



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

# **Administrative Relief 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 (719-520-6499) to discuss creating the application online.



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### Application Form

Please check the applicable application type  
(Note: each request requires completion of a  
separate application form):

- ☐ Administrative Determination
- ☒ Administrative Relief
- ☐ Appeal
- ☐ Approval of Location
- ☐ Billboard Credit
- ☐ Board of Adjustment – Dimensional Variance
- ☐ Certificate of Designation
- ☐ Combination of Contiguous Parcels by Boundary Line Adjustment
- ☐ Construction Drawings
- ☐ Condominium Plat
- ☐ Crystal Park Plat
- ☐ Development Agreement
- ☐ Early Grading Request
- ☐ Final Plat
- ☐ Maintenance Agreement
- ☐ Merger by Contiguity
- ☐ Townhome Plat
- ☐ Planned Unit Development
- ☐ Preliminary Plan
- ☐ Rezoning
- ☐ Road Disclaimer
- ☐ Road or Facility Acceptance
- ☐ Site Development Plan
- ☐ Sketch Plan
- ☐ Solid Waste Disposal Site/Facility
- ☐ Special District
- ☐ Special Use
- ☐ Subdivision Exemption
- ☐ Subdivision Improvement Agreement
- ☐ Variance of Use
- ☐ WSEO
- ☐ Other: \_\_\_\_\_

This application form shall be accompanied by all  
required support materials.

**PROPERTY INFORMATION:** Provide information to identify properties  
and the proposed development. Attach additional sheets if  
necessary.

Property Address(es):

**16755 Vincent Ave**

Tax ID/Parcel Numbers(s)

**7122002090**

Parcel size(s) in Acres:

**5.44**

Existing Land Use/Development:

**Single Family Residential**

Existing Zoning District:

**RR-5**

Proposed Zoning District (if  
applicable):

**PROPERTY OWNER INFORMATION:** Indicate the person(s) or  
organization(s) who own the property proposed for development.  
Attach additional sheets if there are multiple property owners.

Name (Individual or Organization):

**Bryan Lee**

Mailing Address:

**16755 Vincent Ave**

Daytime Telephone:

**661-755-0150**

Email or Alternative Contact Information:

**bryan@oscium.com**

**DESCRIPTION OF THE REQUEST:** (attach additional sheets if necessary):

We are building a detached garage/ shop on the south west corner of the lot. We are requesting an administrative relief for side setback. The code is 25' side setback and we are asking for 20% reduction for a 15' side setback.

20% of 25 is 5. Therefore you can only ask for a  
20 foot setback with Administrative Relief. If  
you need 15 feet, you will need to apply for  
Board of Adjustment.





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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):

**Russell Fletcher**

Mailing Address:

**1914 Hercules Dr**

Daytime Telephone:

**719-382-3737**

Email or Alternative Contact Information:

**russell@rdkdesign.net**

**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):

**Russell Fletcher**

Mailing Address:

**1914 Hercules Dr**

Daytime Telephone:

**719-382-3737**

Email or Alternative Contact Information:

**russell@rdkdesign.net**

### **AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S):**

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: \_\_\_\_\_

*Russell Fletcher*

Date: \_\_\_\_\_

**7-2-25**





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## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### ADMINISTRATIVE RELIEF CHECKLIST

Revised: October 2023

#### Administrative Relief Requirements

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

#### 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 discussion detailing the proposed administrative relief request and compliance with the applicable requirements 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.
- ☒ The reason and justification for the administrative relief request;
- ☒ A comparison between the applicable Land Development Code standard(s) and the proposed administrative relief;
- ☒ A detailed analysis addressing each of the Criteria of Approval for Administrative Relief in Chapter 5 of the Land Development Code.
- ☒ 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.

#### Site Plan Drawing

- ☒ 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 and width of all sidewalks and trails
- ☒ Location and height of all fences, 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 **NA**
- ☐ Location of all no-build areas, floodplain(s), and drainage facilities **NA**
- ☐ The location of all ADA parking spaces, ramps, pathways, and signs **NA**
- ☐ Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs **NA**



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**ADMINISTRATIVE RELIEF CHECKLIST**

- ☐ Computation identifying the required parking and the provided parking **NA**
- ☐ Location and screening of all dumpsters and loading dock areas **NA**
- ☒ Percent of open space, landscaping and lot coverage **NA**
- ☐ Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria: