



2880 International Circle, Suite 110
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 Phone 719-520-6300
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**EL PASO COUNTY PLANNING AND
 COMMUNITY DEVELOPMENT
 DEPARTMENT**

ADMINISTRATIVE RELIEF CHECKLIST

Revised: January 2022

Administrative Relief		Applicant	PCD
The purpose of Administrative Relief is to provide for flexibility in the application of regulations when a standard is inapplicable or inappropriate to a specific use or design proposal or a minor problem arises with the strict application of development standards.			
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.		✓	Office use only
Letter of Intent			
1	A discussion detailing the proposed administrative relief request and compliance with the applicable requirements of the Land Development Code;	✓	
2	The reason and justification for the administrative relief request;	✓	
3	A comparison between the applicable Land Development Code standard(s) and the proposed administrative relief;	✓	
4	A detailed analysis addressing each of the Criteria of Approval for Administrative Relief in Chapter 5 of the Land Development Code.	✓	
Notification to Adjacent Property Owners			
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);	NA	
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.	✓	
Site Plan Map to include the following elements, as appropriate:			
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	NA	
7	Location and height of all fences, walls, or berms	✓	
8	Location and dimensions of all existing and proposed signs	NA	
9	Traffic circulation including all points of ingress/egress into the property	NA	
10	The layout and location of all off-street parking, loading and other vehicular use areas	NA	
11	Location of all ADA parking spaces, ramps, pathways, and signs	NA	
12	Location, height and intensity of all outdoor illumination	NA	
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	NA	
15	Location and screening of all dumpster(s) and loading dock areas	NA	
16	Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs	NA	
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	NA	
23	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria.	NA	

This is not the application form. Please copy and paste this link and fill out pages 3 & 4 and resubmit.

<https://epc-assets.elpasoco.com/wp-content/uploads/sites/12/Forms/LandUseForms/Administrative-Relief-2.pdf>

If you cannot copy and paste the link, follow these steps:

- Go to planningdevelopment.elpasoco.com
- Scroll down to the bottom of the home page under Key Resources and click on Forms, Applications, and Checklists
- Click on Applications and Checklists
- In the Applications column, click on Administrative Relief Application
- Fill out pages 3 & 4 and resubmit



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ADMINISTRATIVE RELIEF LETTER OF INTENT CHECKLIST

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Administrative Relief		Applicant	PCD
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Letter of Intent			
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 administrative relief request and compliance with the applicable requirements of the Land Development Code;	✓	
7	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)		
8	The reason and justification for the administrative relief request;	✓	
9	A comparison between the applicable Land Development Code standard(s) and the proposed administrative relief;	✓	
10	A detailed analysis addressing each of the Criteria of Approval for Administrative Relief in Chapter 5 of the Land Development Code.	✓	
11	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.	✓	

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