



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

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

VARIANCE OF USE LETTER OF INTENT CHECKLIST

Revised: January 2022

Variance of Use		
	The letter of intent for a variance of use application should summarize the particular use and activity being requested. The letter should also discuss any proposed methods for mitigating any anticipated impacts. Any anticipated phasing of the proposed use should also be discussed in the letter of intent.	
	The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.	
		Applicant PCD
	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.	✓ Office use only
Letter of Intent		
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 detailed analysis summarizing how the request complies with each of the following Criteria of Approval in Chapter 5 of the Land Development Code:	
	The strict application of any of the provisions of this Code would result in peculiar and exceptional practical difficulties or undue hardship	
	The proposed use is compatible with the surrounding area, harmonious with the character of the neighborhood, not detrimental to the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety, or welfare of the inhabitants of the area and County	✓
	The proposed use will be able to meet air, water, odor or noise standards established by County, State or federal regulations during construction and upon completion of the project	
	The proposed use will not adversely affect wildlife or wetlands	
	The applicant has addressed all off-site impacts	
	The site plan for the proposed variance of use will provide for adequate parking, traffic circulation, open space, fencing, screening, and landscaping	
	Sewer, water, storm water drainage, fire protection, police protection, and roads will be available and adequate to serve the needs of the proposed variance of use as designed and proposed	
7	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).	✓
8	A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.	
9	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.	
10	A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	