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

**SPECIAL USE/VARIANCE OF USE CHECKLIST**

V2

Revised: January 2022

Special Use/Variance of Use		
Site plan shall be drawn so as to clearly provide the required information. All site plans for lots and parcels less than 2.5 acres are to be drawn to scale and include a written and graphic scale. Site plans for lots and parcels greater than 2.5 acres in size are encouraged to be drawn to scale, but are not required to be.		
Minimum Map Contents: Must contain adequate information to determine compliance of the proposed use with the LDC and ECM, as applicable. If inadequate information is provided to determine whether or not the proposed action conforms to the LDC, more information will be requested. A PUD Development Guide associated with PUD zoning, if applicable, may require additional information and/or specifications.		
The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.		
	<b>Applicant</b>	<b>PCD</b>
<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>	<b>✓</b>	Office use only
<b>Letter of Intent</b>		
1	A discussion detailing the proposed request and compliance with the applicable requirements of the Land Development Code;	✓
2	The reason and justification for the request;	✓
3	A detailed analysis addressing each of the Criteria of Approval in Chapter 5 of the Land Development Code.	✓
<b>Notification to Adjacent Property Owners</b>		
1	Details of the request;	✓
2	The location, size, and zoning of the subject property;	✓
3	Existing and proposed improvements to the property;	✓
4	Waiver requests (if applicable);	
5	Contact information for the applicant(s);	✓
6	The applicant shall use one of the following procedures to satisfy notification standards:	
	Mail notification by certified mail to all applicable properties. A receipt of the mailing for each address shall be included in the completed application form; or	✓
	In person notification via signatures from all applicable property owners with the signature form included in the application form.	
<b>Site Plan Map to include the following elements, as appropriate:</b>		
1	Date, north arrow, and a graphic scale	✓
2	Vicinity map showing the property in relation to the surrounding area	✓
3	Location of the property lines, right-of-way, and all existing and proposed easements	✓
4	Dimensions of all property lines	✓
5	The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height. The setbacks of all building footprints dimensioned from all property lines. <span style="border: 1px solid green; padding: 2px;">Show the structure height on plan.</span>	X
6	Location and width of all sidewalks <span style="border: 1px solid green; padding: 2px;">Resolved 9/7/22</span>	X
7	Location and height of all fences, walls, or berms <span style="border: 1px solid green; padding: 2px;">L Nguyen</span>	✓
8	Location and dimensions of all existing and proposed signs	✓
9	Traffic circulation including all points of ingress/egress into the property	✓
10	The layout and location of all off-street parking, loading and other vehicular use areas	✓
11	Location of all ADA parking spaces, ramps, pathways, and signs	X
12	Location, height and intensity of all outdoor illumination <span style="border: 1px solid green; padding: 2px;">Clarify if there will be any wells, septic system on plan.</span>	X
13	Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s) <span style="border: 1px solid green; padding: 2px;">Unresolved</span>	X
14	Location of all no-build areas, floodplain(s), and drainage facilities <span style="border: 1px solid green; padding: 2px;">9/7/22</span>	X
15	Location and screening of all dumpster(s) and loading dock areas	X
16	Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs	✓



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17	Location of all existing and proposed utility lines and associated infrastructure		✓
18	Existing/proposed land use, parcel size, and zoning		✓
20	Percent of open space, landscaping, and lot coverage		X
21	Density and number of dwelling units		✓
22	Computation identifying the required parking and the provided parking		✓
23	Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria:		