



## Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | [www.elpasoco.com](http://www.elpasoco.com)

### Type C Application Form (1-2B)

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

- ☐ Administrative Relief
- ☐ Certificate of Designation, Minor
- ☐ Site Development Plan, Major
- ☐ Site Development Plan, Minor
- ☐ CMRS Co-Location Agreement
- ☐ Condominium Plat
- ☐ Crystal Park Plat
- ☐ Early Grading Request associated with a Preliminary Plan
- ☐ Maintenance Agreement
- ☐ Minor PUD Amendment
- ☐ Resubmittal of Application(s) (>3 times)
- ☐ Road or Facility Acceptance, Preliminary
- ☐ Road or Facility Acceptance, Final
- ☐ Townhome Plat

Administrative Special Use (mark one)

- ☐ Extended Family Dwelling
- ☐ Temporary Mining or Batch Plant
- ☐ Oil and/or Gas Operations
- ☐ Rural Home Occupation
- ☐ Tower Renewal
- ☐ Other \_\_\_\_\_

Construction Drawing Review and Permits (mark one)

- ☐ Approved Construction Drawing Amendment
- ☐ Review of Construction Drawings
- ☐ Construction Permit
- ☐ Major Final Plat
- ☐ Minor Subdivision with Improvements
- ☐ Site Development Plan, Major
- ☐ Site Development Plan, Minor
- ☐ Early Grading or Grading
- ☐ ESQCP

Minor Vacations (mark one)

- ☐ Vacation of Interior Lot Line(s)
- ☐ Utility, Drainage, or Sidewalk Easements
- ☐ Sight Visibility
- ☐ View Corridor

☐ Other: \_\_\_\_\_

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

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

Property Address(es):

Tax ID/Parcel Numbers(s)

Parcel size(s) in Acres:

Existing Land Use/Development:

Zoning District:

- ☐ Check this box if **Administrative Relief** is being requested in association with this application and attach a completed Administrative Relief request form.
- ☐ Check this box if any **Waivers** are being requested in association with this application for development and attach a completed Waiver request form.

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

Name (Individual or Organization):

Mailing Address:

Daytime Telephone:

Fax:

Email or Alternative Contact Information:

**Description of the request:** *(attach additional sheets if necessary):*

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#### For PCD Office Use:

Date:

File :

Rec'd By:

Receipt #:

DSD File #:



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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:	Fax:
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:	Fax:
Email or Alternative Contact Information:	

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

An owner signature is not required to process a Type A or B Development Application. 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

### SPECIAL USE/VARIANCE OF USE CHECKLIST

Revised: January 2022

Special Use/Variance of Use		
<p>Site plan shall be drawn so as to clearly provide the required information. All site plans for lots and parcels less than 2.5 acres are to be drawn to scale and include a written and graphic scale. Site plans for lots and parcels greater than 2.5 acres in size are encouraged to be drawn to scale, but are not required to be.</p>		
<p>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.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	<b>Applicant</b>	<b>PCD</b>
<p><b>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.</b></p>		<p>✓</p> <p>Office use only</p>
<b>Letter of Intent</b>		
1	A discussion detailing the proposed request and compliance with the applicable requirements of the Land Development Code;	X
2	The reason and justification for the request;	X
3	A detailed analysis addressing each of the Criteria of Approval in Chapter 5 of the Land Development Code.	X
<b>Notification to Adjacent Property Owners</b>		
1	Details of the request;	X
2	The location, size, and zoning of the subject property;	X
3	Existing and proposed improvements to the property;	X
4	Waiver requests (if applicable);	X
5	Contact information for the applicant(s);	X
6	The applicant shall use one of the following procedures to satisfy notification standards:	X
	Mail notification by certified mail to all applicable properties. A receipt of the mailing for each address shall be included in the completed application form; or	X
	In person notification via signatures from all applicable property owners with the signature form included in the application form.	
<b>Site Plan Map to include the following elements, as appropriate:</b>		
1	Date, north arrow, and a graphic scale	X
2	Vicinity map showing the property in relation to the surrounding area	
3	Location of the property lines, right-of-way, and all existing and proposed easements	X
4	Dimensions of all property lines	X
5	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.	X
6	Location and width of all sidewalks	None
7	Location and height of all fences, walls, or berms	X
8	Location and dimensions of all existing and proposed signs	None
9	Traffic circulation including all points of ingress/egress into the property	X
10	The layout and location of all off-street parking, loading and other vehicular use areas	X
11	Location of all ADA parking spaces, ramps, pathways, and signs	X
12	Location, height and intensity of all outdoor illumination	X
13	Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s)	X
14	Location of all no-build areas, floodplain(s), and drainage facilities	None
15	Location and screening of all dumpster(s) and loading dock areas	None
16	Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs	X



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DEPARTMENT**

**SPECIAL USE/VARIANCE OF USE CHECKLIST**

Revised: January 2022

17	Location of all existing and proposed utility lines and associated infrastructure	None	
18	Existing/proposed land use, parcel size, and zoning	X	
20	Percent of open space, landscaping, and lot coverage	X	
21	Density and number of dwelling units	X	
22	Computation identifying the required parking and the provided parking	X	
23	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		