Please include:		
Owner name, contact telephone number, and email for responsible party		
Applicant name (if not owner), contact telephone number, and email for responsible party		
Property address		
Property tax schedule number		
Current zoning of the property		Letter of Intent

Recommend consolidating all the information in the "site plan letter", and "criteria of approval letter" into the LOI with appropriate sections

- The area is rapidly growing and the new needs for additional services.
 The BEC provides a place for people to gather for activities, recreation, and enertainment without having to travel 20-30 miles as well as offering classes during week days.
 - The Bed & Breakfast allows guests to attend events that can occur over several days thus eliminating the need for long-distance travel to/from the events.
 - All of these variances are identified in Table 5.1 in the Land Development Code as Special Uses.

The parcel is located on Elbert Road, a major roadway, making is convenient for people to access.

- During weekend days, the BEC is to host events up to maximum of 50 people. The events to occur on weekend days and include, conferences, weddings, shows, music events, dinner theater, etc. Food & alcohol services would be available for the events.
- During week days, the building is used for classes in math, sciences, and performing arts.
- The B&B to have a maximum of 12 rooms. This is maximum allow per the Special Uses Table 5.1. The guests would primarily be those wishing to stay for multi-day events or entertainers needing place to stay for their weekend events. The B&B would also allow guests simply wanting to get away from the city.

Please include:

A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code. A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Deveopment Code. A discussion summarizing how the proposed special use is consistent with the EI Paso County Master Plan, including all applicable elements of the Master Plan (e.g., Water Master Plan, Parks Master Plan, etc.). Discuss any LDC or ECM waivers or deviations requested as part of the application, private roads etc

Discuss the type of buildings to be constructed for the intended uses

This TIS discusses the property being rezoned to A-6 and replated to 6 lots. Discuss this in the LOI. SDP shows 7 lots