



2880 International Circle, Suite  
 110  
 Colorado Springs, CO 80910  
 Phone 719-520-6300

**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>
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.
<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 specific request and size of the area included in the request.
<input type="checkbox"/> A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
<input 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 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 type="checkbox"/> A discussion detailing the provision of utilities, including any proposed phasing.
<input 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 type="checkbox"/> A discussion detailing anticipated traffic generation and access, unless a separate traffic study is required and is being provided.
<input 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 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 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 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 type="checkbox"/> A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.

This is not a letter of intent. It is a letter of intent checklist. Please provide a letter of intent based on the checklist. In the letter of intent please discuss why drainage letter/report is not required. Whether project causes any changes to the existing drainage pattern, or any negative impact on the downstream drainage system. Also, the letter of intent needs to discuss why a traffic impact study is not required. Whether the project is expected to generate a significant increase in traffic volume or alter the existing traffic patterns in the area. Please see ECM, appendix B, section B1.2.D.

Please include a vicinity map with delineated proposed project in a separate file.