



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

# Administrative Relief Application Packet

2880 International Circle, Suite 110  
Colorado Springs, CO 80910  
Phone 719-520-6300  
Fax 719-520-6695  
[www.elpasoco.com](http://www.elpasoco.com)

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

# Administrative Relief 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. 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 Planning and Community Development (PCD) staff or referral agencies until all items have been accepted and the fees are paid.
3. 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.
4. Log into EDARP and make payment. Your project is now considered active.
5. Adjacent property owner notifications will be sent out by El Paso County once the project is considered active. Please see the El Paso County Planning and Community Development website for further information.
6. 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.
7. During the initial review phase, PCD will send a notification to the adjacent property owners notifying them of the anticipated decision date.
8. 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.
9. The applicant or PCD may request a meeting with the PCD staff to discuss the comments to ensure, upon resubmission, all comments have been addressed.
10. All requested application documents will be revised to address all comments provided and resubmitted via EDARP.
11. PCD will send your revised items to the outside agencies who identified issues so that they may verify that the comments have been addressed.
12. This resubmission and rereview cycle will be repeated as many times as necessary until all comments have been addressed.
13. Once all comments have been addressed the PCD Director will approve/deny the request.



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## Application Form

Please check the applicable application type (Note: each request requires completion of a separate application form):

Uncheck this box

- Administrative Determination
- Administrative Relief
- Appeal

check this box

- Approval of Location
- Billboard Credit
- Board of Adjustment – Dimensional Variance
- Certificate of Designation
- Combination of Contiguous Parcels by Boundary Line Adjustment
- Construction Drawings
- Condominium Plat
- Crystal Park Plat
- Development Agreement
- Early Grading Request
- Final Plat
- Maintenance Agreement
- Merger by Contiguity
- Townhome Plat
- Planned Unit Development
- Preliminary Plan
- Rezoning
- Road Disclaimer
- Road or Facility Acceptance
- Site Development Plan
- Sketch Plan
- Solid Waste Disposal Site/Facility
- Special District
- Special Use
- Subdivision Exemption
- Subdivision Improvement Agreement
- Variance of Use
- WSEO
- Other: \_\_\_\_\_

This application form shall be accompanied by all required support materials.

**PROPERTY INFORMATION:** Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address(es):	
Tax ID/Parcel Numbers(s)	Parcel size(s) in Acres:
Existing Land Use/Development:	
Existing Zoning District:	Proposed Zoning District (if applicable):

**PROPERTY OWNER INFORMATION:** Indicate the person(s) or organization(s) who own the property proposed for development. Attach additional sheets if there are multiple property owners.

Name (Individual or Organization):
Mailing Address:
Daytime Telephone:
Email or Alternative Contact Information:

**DESCRIPTION OF THE REQUEST:** (attach additional sheets if necessary):

Please indicate what you are requesting and what is required. For example, "requesting 32 feet where 40 feet is required on the front and rear setbacks for construction of principal and accessory dwellings".



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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):	
Mailing Address:	
Daytime Telephone:	Email or Alternative Contact Information:

**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):	
Mailing Address:	
Daytime Telephone:	Email or Alternative Contact Information:

**AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S):**

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: \_\_\_\_\_

Owner (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**EL PASO COUNTY PLANNING AND  
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**ADMINISTRATIVE RELIEF CHECKLIST**

Revised: October 2023

<b>Administrative Relief Requirements</b>
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
<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 type="checkbox"/> Property address
<input type="checkbox"/> Property tax schedule number
<input type="checkbox"/> Current zoning of the property
<input type="checkbox"/> A discussion detailing the proposed administrative relief request and compliance with the applicable requirements of the Land Development Code;
<input type="checkbox"/> A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
<input type="checkbox"/> A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
<input type="checkbox"/> The reason and justification for the administrative relief request;
<input type="checkbox"/> A comparison between the applicable Land Development Code standard(s) and the proposed administrative relief;
<input type="checkbox"/> A detailed analysis addressing each of the Criteria of Approval for Administrative Relief in Chapter 5 of the Land Development Code.
<input type="checkbox"/> 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.
<b>Site Plan Drawing</b>
<input type="checkbox"/> <del>Owner name, contact telephone number, and email for responsible party</del>
<input type="checkbox"/> <del>Applicant name (if not owner), contact telephone number, and email for responsible party</del>
<input type="checkbox"/> <del>Property address</del>
<input type="checkbox"/> <del>Property tax schedule number</del>
<input type="checkbox"/> <del>Current zoning of the property</del>
<input type="checkbox"/> <del>Legal description</del>
<input type="checkbox"/> <del>Date, north arrow and a graphic scale</del>
<input type="checkbox"/> <del>Location of property lines, right-of-way and all existing and proposed easements</del>
<input type="checkbox"/> <del>Dimensions of all property lines</del>
<input type="checkbox"/> <del>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.</del>
<input type="checkbox"/> Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s)
<input type="checkbox"/> <del>Location of all existing and proposed utility lines and associated infrastructure</del>
<input type="checkbox"/> <del>Existing/proposed land use, parcel size, and zoning</del>
<input type="checkbox"/> <del>Density and number of dwelling units</del>
<input type="checkbox"/> <del>Location and width of all sidewalks and trails</del>
<input type="checkbox"/> <del>Location and height of all fences, walls, retaining walls or berms</del>
<input type="checkbox"/> <del>Traffic circulation on site including all points of ingress/egress on the property</del>
<input type="checkbox"/> <del>Location and dimensions of all existing and proposed signage</del>
<input type="checkbox"/> <del>Location of all no-build areas, floodplain(s), and drainage facilities</del>
<input type="checkbox"/> <del>The location of all ADA parking spaces, ramps, pathways, and signs</del>
<input type="checkbox"/> <del>Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs</del>



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**ADMINISTRATIVE RELIEF CHECKLIST**

- |  |
|--|
| <input type="checkbox"/> <del>Computation identifying the required parking and the provided parking</del>  |
| <input type="checkbox"/> <del>Location and screening of all dumpsters and loading dock areas</del>   |
| <input type="checkbox"/> <del>Percent of open space, landscaping and lot coverage</del>  |
| <input type="checkbox"/> <del>Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:</del> |

# 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 (circle one) 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.

State of Colorado

County of \_\_\_\_\_

Signed before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ (name(s) of individual(s) making statement).

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Title of office)

\_\_\_\_\_  
(Commission Expiration)