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

VARIANCE OF USE LETTER OF INTENT CHECKLIST

Revised: October 2023

Variance of Use Letter of Intent Requirements
<p>The letter of intent for a variance of use application should summarize the particular use and activity being requested. The letter should also discuss any proposed methods for mitigating any anticipated impacts. Any anticipated phasing of the proposed use should also be discussed in the letter of intent. The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</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 detailed analysis summarizing how the request complies with each of the following Criteria of Approval in Chapter 5 of the Land Development Code:
The strict application of any of the provisions of this Code would result in peculiar and exceptional practical difficulties or undue hardship
The proposed use is compatible with the surrounding area, harmonious with the character of the neighborhood, not detrimental to the surrounding area, not detrimental to the future development of the area, and not detrimental to the health, safety, or welfare of the inhabitants of the area and County
The proposed use will be able to meet air, water, odor or noise standards established by County, State or federal regulations during construction and upon completion of the project
The proposed use will not adversely affect wildlife or wetlands
The applicant has addressed all off-site impacts
The site plan for the proposed variance of use will provide for adequate parking, traffic circulation, open space, fencing, screening, and landscaping
Sewer, water, storm water drainage, fire protection, police protection, and roads will be available and adequate to serve the needs of the proposed variance of use as designed and proposed
<input type="checkbox"/> A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.).
<input type="checkbox"/> A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
<input type="checkbox"/> A discussion regarding how the proposed request complies with the definition of the proposed use and any applicable use specific standards within the Land Development Code.
<input type="checkbox"/> A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided.