

PLANNING AND COMMUNITY DEVELOPMENT

SPECIAL USE REQUIREMENTS

This checklist provides a general overview of required submittal items. Additional submittal standards, procedures, and technical requirements are contained within the County's Land Development Code (LDC) and must also be met. The County reserves the right to request supplemental information, studies, or documents as needed to ensure compliance with applicable regulations and to adequately evaluate the proposed development.

SUBMITTAL CHECKLIST

LETTER OF INTENT

- Owner name and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.
- Current zoning of the property.
- A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
- A detailed analysis summarizing how the request complies with each of the Criteria of Approval in Chapter 5 of the Land Development Code.
- A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
- 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.

- A discussion summarizing how the proposed special use 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.).
- A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.

SITE PLAN DRAWING FOR A RESIDENTIAL USE

- Owner name and contact information for responsible party.
- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.
- Current zoning of the property.
- Legal Description.
- Location of property lines, right-of-way, and all existing and proposed easements.
- Dimensions of all property lines.
- 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.
- Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s).
- Location of all existing and proposed utility lines and associated infrastructure.
- Existing and proposed land use, parcel size, and zoning.
- Density and number of dwelling units.

SITE PLAN DRAWING FOR A COMMERCIAL USE

- Owner name and contact information for responsible party.

- Applicant name (if not owner) and contact information for responsible party.
- Property address.
- Property tax schedule number.
- Current zoning of the property.
- Legal Description.
- Location of property lines, right-of-way, and all existing and proposed easements.
- Dimensions of all property lines.
- 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.
- Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s).
- Location of all existing and proposed utility lines and associated infrastructure.
- Existing and proposed land use, parcel size, and zoning.
- Density and number of dwelling units.
- Location of all sidewalks, trails, fences, walls, retaining walls or berms.
- Traffic circulation on site includes all points of ingress and egress on the property.
- Location and dimensions of all existing and proposed signage.
- Location of all no-build areas, floodplains(s), and drainage facilities.
- The location of all ADA parking spaces, ramps, pathways, and signs.
- Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs.
- Computation identifying the required parking and the provided parking.
- Location and screening of all dumpsters and loading dock areas.
- Percent of open space, landscaping and lot coverage.

