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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SKETCH PLAN LETTER OF INTENT CHECKLIST

Revised: October 2023

Sketch Plan Letter of Intent Requirements

The sketch plan is the first step of the approval process for larger or more complex divisions of land. Sketch Plans are intended to establish feasibility of the division of land including review of the schematic design, ability to obtain water and sanitation, location of geologic hazards, identification of environmentally sensitive areas and wildlife habitat areas, source of required services, vehicular and pedestrian circulation, relationship to surrounding land uses, evaluation of wildfire hazards and conformance with the requirements of the Land Development Code and the El Paso County Master Plan. The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.

Letter of Intent

- Owner name, contact telephone number, and email for responsible party
- Applicant name (if not owner), contact telephone number, and email for responsible party
- Property address
- Property tax schedule number
- Current zoning of the property
- A discussion detailing the specific request and size of the area included in the request.
- A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.)
- A summary of the proposed request and how it complies with each of the Criteria of Approval in Chapter 7 and the Subdivision Design Standards in Chapter 8 of the Land Development Code.
- Social Impacts: Percentage, location and population of attainable housing, if applicable
- Jurisdictional Impacts:
 - Identification of school districts, special districts, local improvement districts, and other governmental, quasi-governmental, and private service entities included within the boundary of the sketch plan or proposed to be created to provide service.
 - A statement of the entities' ability, both financial and physical, to provide the proposed service shall be provided.
 - Other facilities
 - Maintenance responsibility and ownership of parks, open space, common areas and other public areas
 - Management arrangement for industrial parks
- A discussion summarizing how the proposed sketch plan 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 feasibility of providing utilities to the proposed development, including the provision of utilities by a proposed or existing special district or other municipal provider.
- A discussion summarizing any constraints, hazards, and potentially sensitive natural or physical features (e.g., wetlands, protected species habitat, floodplain, geological, etc.) within the area included within the request.
- A discussion summarizing all proposed major roadway alignments through the sketch plan area and any connections to existing major roadways.
- A discussion summarizing how drainageways and floodplains through the plan area, and offsite as appropriate, are proposed to be protected, changed, or improved.
- A discussion regarding the surrounding area and how the proposal fits within the context of the area and any potential impacts that may be caused by the proposed development.
- A discussion summarizing potential public and private improvements, including onsite and offsite improvements, and the plan for ongoing ownership and maintenance of each improvement.
- A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request.