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## EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SPECIAL USE LETTER OF INTENT CHECKLIST

Revised: January 2022

Special Use		
The letter of intent for a special use application should summarize the proposed use and discuss any potential impacts that could be caused as a result of approving the use. The letter should also discuss any proposed methods for mitigating such 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.		
	<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 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 Criteria of Approval in Chapter 5 of the Land Development Code.		
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 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.).		
11 A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.		