



Phone 719.520.6300 | Fax 719.520.6695 | www.elpasoco.com

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):	
Tax ID/Parcel Numbers(s)	Parcel size(s) in Acres:
Existing Land Use/Development:	
Existing Zoning District:	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):
Mailing Address:
Daytime Telephone:
Email or Alternative Contact Information:

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

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Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

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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):

Mailing Address:

Daytime Telephone:

Email or Alternative Contact Information:

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):

Mailing Address:

Daytime Telephone:

Email or Alternative Contact Information:

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: _____

Date: _____



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

SITE DEVELOPMENT PLAN LETTER OF INTENT CHECKLIST

Revised: October 2023

Site Development Plan Letter of Intent Requirements

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. 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 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 regarding the provision of utilities.
- ☐ A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.
- ☐ A discussion and justification of any alternatives being requested.



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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SITE DEVELOPMENT PLAN CHECKLIST

Revised: October 2023

Site Plan Requirements

In order to establish a use or obtain a building permit, in most cases, the LDC requires Site Development Plan Review for more complex uses (most often including multi-family, commercial, and industrial uses) to determine conformance of the proposed use(s) or structure(s) with the provisions of the LDC, ECM, or any other applicable regulations or any specific land use approvals or permits, and other rules, regulations, codes and ordinances administered by the PCD. Specifically, many of the requirements for approval of a site development plan can be found in Chapter 6 of the LDC. The use tables in Chapter 5 of the LDC (Table 5-1 and 5-2) identify when the applicant shall submit a Site Development Plan and when a PCD planner and engineer shall review a Site Development Plan to establish a use or to construct a structure. Site Development Plans are approved administratively by the PCD Director, unless otherwise modified by a condition of approval.

Minimum Map Contents: Must contain adequate information to determine compliance of the proposed use with the LDC and ECM, as applicable. If inadequate information is provided to determine whether or not the proposed action conforms to the LDC, more information will be requested. A PUD Development Guide associated with PUD zoning, if applicable, may require additional information and/or specifications to be addressed with the residential site plan application.

Typically, a parking plan, sign plan, landscape plan, lighting plan, elevation drawings, floor plan, grading and erosion control plan, and drainage plan are submitted concurrently as a separate plan set.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

Summary Table to Include

- ☐ 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
- ☐ Lot/parcel size
- ☐ Lot area coverage calculation
- ☐ Existing/proposed land use and zoning
- ☐ Total gross building square footage
- ☐ Open space, landscaping, and impermeable surface percentage
- ☐ A note stating: The owner agrees on behalf of him/herself and any developer or builder successors and assignees that Subdivider and/or said successors and assigns shall be required to pay traffic impact fees in accordance with the El Paso County Road Impact Fee Program Resolution (Resolution No. 19-471), or any amendments thereto, at or prior to the time of building permit submittals. The fee obligation, if not paid at final plat recording, shall be documented on all sales documents and on plat notes to ensure that a title search would find the fee obligation before sale of the property.
- ☐ Parking computations (required, provided, etc.)

Site Plan Drawing to Include

- ☐ Date, north arrow, and a graphic scale
- ☐ Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.
- ☐ Location and dimension of the all property lines, rights-of-way, and all existing and proposed easements
- ☐ Signature block for the Planning and Community Development Director a minimum of 1 inch by 2 inches
- ☐ The footprint or all existing and proposed buildings and the setback distances from each existing and proposed structure to the property lines
- ☐ Location of all sidewalks, trails, fences and walls, retaining walls, or berms
- ☐ Location and dimensions of all existing and proposed signage on site
- ☐ Traffic circulation on site including all points of ingress/egress into the property
- ☐ The layout and location of all off-street parking, loading and other vehicular use areas, unless otherwise depicted in detail on a separate parking plan. If depicted on a separate parking plan then depiction of the parking areas are required.



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**EL PASO COUNTY PLANNING AND
COMMUNITY DEVELOPMENT
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SITE DEVELOPMENT PLAN CHECKLIST

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| ☐ | The layout and location of all landscaping, including landscape setbacks, unless otherwise depicted in detail on a separate landscape plan. If depicted on a separate landscape plan then depiction of the landscape areas are required. |
| ☐ | Location of all ADA spaces, ramps and signs, including ADA pathways |
| ☐ | Location of existing and proposed water and wastewater infrastructure, including well and septic locations, if applicable |
| ☐ | Location of all no-build areas, floodplain, drainageways and facilities |
| ☐ | Location of all garbage receptacles with a graphical depiction of the screening mechanism |
| ☐ | Location of all existing and proposed utility lines and associated infrastructure |
| ☐ | Any additional information required pursuant to any associated conditions of approval or plat notes. |
| ☐ | Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria. |



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LANDSCAPE PLAN CHECKLIST

Revised: October 2023

Landscape Plan Requirements

The landscape requirements are intended to provide uniform standards for the development and maintenance of the landscaping of private property and public rights-of-way to achieve a balance between the individual right to develop and the general benefit and welfare of the community. The benefits to be achieved and the overall purposes of landscaping are: (1) to create a positive image and visual appeal both along the road which is highly visible and internal properties which provide a working, shopping and living environment; (2) to decrease the scale of parking lots, provide shade, and reduce heat, glare and noise; (3) to separate circulation systems; to soften and reduce the mass of buildings; to screen and buffer lower intensity uses from higher intensity uses and protect residential privacy; and (4) to create an overall pleasant and attractive surrounding. The landscape plan shall meet the requirements of Chapter 6 of Land Development Code.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

Plan Requirements

- ☐ Owner name, contact telephone number, and email for responsible party
- ☐ Applicant name (if not owner), contact telephone number, and email for responsible party
- ☐ Report preparer name, telephone number and email for responsible party
- ☐ Property address
- ☐ Property tax schedule number
- ☐ Current zoning of the property
- ☐ Lot/parcel size
- ☐ Date, north arrow and a graphic scale
- ☐ Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways
- ☐ Location and dimensions of property lines, right-of-way and all existing and proposed easements
- ☐ Location and classification of all existing and proposed internal and adjacent roadways(s).
- ☐ The outlines of all structures, parking areas, outside storage areas, loading areas, and refuse collection area(s) in relation to the landscaping.
- ☐ The existing zoning of the subject property and the existing zoning of surrounding properties.
- ☐ Location and species of all plantings and the location and design of any proposed irrigation infrastructure for proposed landscaping in the rights-of-way, if pre-approved. (license agreement required)
- ☐ The location of all utilities, walls, fences, exterior parking and loading areas, pedestrian walks or paths, pedestrian-oriented areas, vehicular drives, storm water detention areas, and other manmade elements. Detail drawings of all required structures used for screening purposes (Example: refuse areas, equipment screening, and/or gates).
- ☐ Sight distance triangles and any plantings, signs, walls, structures, or other visual obstructions within the triangles where applicable.
- ☐ The location, type, size, and quantity of major existing plant materials meeting the plant type requirements, including all vegetated groundcover areas, shrubs, and trees, with information as to which materials are proposed to be removed and which shall be retained or relocated.
- ☐ All proposed ground cover areas shall be identified, including the types and amounts of living plant materials to be used and the size and depth of non-living materials. The manner in which any lawn areas are to be established (for example, by sodding or seeding) shall be indicated. The landscape treatment of all adjacent right-of-way areas, as well as the owner/ developer's property, shall be identified.
- ☐ Phasing, if applicable, shall be noted on the landscape plan or provided as supplemental information. All future development phases within a site shall have all disturbed soil surfaces reseeded to prevent erosion. All requests for phasing of landscaping shall be expressly approved by the PCD Director prior to submittal of the associated application.
- ☐ If the application includes a request for approval of an alternative landscape plan, the landscape plan shall include a statement requesting approval of the alternative design and justification for the request unless otherwise provided for in the letter of intent.



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LIGHTING PLAN CHECKLIST

Revised: October 2023

Lighting Plan Requirements

The purpose of the lighting plan is to address the physical effects of lighting and the effects lighting may have on the surrounding neighborhood and public rights-of-way. The lighting plan shall meet the standards of Chapter 6 of the Land Development Code.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

Plan Requirements

- ☐ Owner name, contact telephone number, and email for responsible party
- ☐ Applicant name (if not owner), contact telephone number, and email for responsible party
- ☐ Report preparer name, telephone number and email for responsible party
- ☐ Property Address
- ☐ Property tax schedule number
- ☐ Current zoning of the property
- ☐ Lot/parcel size
- ☐ Date, north arrow and a graphic scale
- ☐ Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways
- ☐ The building footprint for all structures depicted and labeled.
- ☐ The location and height of all existing and proposed illuminating devices, including but not limited to, all parking area lights and external structural lights.
- ☐ Detailed description of illuminating devices, fixtures, lamps, supports, reflectors, installation, and electrical details and other devices to include an elevation drawing. The description may include, but is not limited to, manufacturers specifications and catalog cuts sheets, and drawings. A key and legend may be required at the discretion of the PCD.
- ☐ Photometric data and plan, including maps and diagrams furnished by manufacturers or similar showing the angle of the cut off or light emission.
- ☐ Photometric plan depicting the lighting levels (foot candles) throughout the property, at property lines, and along any adjacent rights-of-way.
- ☐ Location of all existing and proposed easements
- ☐ Any other additional items as required by the PCD Director.



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PARKING PLAN CHECKLIST

Revised: October 2023

Parking Plan Requirements

The parking, loading, and maneuvering standards are designed to provide safe and efficient parking and maneuvering, encourage good circulation, discourage parking on roads, and reduce the potential for a land use to impact an adjacent land use or road due to an insufficient number of parking spaces or poor parking lot design. The parking plan shall meet the standards of Chapter 6 of the Land Development Code.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

Report Requirements

- ☐ Owner name, contact telephone number, and email for responsible party
- ☐ Applicant name (if not owner), contact telephone number, and email for responsible party
- ☐ Report preparer name, telephone number and email for responsible party
- ☐ Vicinity map showing the property in relation to major roadways, if not otherwise provided with the associated site plan
- ☐ Location of all property lines, rights-of-way, and all existing and proposed easements.
- ☐ The outlines of all structures, parking lot lighting facilities, outside storage and display areas including seasonal display, and refuse collection area(s) in relation to the parking area.
- ☐ Width, depth, and angle of all parking bays, and graphical depiction of all drive aisles, easements, and points of ingress/egress onto property, including dimensions for each.
- ☐ Identification and percentage of all compact spaces.
- ☐ Location of all ADA parking spaces, ramps, pathways, and signs
- ☐ Location and dimensions of all sidewalks, trails, pedestrian crossings, ADA access points and routes.
- ☐ Traffic circulation on site including all points of ingress/egress into the property.
- ☐ Sight distance triangles and any plantings, signs, walls and fences, structures, or other visual obstructions within the triangles where applicable.
- ☐ If a drive-thru is proposed, show drive-thru lanes, menu board location(s), order location(s), and pick-up window location(s) with dimensions, including stacking spaces.
- ☐ Wheelstops and curbs with dimensions.
- ☐ Parking lot islands including proposed landscaping, unless a separate landscape plan has been provided.
- ☐ Parking lot surface materials, striping plan, and any drainage improvements located within the parking area (e.g., crosspans).
- ☐ Truck loading and turnaround areas and dimensions.
- ☐ Bicycle parking area and detail.
- ☐ Parking Plan Summary Table to include the following elements:
 - Parking stall calculation based on square footage of building and corresponding land use
 - Number of required and proposed parking stalls
 - Number of required and proposed ADA stalls
 - Number of proposed compact parking stalls
 - Number of proposed bike parking stalls
- ☐ Typical drive aisles and roadway sections, properly drawn, dimensioned, and labeled.
- ☐ Typical parking detail (compact, standard, and ADA including van accessible).
- ☐ Typical curb and sidewalk detail.
- ☐ Driveway entrance detail.
- ☐ Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria



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SIGN PLAN CHECKLIST

Revised: October 2023

Sign Plan Requirements

The purpose of the sign plan is to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory sign standards. The sign regulations are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the adverse secondary effects of signs. The sign regulations are especially intended to address the secondary effects that may adversely impact aesthetics, traffic, and pedestrian safety. The sign regulations are designed to serve substantial governmental interests and, in some cases, compelling governmental interests such as traffic safety and warning signs of threats to bodily injury or death.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

Sign 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.
- ☐ Depiction of any sidewalks, fences, walls, or berms located near any existing or proposed freestanding signs
- ☐ Location of any existing and proposed signage on site
- ☐ Depiction of any loading and other vehicular use areas located near any existing or proposed freestanding signs
- ☐ Location, height and intensity of all outdoor illumination for the sign
- ☐ Depiction of any no-build areas, floodplain, drainage facilities located near any existing or proposed freestanding signs
- ☐ Depiction of all garbage receptacles located near any existing or proposed freestanding signs
- ☐ Depiction of all existing and proposed utility lines and associated infrastructure located near any existing or proposed freestanding signs
- ☐ Depiction of any sight triangles when located near any existing or proposed freestanding signs
- ☐ Sign elevation and detail.
- ☐ Dimensions and location of all existing and proposed sign
- ☐ Summary of square footage of the total allowed signage and existing and proposed signage for the property
- ☐ Setback distances from all lot line to all existing and proposed signs
- ☐ Any other additional items as required by the PCD Director.
- ☐ If illuminated, detailed description of illuminating devices and how the proposed illumination will be in compliance with the lighting standards.