



**El Paso County Planning and
Community Development
Department**

Special Use Application Packet

2880 International Circle, Suite 110
Colorado Springs, CO 80910
Phone 719-520-6300
Fax 719-520-6695
www.elpasoco.com

*NOTE: Please contact the Planner of the Day (719-520-6499) to discuss creating the special use application online.

Special Use Application Process

Here is an overview of the process:

1. All applications must be submitted and reviewed online via EDARP (<https://epcdevplanreview.com/>). After the project has been setup by a planner, the first step is to register your account. To do so you will:
 - a. click on the link in your email that is sent by the planner via EDARP
 - b. click on "register" at the top of the page
 - c. enter in the 6 digit code and your information
 - d. Once your account has been set up, you will then log in and click on "home," which is located at the top left-hand side of the EDARP screen. On your home screen you will find your project listed. Click on your project submission request to be able to upload your items.
2. Notify the adjacent property owners of what is being requested either in person by getting their signature or by certified mail. You may do a combination of certified mail and in person signatures. Please see the attached handout.
3. Upload all items as requested in EDARP. All uploaded items will be saved automatically as they are uploaded into EDARP, regardless of if you "submit" the items online. Note that each time you upload, EDARP will replace the previous item. Once all items have been uploaded, you may submit online via EDARP by clicking "submit".
4. Your submission will be reviewed by the Planning Manager to ensure it is complete. If there are discrepancies, the necessary items will be rejected, and you will be sent a notice by EDARP via email, detailing what items have been rejected and the reason for the rejection via EDARP.
 - a. *NOTE: Items will not be reviewed by the PCD staff or referral agencies until all items have been accepted and the fees are paid.
5. Once all items have been accepted, you will be notified via EDARP that you may make payment online. After payment has been made the application will be considered active and under review.
6. Log into EDARP and make payment. Your project is now considered active.
7. PCD will send your submission to outside agencies (i.e. El Paso County Public Health, Fire Department, Enumerations, etc.) who will review the submission items. Any comments received from the outside agencies will be uploaded to EDARP as soon as they are received by the outside agency.
8. During the initial review phase, PCD will send a notification to the adjacent property owners notifying them of the anticipated decision date.
9. After the initial review period the planner will send you a re-submission request via EDARP for any items identified by the outside agencies needing revision.
10. The applicant or PCD may request a meeting with the PCD staff to discuss the comments to ensure, upon resubmission, all comments are be addressed.
11. All requested application documents will be revised to address all comments provided and resubmitted via EDARP.
12. PCD will send your revised items to the outside agencies who identified issues so that they may verify that the comments have been addressed.
13. This resubmission and rereview cycle will be repeated as many times as necessary until all comments have been addressed.
 - a. *NOTE: there is an additional fee for reviews beyond the 3rd review.
14. Once all comments have been addressed the PCD Director will approve/deny the request.
 - a. *NOTE: any special use may be elevated to a public hearing before the Planning Commission and Board of County Commissioners at the discretion of the PCD Director.

Requests that are subject to Code Enforcement action are typically elevated to the public hearing process.

Below is an overview of the submission items and a brief explanation of what each item is. Please refer to the application packet, checklists, as well as the applicable section of the Code for additional information.

1. Application: 2 page document requesting general property information as well as all applicable contact information.
2. Adjacent Property Owner Notification: Please see the attached application packet which contains information regarding who is considered adjacent, a sheet for the adjacent property owner signatures, as well as a template for the letter to be used for certified mail. For each adjacent property owner you must provide proof of notice by either a signature (owner is required) or a certified mail stub along with the letter that was mailed.
3. Legal Description: this is the legal description of the parcel that can be found on the assessor website or your deed.
4. Letter of Intent: the letter should include what is being requested, why it is being requested, how the request meets Section 5.3.2 (specifically the review criteria), how the request meets the definition of the requested use in Chapter 1 of the LDC, any use specific standards in Chapter 5 of the LDC, and any other pertinent details. See detailed checklist.
5. Title Commitment dated w/in 30 days: this should be obtained by a title company of your choice
6. Vicinity/Location Map: map showing where the property is located in relation to major intersections
7. Mineral Rights Certification: The Certification Form is in the application packet. This is to determine if the mineral rights are under a separate ownership. This can be researched either by looking in the title commitment or by contacting the assessor who will complete the research. If the rights have been severed, the mineral rights owner is to be sent a certified letter notifying them of the request and provide PCD of evidence of such. In either instance, a copy of the completed (including notary) mineral rights certificate is required.
8. Site Plan: The site plan will need to include the existing structures, well, septic, driveway, use areas, any mitigation measures being proposed, etc. Please refer to the special use site plan checklist.

Special Use Procedure Manual

1.1. PURPOSE

The purpose of this procedure is to establish a consistent process for reviewing and approving a request for approval of a special use.

1.2. BACKGROUND

The LDC establishes uniform standards for the development and use of land. These standards were established to preserve and improve the public health, safety and general welfare of the citizens and businesses of El Paso County including promoting predictability, consistency and efficiency in the land development process for residents, neighborhoods, businesses, agricultural and development interests, and being fair to all by ensuring due consideration is given to protecting private property rights, the rights of individuals and the rights of the community as a whole.

The special use provision is designed to allow certain uses, that with reasonable mitigation of potential impacts, would be appropriate within a zoning district. The special use process considers the location, design, configuration, intensity, density, natural hazards and other relevant factors pertaining to the proposed use.

Special uses may be approved administratively except for a special use that is subject to a Certificate of Designation or a special use application that includes mineral extraction with processing. In all other cases, the PCD Director may, at his or her sole discretion, elevate a special use application for review by the Planning Commission and BoCC.

1.3. APPLICABLE STATUTES AND REGULATIONS

C.R.S. §§30-28-111, 113, and 114 authorize Boards of County Commissioners to adopt and amend zoning regulations for the regulation by districts or zones of the location, height, bulk, and size of buildings and other structures, percentage of lot which may be occupied, the size of lots, courts, and other open spaces, the density and distribution of population, the location and use of buildings and structures for trade, industry, residence, recreation, public activities, or other purposes, access to sunlight for solar energy devices, and the uses of land for trade, industry, recreation, or other purposes including methods for the administration of such regulations.

Section 2.1.2 of the LDC provides the authority for the PCD Director to establish standards for processing development applications.

Section 2.2.4 of the LDC establishes the authorities of the PCD Director.

Section 5.1 of the LDC identifies the special uses that may be considered and approved within each zone district.

Section 5.1.4 of the LDC limits the consideration of special uses as accessory uses.

Section 5.3.2 of the LDC establishes the allowance for special uses, the criteria for consideration and approval, and the various standards a special use shall adhere to when located within El Paso County.

1.4. RESOURCES

1.4.1. Associated with Most Development Applications

Not applicable

1.5. GENERAL SUBMITTAL LIST

The applicant shall submit the following:

- Site Plan Map or Site Development Plan Map, depending on the nature and complexity of the special use and as specified in Table 5-1 of the LDC.
- Compliance Certification with Article 65.5 of Title 24, Colorado Revised Statutes, copy of notice, and list of mineral owners and addresses conforming to the requirements of the public notice-mineral owner notification, if applicable.
- Evidence of authority to represent the property owner, if the applicant is not the property owner.
- Development agreement, if applicable.
- Letter of intent.
- Proof of adjacent property owner notice.
- Any other additional items as required by the PCD Director deemed necessary to ensure compliance with the requirements of the LDC.

1.6. STEP BY STEP REVIEW PROCEDURE

1.6.1. Summary of Steps

(A) Step 1 Early Assistance Meeting (if applicable)

(B) Step 2 Neighborhood Meeting (optional)

Based on the input of neighbors, the applicant may choose to reassess the type of application to file. In all other cases, the PCD Director may elevate a special use application for review by the BoCC and/or the Planning Commission at his sole discretion. Significant concerns expressed by the neighbors about the proposed special use may result in the PCD Director elevating the special use application to public hearings for review by the BoCC and/or the Planning Commission.

(C) Step 3 Application Submitted

A complete Type C or Type D Development Application is required, as determined by the PCD Director. The required supporting materials should be submitted by the applicant to the PCD via EDARP. The materials submitted shall include all items listed in Section 1.5 of this procedure and the customized submittal matrix sent to the applicant via EDARP by the PCD Planner. Additional materials should be provided by the applicant as determined necessary by the PCD Director to respond to the criteria for approval for a special use.

(D) Step 4 Determination of Completeness

(E) Step 5 Resubmission of Application (if required)

(F) Step 6 Application Referral

At the time of referral, the PCD planner sends notice to adjacent property owners in accordance with the public notice and public notice-mailed procedures.

(G) Step 7 Comments and Request to Applicant

The PCD planner reviews any review comments and provides them to the applicant via EDARP. If the application is elevated by the PCD Director, the applicant is informed of the item being elevated to a public hearing and the EDARP file is updated with the PCD Director determination regarding the elevation.

(H) Step 8 Applicant Submits Information Requested

(I) Step 9 Staff Recommended Action

The PCD planner makes a final determination of conformance of the administrative relief request with the criteria for approval and prepares a letter for review by the PCD Director recommending either approval or denial, with or without conditions, and Step 13 is initiated.

(J) Step 9 Staff Report and Recommended Action (if elevated)

(K) Step 10 Hearing Scheduled (if elevated)

(L) Step 11 Notice of Hearing (if elevated)

(M) Step 12 Hearing Held (if elevated)

(N) Step 13 Decision Concerning Development Permit

(O) Step 14 Development Permit Closeout

A copy of the decision is provided to the applicant by the PCD planner. The PCD planner requests the required documentation from the applicant to determine conformance of the special use with any conditions of approval at the appropriate time. The PCD records any development agreements of other documents associated with the approval. A copy of the decision by either the PCD Director, or the BoCC action and/or the Planning Commission recommendation is/are uploaded to EDARP.

1.6.2. Criteria for Consideration

The PCD Director, Planning Commission, and BoCC may only consider an application for special use permit where land is located within a zoning district which allows the special use unless specifically authorized elsewhere in the LDC.

1.6.3. Criteria for Approval

To grant a special use, the criteria in Section 5.3.2 of the LDC shall be met, in addition to the compliance with the other applicable development standards and use specific standards, unless an alternative or variation is approved by a separate action.

1.7. REVIEW PERIOD

A special use permit is classified as a Type C or Type D Development Application, as determined by the PCD Director. The timeline for reviewing a Type C or Type D Development Application is dependent upon several factors, including, but not limited to, staffing, workload, project size and/or complexity, and quality and completeness of submittal materials.

1.8. NOTICE

Notice shall meet the notice requirements of public notice- mailed and shall be completed a minimum of 14 days in advance of the decision.

1.9. FORM OF ACTION

A special use shall be considered approved as of the date of approval of the special use by either the PCD Director with the execution of an approval letter or the BoCC with the execution of the resolution approving the special use by the Chair of the BoCC.

1.10. EXPIRATION (IF APPLICABLE)

If the use is not established on the subject property or a building permit is not obtained and construction substantially started within two (2) years of approval of the special use or is discontinued for a period of two (2) consecutive years, the special use shall expire and a new development application and fees shall be required. A mineral extraction special use shall be deemed abandoned, and the special use permit shall have no further force and effect, if the mineral extraction activity has been discontinued for a period of three (3) consecutive years. A special use shall be deemed discontinued if the primary intended use has not been actively and regularly conducted on the property that was approved for the special use and in the area(s) of the property as depicted on the special use site plan.

A rural home occupation which receives administrative special use approval shall expire five (5) years from the date of approval.

1.11. SIMILAR PROCEDURES

Not applicable

1.12. TECHNICAL GUIDANCE

1.12.1. Site Development Plan or Site Plan Review Required

Site Development Plan review or Site Plan review is required before an application for a building permit can be authorized by the PCD. Site Development Plan or site plan review may be concurrent with the special use permit process and can help illustrate that impacts can be mitigated and conditions at approval can be met; however, the final site development plan or site plan shall be modified by the applicant to reflect the conditions of approval.



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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>		
	Applicant	PCD
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.	✓	Office use only
Letter of Intent		
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
Notification to Adjacent Property Owners		
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.	X
Site Plan Map to include the following elements, as appropriate:		
1	Date, north arrow, and a graphic scale	X
2	Vicinity map showing the property in relation to the surrounding area	X
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	X
7	Location and height of all fences, walls, or berms	X
8	Location and dimensions of all existing and proposed signs	X
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	N/A
11	Location of all ADA parking spaces, ramps, pathways, and signs	N/A
12	Location, height and intensity of all outdoor illumination	N/A
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	X
15	Location and screening of all dumpster(s) and loading dock areas	N/A
16	Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs	N/A



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SPECIAL USE/VARIANCE OF USE CHECKLIST

Revised: January 2022

17	Location of all existing and proposed utility lines and associated infrastructure	X	
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	N/A	
23	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		



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SPECIAL USE LETTER OF INTENT CHECKLIST

Revised: January 2022

Special Use		
	Applicant	PCD
The letter of intent for a special use application should summarize the proposed use and discuss any potential impacts that could be caused as a result of approving the use. The letter should also discuss any proposed methods for mitigating such impacts. Any anticipated phasing of the proposed use should also be discussed in the letter of intent.		
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.		
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.	V	Office use only
Letter of Intent		
1 Owner name, contact telephone number, and email for responsible party	X	
2 Applicant name (if not owner), contact telephone number, and email for responsible party	X	
3 Property address	X	
4 Property tax schedule number	X	
5 Current zoning of the property	X	
6 A detailed analysis summarizing how the request complies with each of the Criteria of Approval in Chapter 5 of the Land Development Code.	X	
7 A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)	X	
8 A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.	X	
9 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.	X	
10 A discussion summarizing how the proposed special use is consistent with the El Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.).	X	
11 A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	X	



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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):*

--

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): NIGHTHAWK DESIGN	
Mailing Address: 5180 WHIP TRAIL, C/S, CO 80917	
Daytime Telephone: 719-477-9460	Fax: CELL # 719-491-1227
Email or Alternative Contact Information: HAWKCOMPANIES@GMAIL.COM	

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): RODNEY B. WIEBE (NIGHTHAWK DESIGN)	
Mailing Address: 5180 WHIP TRAIL, C/S, CO. 80917	
Daytime Telephone: 719-477-9460	Fax:
Email or Alternative Contact Information: HAWKCOMPANIES@GMAIL.COM	

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: 4/21/2022

Owner (s) Signature: _____

Date: _____

Applicant (s) Signature: Nighthawk Design

Date: 4-21-2022

Notice to Adjacent Property Owners

Proof of Notice to Adjacent Property Owners shall be submitted with certain land use applications. Please choose one of the following:

- a. Signed Notification of the Adjacent Property Owners (see attached)
- b. Copy of the certified letter receipts to the Adjacent Property Owners with a copy of the letter sent
- c. Both

(Please refer to the attached handout showing the adjacent property owners required.)

For all Notice to Adjacent Property Owners, the following information is required at a minimum:

1. Please begin your letter with the following paragraph:
“This letter is being sent to you because (Name of Owner/Applicant/Consultant) is proposing a land use project in El Paso County at the referenced location (see item #3). This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contact(s) in item number 2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning and Community Development Department. At that time you will be given the El Paso County contact information, the file number and an opportunity to respond either for, against, or expressing no opinion in writing at the public hearing for this proposal.”
2. For questions specific to this project, please contact:
 - a. Owner/applicant and consultant(s)
 - b. Address, email(s), and telephone number(s)
3. Site address, location, property size, and zoning
4. Request and justification
5. Existing and proposed facilities, structures, roads, etc.
6. Waiver requests (if applicable) and justification
7. Vicinity map showing the adjacent property owners

Notice to Adjacent Property Owners

Name and Address of the

Petitioner(s): _____

Telephone

Number(s): _____

Description of Proposal:

A list of adjacent property owners may be acquired from the County Assessor's office. If adjacent property owners cannot be reached in person, the applicant must send an Adjacent Property Owner Notification letter by certified mail and provide, as part of the submittal, a copy of the letter sent and a copy of each receipt.

The undersigned, being an adjacent property owner, has read the above notification. I understand I may submit written comment, appear in person at the advertised public hearing , or appear virtually at the advertised public hearing to further express my comments.

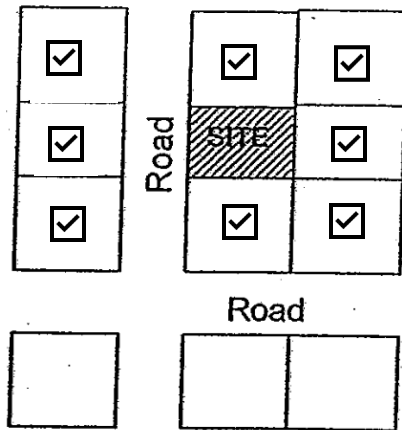
Date	Owner (Yes or No)	Name (Signature) and Address	Comments

(For additional space, attach a separate sheet of paper)

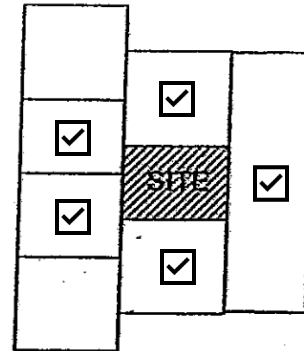
Above are the signatures of the adjacent property owners who won the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

_____ date _____ date _____
(Signature of Petitioner or Owner) (Signature of Petitioner or Owner)

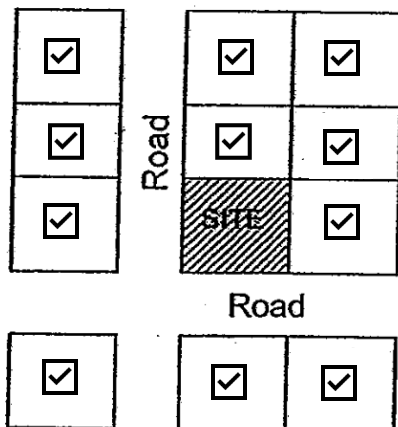
Notice to Adjacent Property Owners



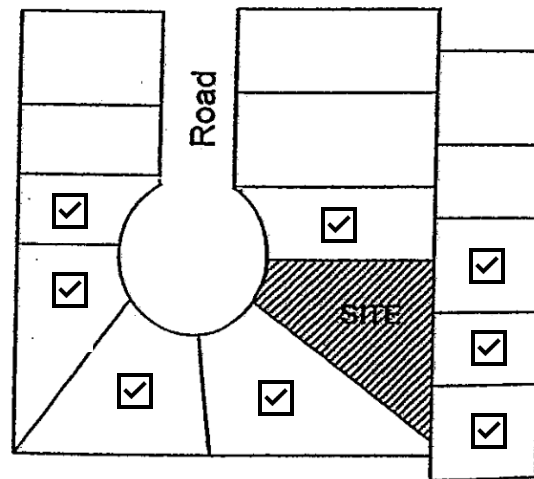
Example 1



Example 2



Example 3



Example 4

AFFIDAVIT OF NOTIFICATION TO SEVERED MINERAL ESTATE OWNER(S)

I _____ (applicant/owner/consultant) researched the records of the El Paso County Clerk and Recorder and established that there _____ was / _____ was not a mineral estate owner(s) on the real property known as _____.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing/administrative decision will be mailed to the mineral estate owner(s) (if established above) and a copy will be mailed to the El Paso County Planning and Community Development Department no less than thirty (30) days prior to the initial public hearing/administrative decision.

Dated this _____ day of _____, 20_____.

STATE OF COLORADO)
) s.s.
COUNTY OF EL PASO)

The foregoing certification was acknowledged before me this _____ day of _____, 20_____, by _____.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public