



Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | www.elpasoco.com

Type D Application Form (1-2C)

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

- ☐ Appeal
- ☐ Approval of Location
- ☐ Board of Adjustment
- ☐ Certification of Designation
- ☐ Const. Drawings, Minor or Major
- ☐ Development Agreement
- ☐ Final Plat, Minor or Major
- ☐ Final Plat, Amendment
- ☐ Minor Subdivision
- ☐ Planned Unit Dev. Amendment,
Major
- ☐ Preliminary Plan, Major or Minor
- ☐ Rezoning
- ☐ Road Disclaimer
- ☐ SIA, Modification
- ☐ Sketch Plan, Major or Minor
- ☐ Sketch Plan, Revision
- ☐ Solid Waste Disposal Site/Facility
- ☐ Special District
- ☐ Special Use
 - ☐ Major
 - ☐ Minor, Admin or Renewal
- ☐ Subdivision Exception
- ☐ Vacation
 - ☐ Plat Vacation with ROW
 - ☐ Vacation of ROW
- ☒ Variances
 - ☐ Major
 - ☐ Minor (2nd Dwelling or
Renewal)
 - ☐ Tower, Renewal
- ☐ Vested Rights
- ☐ Waiver or Deviation
- ☐ Waiver of Subdivision Regulations
- ☐ WSEO
- ☐ Other: _____

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

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

Property Address(es): 13854 Gleneagle Drive, Colorado Springs, CO 90921	
Tax ID/Parcel Numbers(s) 6206304026	Parcel size(s) in Acres: 2.72
Existing Land Use/Development: Merchandising	Zoning District: R-4

- ☐ Check this box if **Administrative Relief** is being requested in
association with this application and attach a completed
Administrative Relief request form.
- ☐ Check this box if any **Waivers** are being requested in association
with this application for development and attach a completed
Waiver request form.

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): Gleneagle Square LLC	
Mailing Address: 31 Martin Ln, Englewood CO, 80113	
Daytime Telephone:	Fax:
Email or Alternative Contact Information:	

For PCD Office Use:

Date:	File :
Rec'd By:	Receipt #:
DSD File #:	

Description of the request: (submit additional sheets if necessary):

See Letter of Intent

needs to be filled
in, not refer to



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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): Nate Vaccari	
Mailing Address: 7201 S. Fulton Street, Centennial, CO 80112	
Daytime Telephone: (970) 301-1071	Fax:
Email or Alternative Contact Information: Nathaniel.L.Vaccari@ehi.com	

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): Bucher Design Studio, Inc.	
Mailing Address: 12325 Oracle Blvd. Suite 111, Colorado Springs, CO 80921	
Daytime Telephone: (719) 484-0480	Fax:
Email or Alternative Contact Information: megan@bucherdesign.com	

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

An owner signature is not required to process a Type A or B Development Application. 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: owner required to sign unless
documentation showing applicant
can apply on owners behalf

Owner (s) Signature: _____

Applicant (s) Signature: [Signature]

Date: _____

Date: _____

Date: 7/15/2015

Letter of Intent

A Letter of Intent shall be submitted with all zoning, rezoning, special use, variance of use, nonconforming use, sketch plan, preliminary plan, final plat, minor subdivision, vacations, Board of Adjustment petitions, etc. Where applicable, please provide the following appropriate information to serve as a cover page for the Letter of Intent.

For all Letters of Intent, the following information is required:

- ✓ 1. Owner/applicant and consultant, including addresses and telephone numbers.
- ✓ 2. Site location, size and zoning.
- ✓ 3. Request and justification.
- ✓ 4. Existing and proposed facilities, structures, roads, etc.
- n/a 5. Waiver requests (if applicable) and justification.

The following information, when applicable, shall be submitted for zoning and rezoning requests:

- n/a 6. The purpose and need for the change in zone classification.
- ✓ 7. The total number of acres in the requested area.
- n/a 8. The total number of residential units and densities for each dwelling unit type.
- ✓ 9. The number of industrial or commercial sites proposed.
- ✓ 10. Approximate floor area ratio of industrial and/or commercial uses.
- n/a 11. The number of mobile home units and densities.
- ✓ 12. Typical lot sizes: length and width.
- n/a 13. Type of proposed recreational facilities.
- n/a 14. If phased construction is proposed, how it will be phased.
- n/a 15. Anticipated schedule of development.
- ✓ 16. How water and sewer will be provided.
- ✓ 17. Proposed uses, relationship between uses and densities.
- ✓ 18. Areas of required landscaping.
- ✓ 19. Proposed access locations.
- ✓ 20. Approximate acres and percent of land to be set aside as open space, not to include parking, drive, and access roads.

To reference the Letter of Intent, see Chapter IV, section 36 of the El Paso County Land Development Code.

Notice to Adjacent Property Owners

A letter of Notice to Adjacent Property Owners shall be submitted with certain land use applications. Please choose one of the following:

- a. Signed Notification of the Adjacent Property Owners (see attached)
- b. Copy of the certified letter receipts to the Adjacent Property Owners.
- c. Both

(Please refer to the attached handout showing the adjacent property owners required.)

For all Notice to Adjacent Property Owners, the following information is required:

1. Please begin your letter with the following paragraph:
"This letter is being sent to you because (Name of Owner/Applicant/Consultant) is proposing a land use project in El Paso County at the referenced location (see item #3). This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contact(s) in item #2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning Department. At that time you will be given the El Paso County contact information, the file number and an opportunity to respond either for, against or expressing no opinion in writing or in person at the public hearing for this proposal."
- ☒ 2. For questions specific to this project, please contact:
Owner/applicant and consultant,
addresses and telephone numbers.
- ☒ 3. Site address, location, size and zoning.
- ☒ 4. Request and justification.
- ☒ 5. Existing and proposed facilities, structures, roads, etc.
- n/a 6. Waiver requests (if applicable) and justification.
- ☒ 7. Vicinity Map showing the adjacent property owners.

Notification of Adjacent Property Owners

Name and Address of Petitioner(s): Nate Vaccari
7201 S. Fulton Street
Centennial, CO 80112

Telephone #'s: 970-301-1071

Description of Proposal: A proposed variance of use to accommodate a car rental office within the existing building suite.

A list of adjacent property owners may be acquired from the County Assessor's office. If adjacent property owners cannot be reached in person, the applicant must send an Adjacent Property Owner Notification letter by certified mail and provide, as part of the submittal, a copy of the letter sent and a copy of each receipt.

The undersigned, being an adjacent property owner, has read the above notification. I understand I may appear in person at the advertised public hearing to further express my comments.

Date	Owner (Yes or No)	Name (Signature) and Address	Comments
7/17/19	Yes	Nichlas Homeowners Association Inc. 14010 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Rosenhoover, Jane R. 13990 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Stewart Family Living Trust 13980 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Wood-Edman, Meredith L. 13970 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Monk, Shirley M. 13960 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Gary, Georgeann 13950 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Johnston, Richard H 13940 Nichlas Ct. Colorado Springs, Co 80921	
7/17/19	Yes	Holy Trinity Anglican Church 13990 Gleneagle Dr. Colorado Springs, Co 80921	

(For additional space, attach a separate sheet of paper)

Above are the signatures of the adjacent property owners who own the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

date _____
(Signature of Petitioner or Owner)

date _____
(Signature of Petitioner or Owner)

Notification of Adjacent Property Owners

Name and Address of Petitioner(s): Nate Vaccari
7201 S. Fulton Street
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Date	Owner (Yes or No)	Name (Signature) and Address	Comments
7/17/19	Yes	Dao Mong Huyen T 13860 Gleneagle Dr. Colorado Springs, Co 80921	
7/17/19	Yes	Sun Mesa Townhomes Gleneagle Dr. Colorado Springs, Co 80921	
7/17/19	Yes	Donala Water & Sanitation District Gleneagle Dr. Colorado Springs, Co 80921	
7/17/19	Yes	Paradise Villas Owners Association Inc. Paradise Villas Grove Colorado Springs, Co 80921	

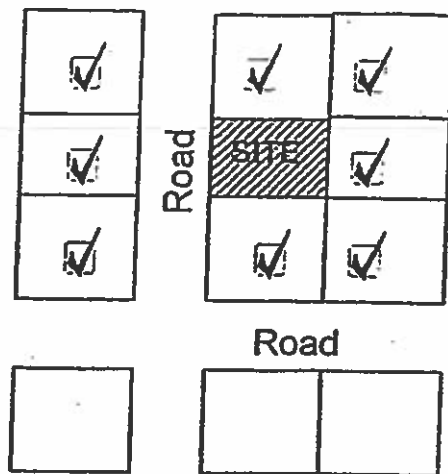
(For additional space, attach a separate sheet of paper)

Above are the signatures of the adjacent property owners who own the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

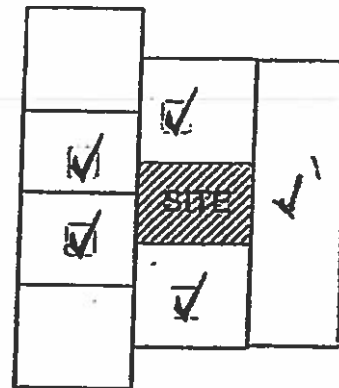
date _____
(Signature of Petitioner or Owner)

date _____
(Signature of Petitioner or Owner)

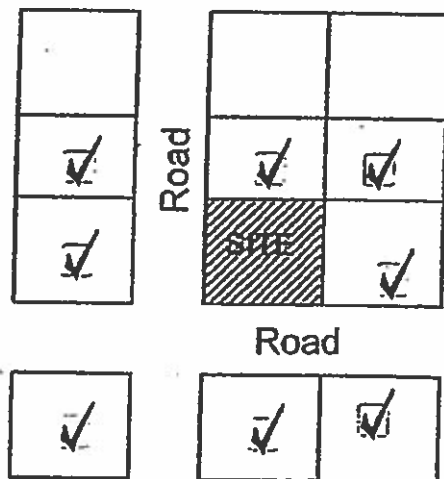
Notification of Adjacent Property Owners



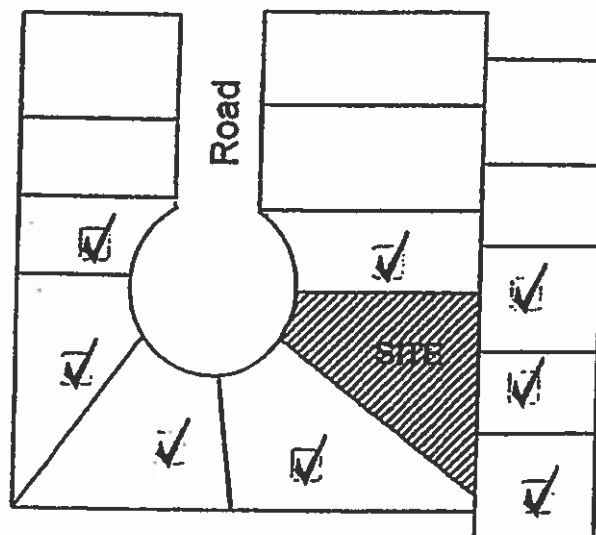
Example 1



Example 2



Example 3



Example 4

VARIANCE OF USE MAP CHECKLIST

PROJECT NAME: Enterprise Rent-A-Car Gleneagle

SUBMITTAL DATE: / /

SUBMITTED BY: Bucher Design Studio

SUBMITTAL REVIEWED BY:

Variance of Use Map

A map shall be drawn to a scale suitable to describe the information required and shall include:

- | | |
|--|-------------------------------------|
| 1. Boundary description of the subject property, which shall illustrate the legal description. | <input checked="" type="checkbox"/> |
| 2. Existing land uses and zoning on the property and within five hundred (500) feet of the boundary. | <input checked="" type="checkbox"/> |
| 3. Adjoining property ownership. | <input checked="" type="checkbox"/> |
| 4. Existing private roads. | <input checked="" type="checkbox"/> |
| 5. Existing structures. | <input checked="" type="checkbox"/> |
| 6. Existing easements. | <input checked="" type="checkbox"/> |
| 7. Name and addresses of the petitioner, owners of all interests (including mineral interests), in the property, and preparer. | <input checked="" type="checkbox"/> |

PLOT PLAN DRAWING CHECKLIST

PROJECT NAME: Enterprise Rent-A-Car Gleneagle

SUBMITTAL DATE: / /

SUBMITTED BY: Bucher Design Studio

SUBMITTAL REVIEWED BY:

Plot Plan

Plot plans, to satisfy the submission requirements of a Special Use, Variance of Use, Nonconforming Use and Location Approval, shall be of a minimum size of 8½" x 11", drawn at a scale adequate to provide the required information clearly, and containing at a minimum the following:

- | | |
|---|-------------------------------------|
| a. The location, height, and dimensions of each existing and proposed structure within the development and the uses to be contained therein. | <input checked="" type="checkbox"/> |
| b. The proper building setbacks and building area with reference to property lines, highways or street rights-of-way. | <input checked="" type="checkbox"/> |
| c. The location of all parking areas. | <input checked="" type="checkbox"/> |
| d. The location of watercourses and other natural and historic features. | <input checked="" type="checkbox"/> |
| e. The general locations of existing and proposed landscaping. | <input checked="" type="checkbox"/> |
| f. The location(s) of all permanent accesses from publicly dedicated or private streets, roads, or highways. | <input checked="" type="checkbox"/> |
| g. The stages, if applicable, in which the project will be developed. | <input type="checkbox"/> |
| h. Locations of all components of outside storage, if applicable. | <input type="checkbox"/> |
| i. Location of all proposed uses, structures, and other natural or man-made features and relationship of uses, structures and features to internal and adjoining uses, structures, features, landscaping and transportation facilities. | <input checked="" type="checkbox"/> |

Notice to Mineral Estate Owners
§24-65.5-101, et seq., C.R.S. – Checklist and Certification

An examination of the records of the Clerk and Recorder's Office established the following:

Checklist

____ identity of the owner(s) of mineral estate
____ the mineral estate owner(s) has filed a proper notification form
____ the mineral estate owner(s) has recorded an instrument satisfying an applicable dormant mineral
____ interest act
____ no mineral estate owner(s) was found
____ mineral owner(s) waived the right to notice in writing to the Applicant.

If a mineral estate owner(s) exists, a Notice shall be sent to the mineral estate owner no less than thirty (30) days prior to the initial public hearing. The Notice shall include:

____ time and place of initial public hearing
____ nature of hearing
____ location of property/subject of hearing
____ name of applicant
____ notice was sent to mineral estate owner(s) no less than thirty (30) days prior to initial public
____ hearing (do not count day of mailing in thirty (30) day calculation).

If a mineral estate owner(s) exists, a copy of the Notice shall be sent to the local government at the same time as notice s mailed to the mineral owner(s) and no less than thirty (30) days prior to the initial public hearing. The Notice shall include:

____ time and place of initial public hearing
____ nature of hearing
____ location of property/subject of hearing
____ name of applicant
____ name and address of mineral estate owner
____ notice was sent to El Paso County Planning Department no less than thirty (30) days prior to
____ initial public hearing (do not count day of mailing in thirty (30) day calculation).

CERTIFICATION:

I _____ researched the records of the El Paso County Clerk and Recorder and established that there was/was not a mineral estate owner(s) on the real property known as _____. An initial public hearing on _____, which is the subject of the hearing, is scheduled for _____, 2000_____.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing was mailed to the mineral estate owner(s) (if established above) and a copy was mailed to the El Paso County Planning Department on _____, 200_____.

Dated this _____ day of _____, 200_____.

STATE OF COLORADO)
) s.s.
COUNTY OF EL PASO)

The foregoing certification was acknowledged before me this _____ day of _____, 200_____, by _____.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public