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

**DIMENSIONAL VARIANCE LETTER OF INTENT CHECKLIST**

Revised: January 2022

<b>DIMENSIONAL VARIANCE</b>		
The purpose of a dimensional variance request is to seek approval from the Board of Adjustment (BOA) for relief from the strict application of any physical requirement of this Code which would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the owner of the property.		
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.		
	<b>Applicant</b>	<b>PCD</b>
<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>	<b>✓</b>	Office use only
<b>Letter of Intent</b>		
1	Owner name, contact telephone number, and email for responsible party	
2	Applicant name (if not owner), contact telephone number, and email for responsible party	
3	Property address	
4	Property tax schedule number	
5	Current zoning of the property.	
6	A discussion detailing the proposed dimensional variance request compared to the applicable dimensional standards of the Land Development Code.	
7	A discussion detailing any practical difficulties and hardships that exist that cause legal use of the property to be severely restricted due to one of the following:	
	The exceptional narrowness, shallowness or shape of the specific piece of property, or	
	The exceptional topographic conditions or other extraordinary or exceptional situation or condition of the piece of property.	
8	A discussion detailing any burden that is created or would be caused due to strict compliance with the zoning requirements and which significantly exceed the benefits of such compliance for the specific piece of property and would result in any of the following:	
	The variance provides only reasonably brief, temporary relief, or	
	The variance request includes an alternative plan, standards or conditions that substantially and satisfactorily mitigate the anticipated impacts or serve as a reasonably equivalent substitute for current zoning requirements, or	
	Some other unique or equitable consideration compels that strict compliance not be required.	
9	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)	
10	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.	