



EL PASO COUNTY

Department of Planning
& Community Development

MEGGAN HERINGTON, AICP, EXECUTIVE DIRECTOR

Date: April 2, 2025
To: Staff and Special District Applicants
From: Justin Kilgore, Planning Manager
Re: District Service Plan submittal deadlines for Spring and Fall Election Periods

This memo is intended to clarify the submittal timeline for District Service Plans reviewed by the Planning and Community Development Department. There are two (2) Special District Timelines: November Election and April Election.

- November Elections must meet the October District Court submittal timeline. In order to do this the following timelines must be met.
 - Planning Department
 - March/April – First Submittal of Project
 - April – Second Submittal and Review
 - May – Last Submittal in Review and Staff Report is composed
 - June 30th or earlier - Final Submittal of Project
 - This final submittal must allow for a submittal to the Clerk and Recorder's Office twenty-one (21) days prior to the scheduled Planning Commission Hearing
 - Planning Commission (PC) – Must make either the second July or first August Planning Commission hearing
 - Board of County Commissioners (BoCC)
 - First Hearing (Date Set) – scheduled for the first available (based on PC) in August
 - Second Hearing – scheduled in September
- April Elections must meet the March District Court submittal timeline. In order to do this the following timelines must be met.
 - Planning Department
 - June/July – First Submittal of Project
 - August – Second Submittal and Review
 - September – Last Submittal in Review and Staff Report is composed
 - October 31st or earlier - Final Submittal of Project
 - This final submittal must allow for a submittal to the Clerk and Recorder's Office twenty-one (21) days prior to the scheduled Planning Commission Hearing
 - Planning Commission (PC) – Must make either the second November or first December Planning Commission hearing
 - Board of County Commissioners (BoCC)
 - First Hearing (Date Set) – scheduled for the first available (based on PC) in January
 - Second Hearing – scheduled in February

*Submittals received in the review cycle sooner than the above listed times allows for flexibility in the review cycle only.

*Second BoCC hearings are scheduled on BoCC Land Use days.

*There is a ten (10) day minimum period between the PC hearing and the first BoCC hearing. The Clerk and Recorder's office publishes the day following the Date Set hearing and then the second BoCC hearing is conducted within thirty (30) days of the date set hearing.