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**EL PASO COUNTY PLANNING AND  
 COMMUNITY DEVELOPMENT  
 DEPARTMENT**

**MAP AMENDMENT (REZONING) LETTER OF INTENT CHECKLIST**

Revised: January 2022

<b>Map Amendment</b>		
<p>The purpose of zoning is to locate particular land uses where they are most appropriate, considering public utilities, road access, and the established development pattern. In addition to categorizing land by uses such as residential, commercial, and industrial, the LDC also specifies such details as building setback lines, the height and bulk of buildings, the size and location of open spaces, and the intensity to which the land may be developed. The zoning of parcels of land generally conforms to and promotes the County's Master Plan. Zoning protects the rights of property owners while promoting the general welfare of the community. By dividing land into categories according to use, and setting regulations for these categories, zoning governs private land use and segregates incompatible uses.</p>		
<p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p>		
	<b>Applicant</b>	<b>PCD</b>
<p><b>NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.</b></p>	<b>V</b>	Office use only
<b>Letter of Intent</b>		
1	Owner name, contact telephone number, and email for responsible party	✓
2	Applicant name (if not owner), contact telephone number, and email for responsible party	✓
3	Property address	✓
4	Property tax schedule number	✓
5	Current zoning of the property	✓
6	A discussion detailing the specific request to include the requested zoning district and size of the area included in the request.	✓
7	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)	✓
8	A detailed analysis summarizing how the request complies with each of the Criteria of Approval in Chapter 5 of the Land Development Code.	✓
9	A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.	✓
10	A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Development Code.	✓
11	A discussion summarizing how the proposed map amendment (rezoning) 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.).	✓
12	A discussion summarizing the provision of utilities.	✓
13	A discussion summarizing any potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, etc.) within the area included within the request.	✓
14	A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.	✓
15	A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	✓