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

**FINAL PLAT LETTER OF INTENT CHECKLIST**

Revised: October 2023

<b>Final Plat Letter of Intent Requirements</b>
<p>The letter of intent for a final plat application should summarize the proposed development and how it complies with the El Paso County subdivision regulations and with C.R.S. §§ 30-28-101 et seq. The letter should also discuss how the request protects and preserves the public health, safety and general welfare. 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>Letter of Intent</b>
<input type="checkbox"/> Owner name, contact telephone number, and email for responsible party
<input type="checkbox"/> Applicant name (if not owner), contact telephone number, and email for responsible party
<input type="checkbox"/> Property address
<input type="checkbox"/> Property tax schedule number
<input type="checkbox"/> Current zoning of the property
<input type="checkbox"/> A discussion detailing the specific request and size of the area included in the request.
<input type="checkbox"/> A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
<input type="checkbox"/> A summary of the proposed request and how it complies with each of the Criteria of Approval in Chapter 7 and the Subdivision Design Standards in Chapter 8 of the Land Development Code.
<input type="checkbox"/> A discussion summarizing the final plat consistency with any applicable preliminary plan and the associated zoning district standards.
<input type="checkbox"/> A discussion detailing the provision of utilities, including any proposed phasing.
<input type="checkbox"/> State if the subdivision will or will not include deferred sidewalks.
<input type="checkbox"/> A discussion detailing any constraints, hazards, and potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, geological, etc.) within the area included within the request and how these areas have been incorporated into the development or will otherwise be mitigated.
<input type="checkbox"/> A discussion detailing anticipated traffic generation and access, unless a separate traffic study is required and is being provided.
<input type="checkbox"/> A discussion detailing the proposed payment of the County's Road Impact Fee (e.g., inclusion into a PID, payment at time of building permit, etc.).
<input type="checkbox"/> A discussion detailing all proposed public and private improvements, including onsite and offsite improvements, and the plan for ongoing ownership and maintenance of each improvement.
<input type="checkbox"/> A discussion detailing any proposed waivers and an analysis of how the requested waiver meets the approval criteria in Chapter 7 of the Land Development Code that were not otherwise approved with any applicable preliminary plan.
<input type="checkbox"/> A discussion detailing any proposed or approved deviations from the County's Engineering Design Standards (e.g., Engineering Criteria Manual) that were not otherwise presented with any applicable preliminary plan.
<input type="checkbox"/> A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.