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**EL PASO COUNTY PLANNING AND
COMMUNITY DEVELOPMENT
DEPARTMENT**

CMRS SITE PLAN LETTER OF INTENT CHECKLIST

Revised: July 2019

Site Development Plan		
The letter of intent for a site development plan should summarize how the plan is in compliance with any of the requirements for approval of a site development plan in Chapter 6 of the LDC. The letter of intent should also specifically address any proposed alternative requests.		
	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 summarizing the proposed request and how it meets the LDC requirements or any applicable federal regulations.	