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

**BOARD OF ADJUSTMENT CHECKLIST**

Revised: January 2022

<b>Board of Adjustment</b>		
<p>The Board of Adjustment is authorized to grant variances 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. Practical difficulties and hardship, in this context, may exist where the legal use of the property is severely restricted due to (1) the exceptional narrowness, shallowness or shape of the specific piece of property, or (2) the exceptional topographic conditions or other extraordinary or exceptional situation or condition of the piece of property.</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>	<b>✓</b>	Office use only
<b>Letter of Intent</b>		
1	A discussion detailing the proposed relief request and compliance with the applicable requirements of the Land Development Code;	
2	The reason and justification for the relief request;	
3	A comparison between the applicable Land Development Code standard(s) and the proposed relief;	
4	A detailed analysis addressing each of the Criteria of Approval for Dimensional Variances and Appeals to the Board of Adjustment in Chapter 5 of the Land Development Code.	
<b>Notification to Adjacent Property Owners</b>		
1	Details of the request;	
2	The location, size, and zoning of the subject property;	
3	Existing and proposed improvements to the property;	
4	Waiver requests (if applicable);	
5	Contact information for the applicant(s);	
6	The applicant shall use one of the following procedures to satisfy notification standards: 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 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	
2	Vicinity map showing the property in relation to section lines and existing or proposed arterial or collector roadways.	
3	Location of the property lines, right-of-way, and all existing and proposed easements	
4	Dimensions of all property lines, rights-of-way, and all easements, as applicable	
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.	
6	Location and width of all sidewalks	
7	Location and height of all fences, walls, or berms	
8	Location and dimensions of all existing and proposed signs	
9	Traffic circulation including all points of ingress/egress into the property	
10	The layout and location of all off-street parking, loading and other vehicular use areas	
11	Location of all ADA parking spaces, ramps, pathways, and signs	
12	Location, height and intensity of all outdoor illumination	
13	Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s)	
14	Location of all no-build areas, floodplain(s), and drainage facilities	
15	Location and screening of all dumpster(s) and loading dock areas	
16	Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs	
17	Location of all existing and proposed utility lines and associated infrastructure	
18	Existing/proposed land use, parcel size, and zoning	
20	Percent of open space, landscaping, and lot coverage	
21	Density and number of dwelling units	



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22	Computation identifying the required parking and the provided parking		
23	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		