

# LETTER OF INTENT FOR GARAGE BUILD

520 EMPRESS STREET  
COLORADO SPRINGS, CO 80911

**TO:** Mr. John Green, Planner / Reviewer II, El Paso Planning & Community Development

**FROM:** Angela Jackson-Butler and Michael Butler, Home Owner(s)

**DATE:** May 4, 2021

**SUBJECT:** Letter of Intent for Garage Build

Dear Mr. Green,

I am writing this letter to inform you and the El Paso Planning & Community Development Department that I intend to build a garage on my property located at 520 Empress Street, Colorado Springs, CO 80911. I have several issues to resolve prior to building the garage: (1) Front yard setbacks and (2) Utility Easement.

**Project Information:**

Parcel Number: 5519403015

Legal Description: Lot 7A, Wilson's Widefield Addition No. 7, No. 2, Colorado Springs, CO 80911

Lot Size: .24 acres (10,454.4 SQ FT)

Lot Zoning: RS-5000 (Residential Suburban)

House Measurements: 55.2' x 46.3' = 2555.76 SQ FT

Garage Size: 24' x 24' (576 SQ FT)

Current Lot Coverage: 2555.76 / 10,454.4 = .244 (24%)

Project Lot Coverage with Garage: 2555.76 + 576 / 10,454.4 = .299 (30%) 40% lot coverage authorized

Project Issue Areas due to Pie Shape of Lot (creating a hardship):

**ISSUE #1:** Front yard setbacks.

I plan to build a garage on the West side of my home. My home sits in the center of the lot, making the front yard setbacks a problem. The guidelines state front yard setbacks will be 25' and if the build goes into these established setbacks, the home owner must ask for approval before building any permanent structures on their property. I have been working with an architect and the preliminary DRAFT sketches above shows the right, front corner of the garage going into the setback by 8' 2". Because of this, I am asking for an administrative waiver to gain approval to build the garage on my property.

**ISSUE #2:** Utility Easement.

There is a "Utility Easement" that was established on the West side of my lot when the neighborhood and home were initially developed. Because of the placement of my home on the lot, the pie shape of my lot and size of the garage, I will need to build 3' into the 8' Utility Easement. This would leave 5' between my garage and the property line of my neighbor. Because of this, I am looking to "vacate" the Utility Easement. I have started the vacation process by contacting all utility companies that affect my property, in order to obtain a letter of consent for vacating the easement. Once I have all the letters I will move forward with requesting approval to vacate the easement in order to build the garage.

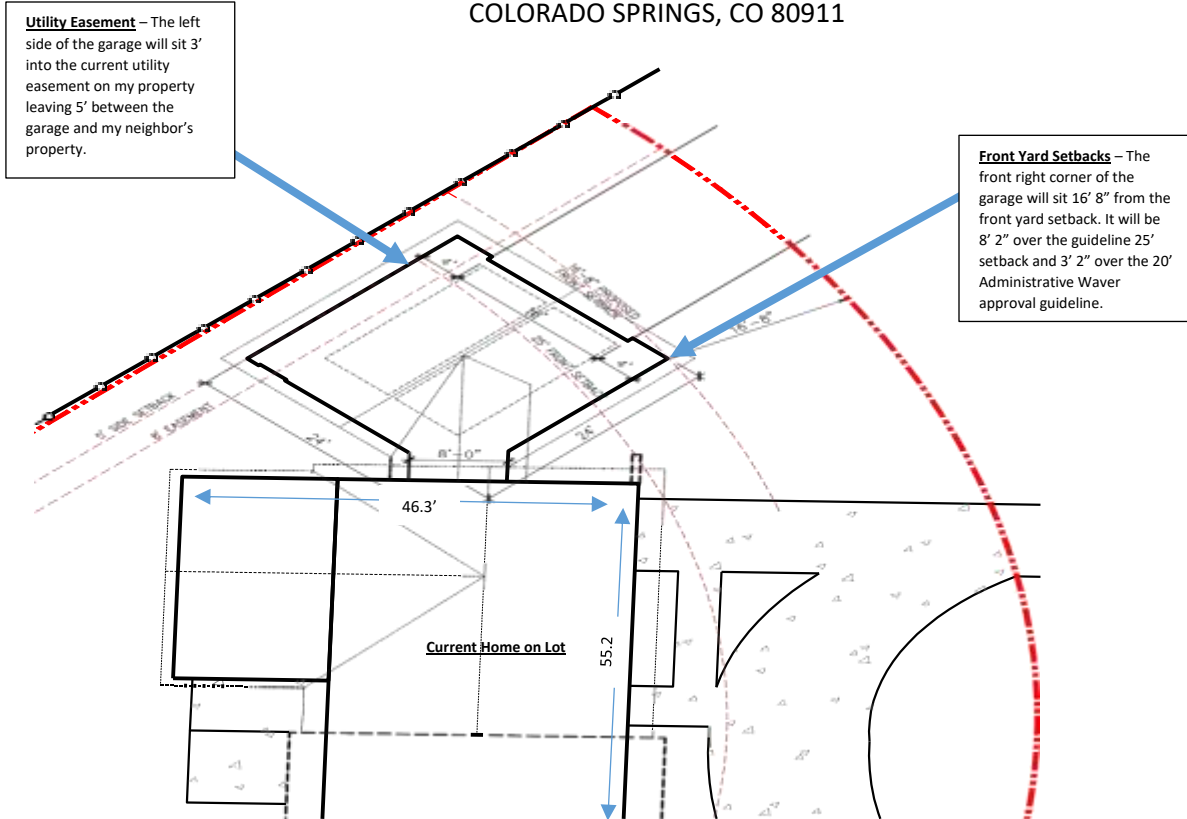
Letter of intent needs to include the specific request. In this case, you are requesting to allow a front yard setback of 20.75 feet in lieu of the required 25 feet. Please revise Letter and include specific request

Letter of intent to address issues I need

do

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## Additional Information:

There will be no adverse impact to the surrounding properties if the Administrative Relief and Utility Easement Vacate are approved.

To include:

- All surrounding neighbors have been notified of the requested changes due to the garage build and no neighbors have expressed concern regarding the distance from their property or any view concerns.
- Granting the Administrative Relief will not increase the number of dwellings units on the parcel.
- Granting the Easement Vacate will not interfere with or affect utility company access to their utilities.

I am requesting an Administrative Relief of my front yard setbacks and Utility Easement Vacate of the easement on my property.

Please contact me with any questions. You can reach me at my office number (719)503-0337, Monday – Friday (8:00 AM – 5:00 PM), my cell phone number (254)681-5945, Monday – Friday (after 5:00 PM; and all day on the weekends) or via email at [angela.jacksonbutler@gmail.com](mailto:angela.jacksonbutler@gmail.com). Thank you for your time and help.

v/r,  
Angela Jackson-Butler