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

**PRELIMINARY PLAN LETTER OF INTENT CHECKLIST**

Revised: October 2023

<b>Preliminary Plan Letter of Intent Requirements</b>	
<p>The letter of intent for a preliminary plan application should summarize the proposed development and how it complies with the El Paso County subdivision regulations and with C.R.S. §§ 30-28-101 et seq. The letter should also discuss how the request protects and preserves the public health, safety and general welfare. The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>	
<b>Letter of Intent</b>	
<input type="checkbox"/>	Owner name, contact telephone number, and email for responsible party
<input type="checkbox"/>	Applicant name (if not owner), contact telephone number, and email for responsible party
<input checked="" type="checkbox"/>	Property address
<input checked="" type="checkbox"/>	Property tax schedule number
<input checked="" type="checkbox"/>	Current zoning of the property
<input checked="" type="checkbox"/>	A discussion detailing the specific request and size of the area included in the request.
<input checked="" type="checkbox"/>	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
<input checked="" type="checkbox"/>	A summary of the proposed request and how it complies with each of the Criteria of Approval in Chapter 7 and the Subdivision Design Standards in Chapter 8 of the Land Development Code.
<input checked="" type="checkbox"/>	A discussion summarizing how the proposed preliminary plan 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.).
<input checked="" type="checkbox"/>	A discussion detailing the provision of utilities, including any proposed phasing.
<input checked="" type="checkbox"/>	A discussion detailing any constraints, hazards, and potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, geological, etc.) within the area included within the request and how these areas have been incorporated into the development or will otherwise be mitigated.
<input checked="" type="checkbox"/>	A discussion detailing anticipated traffic generation and access, unless a separate traffic study is required and is being provided.
<input checked="" type="checkbox"/>	A discussion detailing the proposed payment of the County's Road Impact Fee (e.g., inclusion into a PID, payment at time of building permit, etc.).
<input checked="" type="checkbox"/>	A discussion detailing all proposed public and private improvements, including onsite and offsite improvements, and the plan for ongoing ownership and maintenance of each improvement.
<input checked="" type="checkbox"/>	A discussion detailing any proposed waivers and an analysis of how the requested waiver meets the approval criteria in Chapter 7 of the Land Development Code that were not otherwise approved with any applicable preliminary plan.
<input checked="" type="checkbox"/>	A discussion detailing any proposed or approved deviations from the County's Engineering Design Standards (e.g., Engineering Criteria Manual) that were not otherwise presented with any applicable preliminary plan.
<input checked="" type="checkbox"/>	A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.