



# Planning and Community Development Department

2880 International Circle, Colorado Springs, CO 80910

Phone 719.520.6300 | Fax 719.520.6695 | [www.elpasoco.com](http://www.elpasoco.com)

## Application Form

Please check the applicable application type (Note: each request requires completion of a separate application form):

- Administrative Determination
- Administrative Relief
- Appeal
- Approval of Location
- Billboard Credit
- Board of Adjustment – Dimensional Variance
- Certificate of Designation
- Combination of Contiguous Parcels by Boundary Line Adjustment
- Construction Drawings
- Condominium Plat
- Crystal Park Plat
- Development Agreement
- Early Grading Request
- Final Plat
- Maintenance Agreement
- Merger by Contiguity
- Townhome Plat
- Planned Unit Development
- Preliminary Plan
- Rezoning
- Road Disclaimer
- Road or Facility Acceptance
- Site Development Plan
- Sketch Plan
- Solid Waste Disposal Site/Facility
- Special District
- Special Use
- Subdivision Exemption
- Subdivision Improvement Agreement
- Variance of Use
- WSEO
- Other: \_\_\_\_\_

This application form shall be accompanied by all required support materials.

**PROPERTY INFORMATION:** Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address(es): <b>3511 West Colorado Avenue</b>	
Tax ID/Parcel Numbers(s) <b>74033-24-007</b>	Parcel size(s) in Acres: <b>0.506 acres</b>
Existing Land Use/Development: <b>Storage unit rental facility</b>	
Existing Zoning District: <b>CS</b>	Proposed Zoning District (if applicable):

**PROPERTY OWNER INFORMATION:** Indicate the person(s) or organization(s) who own the property proposed for development. Attach additional sheets if there are multiple property owners.

Name (Individual or Organization): <b>Action Excavating &amp; Landscaping, Inc.</b>
Mailing Address: <b>3533 West Colorado Avenue</b>
Daytime Telephone: <b>719-685-1505</b>
Email or Alternative Contact Information: <b>actionex@comcast.net</b>

**DESCRIPTION OF THE REQUEST:** (attach additional sheets if necessary):

The owner of the property is requesting approval of the attached Development Plan to permit the installation and rental of 8.0' x 20.0' metal storage containers along the southerly, westerly and northerly perimeter of this property as depicted in the map. The storage units will be rented to the general public.

This request is for a dimensional variance to permit reduced setbacks along the north, east, south, and west property lines. A Site Development Plan will also be required, but for reduced setbacks, the BOA must be approved first.



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**APPLICANT(S):** Indicate person(s) submitting the application if different than the property owner(s) (attach additional sheets if necessary).

Name (Individual or Organization): <b>Action Excavating &amp; Landscaping, Inc.</b>	
Mailing Address: <b>3533 West Colorado Avenue, Colorado Springs, CO 80904</b>	
Daytime Telephone: <b>(719) 685-1505</b>	Email or Alternative Contact Information: <b>actionex@comcast.net</b>

**AUTHORIZED REPRESENTATIVE(S):** Indicate the person(s) authorized to represent the property owner and/or applicants (attach additional sheets if necessary).

Name (Individual or Organization): <b>Rocky Mountain Land Services</b>	
Mailing Address: <b>4465 Northpark Drive Suite 303, Colorado Springs, CO 80907</b>	
Daytime Telephone: <b>(719) 502-9738</b>	Email or Alternative Contact Information: <b>clt@rmls-survey.com</b>

**AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S):**

An owner's signature may only be executed by the owner or an authorized representative where the application is accompanied by a completed Authority to Represent/Owner's Affidavit naming the person as the owner's agent.

**OWNER/APPLICANT AUTHORIZATION:**

To the best of my knowledge, the information on this application and all additional or supplemental documentation is true, factual and complete. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or revocation. I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing this application. I also understand that an incorrect submittal may delay review, and that any approval of this application is based on the representations made in the application and may be revoked on any breach of representation or condition(s) of approval. I verify that I am submitting all of the required materials as part of this application and as appropriate to this project, and I acknowledge that failure to submit all of the necessary materials to allow a complete review and reasonable determination of conformance with the County's rules, regulations and ordinances may result in my application not being accepted or may extend the length of time needed to review the project. I hereby agree to abide by all conditions of any approvals granted by El Paso County. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I acknowledge that I understand the implications of use or development restrictions that are a result of subdivision plat notes, deed restrictions, or restrictive covenants. I agree that if a conflict should result from the request I am submitting to El Paso County due to subdivision plat notes, deed restrictions, or restrictive covenants, it will be my responsibility to resolve any conflict. I hereby give permission to El Paso County, and applicable review agencies, to enter on the above described property with or without notice for the purposes of reviewing this development application and enforcing the provisions of the LDC. I agree to at all times maintain proper facilities and safe access for inspection of the property by El Paso County while this application is pending.

Owner (s) Signature: ERIC WYATT

Date: 4-23-26

Owner (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant (s) Signature: LT

Date: November 27, 2025



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

## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SITE DEVELOPMENT PLAN CHECKLIST

Revised: October 2023

#### Site Plan Requirements

In order to establish a use or obtain a building permit, in most cases, the LDC requires Site Development Plan Review for more complex uses (most often including multi-family, commercial, and industrial uses) to determine conformance of the proposed use(s) or structure(s) with the provisions of the LDC, ECM, or any other applicable regulations or any specific land use approvals or permits, and other rules, regulations, codes and ordinances administered by the PCD. Specifically, many of the requirements for approval of a site development plan can be found in Chapter 6 of the LDC. The use tables in Chapter 5 of the LDC (Table 5-1 and 5-2) identify when the applicant shall submit a Site Development Plan and when a PCD planner and engineer shall review a Site Development Plan to establish a use or to construct a structure. Site Development Plans are approved administratively by the PCD Director, unless otherwise modified by a condition of approval.

**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 to be addressed with the residential site plan application.

Typically, a parking plan, sign plan, landscape plan, lighting plan, elevation drawings, floor plan, grading and erosion control plan, and drainage plan are submitted concurrently as a separate plan set.

The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

#### Summary Table to 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
- Legal description
- Lot/parcel size
- Lot area coverage calculation
- Existing/proposed land use and zoning
- Total gross building square footage
- Open space, landscaping, and impermeable surface percentage
- A note stating: The owner agrees on behalf of him/herself and any developer or builder successors and assignees that Subdivider and/or said successors and assigns shall be required to pay traffic impact fees in accordance with the El Paso County Road Impact Fee Program Resolution (Resolution No. 19-471), or any amendments thereto, at or prior to the time of building permit submittals. The fee obligation, if not paid at final plat recording, shall be documented on all sales documents and on plat notes to ensure that a title search would find the fee obligation before sale of the property.
- Parking computations (required, provided, etc.)

#### Site Plan Drawing to Include

- Date, north arrow, and a graphic scale
- Vicinity map showing the subdivision in relation to section lines and existing or proposed arterial or collector roadways.
- Location and dimension of the all property lines, rights-of-way, and all existing and proposed easements
- Signature block for the Planning and Community Development Director a minimum of 1 inch by 2 inches
- The footprint of all existing and proposed buildings and the setback distances from each existing and proposed structure to the property lines
- Location of all sidewalks, trails, fences and walls, retaining walls, or berms
- Location and dimensions of all existing and proposed signage on site
- Traffic circulation on site including all points of ingress/egress into the property
- The layout and location of all off-street parking, loading and other vehicular use areas, unless otherwise depicted in detail on a separate parking plan. If depicted on a separate parking plan then depiction of the parking areas are required.