



**El Paso County Planning and  
Community Development  
Department**

# Rezone Application Packet

2880 International Circle, Suite 110  
Colorado Springs, CO 80910  
Phone 719-520-6300  
Fax 719-520-6695  
[www.elpasoco.com](http://www.elpasoco.com)

NOTE: Please contact the Planner of the Day (719) 520-6499 to discuss creating the application online.



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## Application Form

Please check the applicable application type  
(Note: each request requires completion of a separate application form):

- Administrative Determination
- Administrative Relief
- Appeal
- Approval of Location
- Billboard Credit
- Board of Adjustment – Dimensional Variance
- Certificate of Designation
- Combination of Contiguous Parcels by Boundary Line Adjustment
- Construction Drawings
- Condominium Plat
- Crystal Park Plat
- Development Agreement
- Early Grading Request
- Final Plat
- Maintenance Agreement
- Merger by Contiguity
- Townhome Plat
- Planned Unit Development
- Preliminary Plan
- Rezoning
- Road Disclaimer
- Road or Facility Acceptance
- Site Development Plan
- Sketch Plan
- Solid Waste Disposal Site/Facility
- Special District
- Special Use
- Subdivision Exemption
- Subdivision Improvement Agreement
- Variance of Use
- WSEO
- Other: \_\_\_\_\_

This application form shall be accompanied by all required support materials.

**PROPERTY INFORMATION:** Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address(es):	
Tax ID/Parcel Numbers(s)	Parcel size(s) in Acres:
Existing Land Use/Development:	
Existing Zoning District:	Proposed Zoning District (if applicable):

**PROPERTY OWNER INFORMATION:** Indicate the person(s) or organization(s) who own the property proposed for development. Attach additional sheets if there are multiple property owners.

Name (Individual or Organization):
Mailing Address:
Daytime Telephone:
Email or Alternative Contact Information:

**DESCRIPTION OF THE REQUEST:** (attach additional sheets if necessary):

Large text area for description of the request.
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**APPLICANT(S):** Indicate person(s) submitting the application if different than the property owner(s) (attach additional sheets if necessary).

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Email or Alternative Contact Information:

**AUTHORIZED REPRESENTATIVE(S):** Indicate the person(s) authorized to represent the property owner and/or applicants (attach additional sheets if necessary).

Name (Individual or Organization):	
Mailing Address:	
Daytime Telephone:	Email or Alternative Contact Information:

### **AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S):**

An owner's signature may only be executed by the owner or an authorized representative where the application is accompanied by a completed Authority to Represent/Owner's Affidavit naming the person as the owner's agent.

### **OWNER/APPLICANT AUTHORIZATION:**

To the best of my knowledge, the information on this application and all additional or supplemental documentation is true, factual and complete. I am fully aware that any misrepresentation of any information on this application may be grounds for denial or revocation. I have familiarized myself with the rules, regulations and procedures with respect to preparing and filing this application. I also understand that an incorrect submittal may delay review, and that any approval of this application is based on the representations made in the application and may be revoked on any breach of representation or condition(s) of approval. I verify that I am submitting all of the required materials as part of this application and as appropriate to this project, and I acknowledge that failure to submit all of the necessary materials to allow a complete review and reasonable determination of conformance with the County's rules, regulations and ordinances may result in my application not being accepted or may extend the length of time needed to review the project. I hereby agree to abide by all conditions of any approvals granted by El Paso County. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I acknowledge that I understand the implications of use or development restrictions that are a result of subdivision plat notes, deed restrictions, or restrictive covenants. I agree that if a conflict should result from the request I am submitting to El Paso County due to subdivision plat notes, deed restrictions, or restrictive covenants, it will be my responsibility to resolve any conflict. I hereby give permission to El Paso County, and applicable review agencies, to enter on the above described property with or without notice for the purposes of reviewing this development application and enforcing the provisions of the LDC. I agree to at all times maintain proper facilities and safe access for inspection of the property by El Paso County while this application is pending.

Owner (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant (s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# AFFIDAVIT OF NOTIFICATION TO SEVERED MINERAL ESTATE OWNER(S)

I \_\_\_\_\_ (applicant/owner/consultant) researched the records of the El Paso County Clerk and Recorder and established that there was /was not (circle one) a mineral estate owner(s) on the real property known as \_\_\_\_\_.

Pursuant to §24-65.5-103(4), C.R.S., I certify that a Notice of an initial public hearing/administrative decision will be mailed to the mineral estate owner(s) (if established above) and a copy will be mailed to the El Paso County Planning and Community Development Department no less than thirty (30) days prior to the initial public hearing/administrative decision.

State of Colorado

County of \_\_\_\_\_

Signed before me on \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ (name(s) of individual(s) making statement).

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Title of office)

\_\_\_\_\_  
(Commission Expiration)



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

**MAP AMENDMENT (REZONING) LETTER OF INTENT CHECKLIST**

Revised: October 2023

**Map Amendment Rezoning Letter of Intent Requirements**

The purpose of zoning is to locate particular land uses where they are most appropriate, considering public utilities, road access, and the established development pattern. In addition to categorizing land by uses such as residential, commercial, and industrial, the LDC also specifies such details as building setback lines, the height and bulk of buildings, the size and location of open spaces, and the intensity to which the land may be developed. The zoning of parcels of land generally conforms to and promotes the County's Master Plan. Zoning protects the rights of property owners while promoting the general welfare of the community. By dividing land into categories according to use, and setting regulations for these categories, zoning governs private land use and segregates incompatible uses. 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 to include the requested zoning district and size of the area included 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 the Criteria of Approval in Chapter 5 of the Land Development Code.
- A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code.
- 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.
- 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.



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#### Graphic Drawing Requirements (the graphic drawing exhibit shall contain no color elements)

- Owner name and contact information for responsible party
- Applicant name (if not owner) and contact information for responsible party
- Report preparer name and contact information for responsible party
- 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
- Lot/parcel size
- Preparation date, north arrow and a graphic scale
- Existing zoning boundary description of the subject property, which shall illustrate the legal description
- Requested zoning boundary description, which shall illustrate the legal description
- Adjacent property within 500 feet - owner's name, land use and zoning
- Existing private and public roads
- Existing structures
- Existing easements