	Owner name, contact telephone number, and email for responsible party	No
2	Applicant name (if not owner), contact telephone number, and email for responsible party	No
3	Property address	Yes
4	Property tax schedule number	No
5	Current zoning of the property	No
6	A discussion detailing the proposed administrative relief request and compliance with the applicable requirements of the Land Development Code;	Yes
7	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)	No
8	The reason and justification for the administrative relief request;	Yes
9	A comparison between the applicable Land Development Code standard(s) and the proposed administrative relief;	More details required
10	A detailed analysis addressing each of the Criteria of Approval for Administrative Relief in Chapter 5 of the Land Development Code.	More details required
11	A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts related to granting the requested relief.	Yes