MAP AMENDMENT (REZONING) 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 detailing the specific request to include the requested zoning district and size of the included area in the request.
- ☐ 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 how the proposed 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.).

- ☐ A discussion summarizing the provision of utilities.
- ☐ A discussion summarizing any potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, etc.) within the area included within the request.
- ☐ A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.
- ☐ A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.

PLAN CONTENT REQUIREMENTS

GRAPHIC DRAWING REQUIREMENTS

- ☐ A graphic drawing depicting bearings and distances of the property to be rezoned. The exhibit shall contain no color elements.
- ☐ Zoning district boundaries follow: lot lines; the center lines of roads or alleys or the specified distance from such features; railroad right-of-way lines; property lines; the boundaries of El Paso County; or the corporate limit line of incorporated cities and towns.
- ☐ 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.
- ☐ Name of proposed development centered on the top of the plan and at the top of each sheet. On each sheet a subtitle, in smaller lettering, shall indicate the quarter section(s) (1/4), section, township and range in which the proposed or development is located.
- ☐ Current and proposed zoning of the property.
- ☐ Lot or parcel size.
- ☐ Preparation date, north arrow and a graphic scale.

- ☐ Legal description of the requested rezoning.
- ☐ Adjacent property within 500 feet which shall include land use and zoning.
- ☐ Existing private and public roads.
- ☐ Existing easements.
- ☐ Existing structures.