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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

PLANNED UNIT DEVELOPMENT LETTER OF INTENT CHECKLIST

Revised: January 2022

Map Amendment		
The Planned Unit Development (PUD) district is a versatile zoning mechanism to encourage innovative and creative design and to facilitate a mix of uses including residential, business, commercial, and industrial, recreation, open space, and other selected secondary uses. This zoning district is established in accordance with C.R.S. §§ 24-67-101, et seq.		
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 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 4 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 summarizing how the proposed PUD 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.).	
11	A discussion summarizing the provision of utilities.	
12	A discussion summarizing any constraints, hazards, and potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, geological, etc.) within the area included within the request and how these areas will be incorporated into the development or otherwise mitigated.	
13	A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.	
14	A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.	
15	A discussion regarding how the specific request complies with the PUD General Standards and Requirements in Chapter 4 of the Land Development Code.	
16	A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts that may be caused by the proposed development.	
17	Discussion regarding the provision of utilities.	
18	Discussion detailing any proposed PUD modifications and an analysis of how the requested modifications meet the approval criteria in Chapter 4 of the Land Development Code.	
19	Discussion regarding any community outreach completed or planned as part of the development.	