



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

Special Use Application Packet

2880 International Circle, Suite 110
Colorado Springs, CO 80910
Phone 719-520-6300
Fax 719-520-6695
www.elpasoco.com

NOTE: Please contact the Planner of the Day at (719)-520-6944 or DSD-POD@elpasoco.com to discuss creating the special use application online.

Special Use 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 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 are be 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.
 - a. NOTE: there is an additional fee for reviews beyond the 3rd review.
13. Once all comments have been addressed the PCD Director will approve/deny the request.
 - a. NOTE: any special use may be elevated to a public hearing before the Planning Commission and Board of County Commissioners at the discretion of the PCD Director.
 - b. Requests that are subject to Code Enforcement action are typically elevated to the public hearing process.

Below is an overview of the submission items and a brief explanation of what each item is. Please refer to the application packet, checklists, as well as the applicable section of the Code for additional information.

1. **Application:** 2-page document requesting general property information as well as all applicable contact information.
2. **Legal Description:** this is the legal description of the parcel that can be found on the assessor website or your deed.
3. **Letter of Intent:** the letter should include what is being requested, why it is being requested, how the request meets Section 5.3.2 (specifically the review criteria), how the request meets the definition of the requested use in Chapter 1 of the LDC, any use specific standards in Chapter 5 of the LDC, and any other pertinent details. See detailed checklist.
4. **Title Commitment dated w/in 30 days:** this should be obtained by a title company of your choice
5. **Mineral Rights Certification:** The Certification Form is in the application packet. This is to determine if the mineral rights are under a separate ownership. This can be researched either by looking in the title commitment or by contacting the assessor who will complete the research. If the rights have been severed, the mineral rights owner is to be sent a certified letter notifying them of the request and provide PCD of evidence of such. In either instance, a copy of the completed (including notary) mineral rights certificate is required.
6. **Site Plan:** The site plan will need to include the existing structures, well, septic, driveway, use areas, any mitigation measures being proposed, etc. Please refer to the special use site plan checklist.



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Application Form

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

- Administrative Determination
- Administrative Relief
- Appeal
- 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): 13635 Murphy Rd Colorado Springs CO	
Tax ID/Parcel Numbers(s) 4205003008	Parcel size(s) in Acres: 17.36
Existing Land Use/Development: Single family residential	
Existing Zoning District: RR-5	Proposed Zoning District (if applicable): NA

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): Paul and Lynn Cairney
Mailing Address: 13635 Murphy Rd Colorado Springs. Co
Daytime Telephone: 7196600810
Email or Alternative Contact Information: paul.cairney@att.net

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

Special Use permit for a detached Accessory Living Quarters (ALQ) on an existing single-family residential parcel. The proposed ALQ will be approximately 1,020 sq ft, used solely for non-paying guests and immediate family members (no rental or commercial use). The ALQ will share all utilities with the principal residence and comply with all standards in Section 5.2.1 of the El Paso County Land Development Code. A detailed Letter of Intent, ALQ Affidavit (to be recorded), site plan, and all other required materials are attached.



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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):

Paul and Lynn Cairney

Mailing Address:

13635 Murphy Rd Colorado Springs. Co

Daytime Telephone:

7196600810

Email or Alternative Contact Information:

paul.cairney@att.net

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):

Matthew Greene

Mailing Address:

7222 Commerce center dr suite 220 Colorado Springs, CO

Daytime Telephone:

7192175881

Email or Alternative Contact Information:

Matt@arisebuildingandrestoration.com

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: _____

Paul Cairney

Date: _____

7 May 2026

Owner (s) Signature: _____

Lynn Cairney

Date: _____

5-7-2026

Applicant (s) Signature: _____

Date: _____

MINERAL RIGHTS CERTIFICATION

Property Address: 13635 Murphy Rd Elbert, CO 80106

Tax Schedule / Parcel Number: 4205003008

I, Paul Cairney, the undersigned owner/applicant, certify that I have examined the title records (including the current Title Commitment) for the above-referenced property and have determined the following:

- The mineral estate has NOT been severed from the surface estate and is owned by the same party as the surface estate.
- The mineral estate HAS been severed from the surface estate. The current mineral rights owner(s) is/are:

Name: PAUL D. CAIRNEY

Address: 13635 MURPHY RD, ELBERT, CO 80106

Pursuant to the requirements of the El Paso County Land Development Code and §24-65.5-103, C.R.S., if the mineral estate is severed, a certified letter notifying the mineral estate owner(s) of this Special Use application has been (or will be) sent, and proof of mailing will be provided to the Planning and Community Development Department.

I certify that the above information is true and correct to the best of my knowledge.

Signature of Owner/Applicant: *Paul Cairney* Date: 14 May 2026

Printed Name: Paul Cairney

State of Colorado

County of El Paso

Subscribed and sworn to before me this 14 day of May, 2026
Angeline J BUCKHOUSE

Paul Cairney

