



2880 International Circle, Suite
110
Colorado Springs, CO 80910
Phone 719-520-6300

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

BOARD OF ADJUSTMENT CHECKLIST

Revised: October 2023

Board of Adjustment Requirements	
<p>The Board of Adjustment is authorized to grant variances from the strict application of any physical requirement of this Code which would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the owner of the property. Practical difficulties and hardship, in this context, may exist where the legal use of the property is severely restricted due to (1) the exceptional narrowness, shallowness or shape of the specific piece of property, or (2) the exceptional topographic conditions or other extraordinary or exceptional situation or condition of the piece of</p>	
Letter of Intent	
<input type="checkbox"/>	Owner name, contact telephone number, and email for responsible party
<input type="checkbox"/>	Applicant name (if not owner), contact telephone number, and email for responsible party
<input type="checkbox"/>	Property address
<input type="checkbox"/>	Property tax schedule number
<input type="checkbox"/>	Current zoning of the property
<input type="checkbox"/>	A discussion detailing the proposed dimensional variance request compared to the applicable requirements of the Land Development Code;
<input type="checkbox"/>	A discussion detailing any practical difficulties and hardships that exist that cause legal use of the property to be severely restricted due to one of the following:
	The exceptional narrowness, shallowness or shape of the specific piece of property, or
	The exceptional topographic conditions or other extraordinary or exceptional situation or condition of the piece of property.
<input type="checkbox"/>	A discussion detailing any burden that is created or would be caused due to strict compliance with the zoning requirements and which significantly exceed the benefits of such compliance for the specific piece of property and would result in any of the following:
	The variance provides only reasonably brief, temporary relief, or
	The variance request includes an alternative plan, standards or conditions that substantially and satisfactorily mitigate the anticipated impacts or serve as a reasonably equivalent substitute for current zoning requirements, or
	Some other unique or equitable consideration compels that strict compliance not be required.
<input type="checkbox"/>	A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
<input type="checkbox"/>	A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts related to granting the requested relief.
Site Plan Drawing	
<input type="checkbox"/>	Owner name, contact telephone number, and email for responsible party
<input type="checkbox"/>	Applicant name (if not owner), contact telephone number, and email for responsible party
<input type="checkbox"/>	Property address
<input type="checkbox"/>	Property tax schedule number
<input type="checkbox"/>	Current zoning of the property
<input type="checkbox"/>	Legal description
<input type="checkbox"/>	Date, north arrow and a graphic scale
<input type="checkbox"/>	Location of property lines, right-of-way and all existing and proposed easements
<input type="checkbox"/>	Dimensions of all property lines
<input type="checkbox"/>	The building footprint for all structures depicted and labeled to include the proposed use(s), floor area, and height. The setbacks of all building footprints dimensioned from all property lines.
<input type="checkbox"/>	Location of existing and proposed water and wastewater infrastructure, including well(s) and septic system(s)
<input type="checkbox"/>	Location of all existing and proposed utility lines and associated infrastructure
<input type="checkbox"/>	Existing/proposed land use, parcel size, and zoning
<input type="checkbox"/>	Density and number of dwelling units
<input type="checkbox"/>	Location and width of all sidewalks and trails



2880 International Circle, Suite
110
Colorado Springs, CO 80910
Phone 719-520-6300

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

BOARD OF ADJUSTMENT CHECKLIST

<input type="checkbox"/> Location and height of all fences, walls, retaining walls or berms
<input type="checkbox"/> Traffic circulation on site including all points of ingress/egress on the property
<input type="checkbox"/> Location and dimensions of all existing and proposed signage
<input type="checkbox"/> Location of all no-build areas, floodplain(s), and drainage facilities
<input type="checkbox"/> The location of all ADA parking spaces, ramps, pathways, and signs
<input type="checkbox"/> Standard details of parking (compact, ADA, standard), ADA ramps, driveways, and signs
<input type="checkbox"/> Computation identifying the required parking and the provided parking
<input type="checkbox"/> Location and screening of all dumpsters and loading dock areas
<input type="checkbox"/> Percent of open space, landscaping and lot coverage
<input type="checkbox"/> Any other additional items as required by the PCD Director deemed necessary to address the applicable review criteria: