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

**SITE DEVELOPMENT PLAN LETTER OF INTENT CHECKLIST**

Revised: Jnury 2022

<b>Site Development Plan</b>		
The letter of intent for a site development plan should summarize how the plan is in compliance with any of the requirements for approval of a site development plan in Chapter 6 of the LDC. The letter of intent should also specifically address any proposed alternative requests.		
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 summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.	
7	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.	
8	A discussion regarding the provision of utilities.	
9	A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	
10	A discussion and justification for any alternatives being requested.	