



**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

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



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Type D Application Form (1-2C)

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

- ☐ Appeal
- ☐ Approval of Location
- ☐ Board of Adjustment
- ☐ Certification of Designation
- ☐ Const. Drawings, Minor or Major
- ☐ Development Agreement
- ☐ Final Plat, Minor or Major
- ☐ Final Plat, Amendment
- ☐ Minor Subdivision
- ☐ Planned Unit Dev. Amendment,
Major
- ☐ Preliminary Plan, Major or Minor
- ☐ Rezoning
- ☐ Road Disclaimer
- ☐ SIA, Modification
- ☐ Sketch Plan, Major or Minor
- ☐ Sketch Plan, Revision
- ☐ Solid Waste Disposal Site/Facility
- ☐ Special District
- ☐ Special Use
 - ☐ Major
 - ☐ Minor, Admin or Renewal
- ☐ Subdivision Exception
- ☐ Vacation
 - ☐ Plat Vacation with ROW
 - ☐ Vacation of ROW
- ☐ Variances
 - ☐ Major
 - ☐ Minor (2nd Dwelling or
Renewal)
 - ☐ Tower, Renewal
- ☐ Vested Rights
- ☐ Waiver or Deviation
- ☐ Waiver of Subdivision Regulations
- ☐ WSEO
- ☐ Other: _____

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

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

| | |
|--------------------------------|--|
| Property Address(es): | |
| Tax ID/Parcel Numbers(s) | Parcel size(s) in Acres: |
| Existing Land Use/Development: | Zoning District: Select zoning district |

- ☐ Check this box if **Administrative Relief** is being requested in
association with this application and attach a completed
Administrative Relief request form.
- ☐ Check this box if any **Waivers** are being requested in association
with this application for development and attach a completed
Waiver request form.

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: | Fax: |
| Email or Alternative Contact Information: | |

For PCD Office Use:

| | |
|-------------|------------|
| Date: | File : |
| Rec'd By: | Receipt #: |
| DSD File #: | |

Description of the request: (submit additional sheets if necessary):

| |
|--|
| |
|--|



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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: | Fax: |
| 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: | Fax: |
| Email or Alternative Contact Information: | |

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

An owner signature is not required to process a Type A or B Development Application. 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: _____



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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

MAP AMENDMENT (REZONING) LETTER OF INTENT CHECKLIST

Revised: January 2022

| Map Amendment | | |
|--|--|-----------------|
| <p>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.</p> | | |
| <p>The PCD Director may modify the applicable requirements, including requiring additional items or removing items, based upon the project and site-specific circumstances.</p> | | |
| | Applicant | PCD |
| NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only. | ✓ | Office use only |
| Letter of Intent | | |
| 1 | Owner name, contact telephone number, and email for responsible party | |
| 2 | Applicant name (if not owner), contact telephone number, and email for responsible party | |
| 3 | Property address | |
| 4 | Property tax schedule number | |
| 5 | Current zoning of the property | |
| 6 | A discussion detailing the specific request to include the requested zoning district and size of the area included in the request. | |
| 7 | A discussion identifying and acknowledging any applicable overlay zoning (e.g., CAD-O, etc.) | |
| 8 | A detailed analysis summarizing how the request complies with each of the Criteria of Approval in Chapter 5 of the Land Development Code. | |
| 9 | A discussion summarizing the proposed request and compliance with the applicable requirements of the Land Development Code. | |
| 10 | 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. | |
| 11 | 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.). | |
| 12 | A discussion summarizing the provision of utilities. | |
| 13 | 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. | |
| 14 | A discussion summarizing any community outreach efforts by the applicant that have occurred or are planned as part of the request. | |
| 15 | A discussion regarding anticipated traffic generation and access, unless a separate traffic study is required and is being provided. | |

Notice to Adjacent Property Owners

Proof of Notice to Adjacent Property Owners shall be submitted with certain land use applications. Please choose one of the following:

- a. Signed Notification of the Adjacent Property Owners (see attached)
- b. Copy of the certified letter receipts to the Adjacent Property Owners with a copy of the letter sent
- c. Both

(Please refer to the attached handout showing the adjacent property owners required.)

For all Notice to Adjacent Property Owners, the following information is required at a minimum:

1. Please begin your letter with the following paragraph:
“This letter is being sent to you because (Name of Owner/Applicant/Consultant) is proposing a land use project in El Paso County at the referenced location (see item #3). This information is being provided to you prior to a submittal with the County. Please direct any questions on the proposal to the referenced contact(s) in item number 2. Prior to any public hearing on this proposal a notification of the time and place of the public hearing will be sent to the adjacent property owners by the El Paso County Planning and Community Development Department. At that time you will be given the El Paso County contact information, the file number and an opportunity to respond either for, against, or expressing no opinion in writing at the public hearing for this proposal.”
2. For questions specific to this project, please contact:
 - a. Owner/applicant and consultant(s)
 - b. Address, email(s), and telephone number(s)
3. Site address, location, property size, and zoning
4. Request and justification
5. Existing and proposed facilities, structures, roads, etc.
6. Waiver requests (if applicable) and justification
7. Vicinity map showing the adjacent property owners

Notice to Adjacent Property Owners

Name and Address of the

Petitioner(s): _____

Telephone

Number(s): _____

Description of Proposal:

A list of adjacent property owners may be acquired from the County Assessor's office. If adjacent property owners cannot be reached in person, the applicant must send an Adjacent Property Owner Notification letter by certified mail and provide, as part of the submittal, a copy of the letter sent and a copy of each receipt.

The undersigned, being an adjacent property owner, has read the above notification. I understand I may submit written comment, appear in person at the advertised public hearing , or appear virtually at the advertised public hearing to further express my comments.

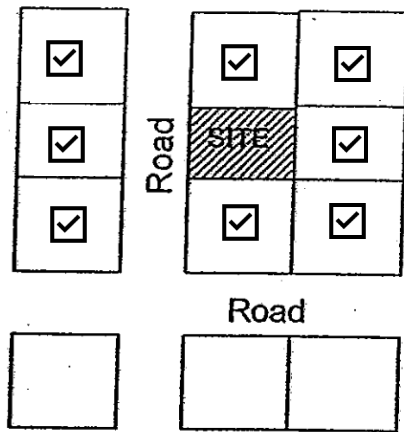
| Date | Owner (Yes or No) | Name (Signature) and Address | Comments |
|------|----------------------|------------------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(For additional space, attach a separate sheet of paper)

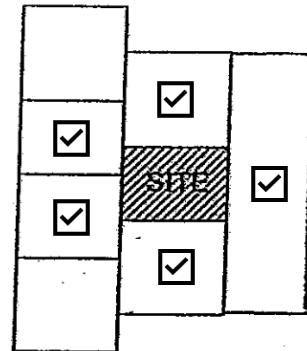
Above are the signatures of the adjacent property owners who won the property described after their names or who are located as indicated (e.g. north of the subject property). I hereby acknowledge that the information provided within this notification is correct.

_____ date _____ date _____
(Signature of Petitioner or Owner) (Signature of Petitioner or Owner)

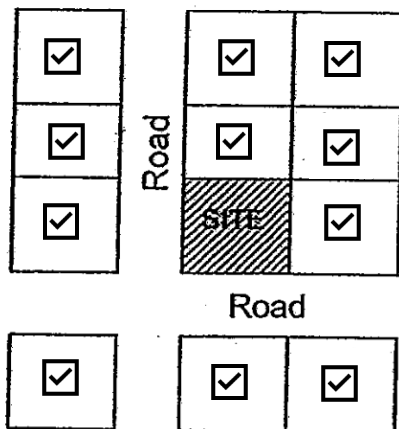
Notice to Adjacent Property Owners



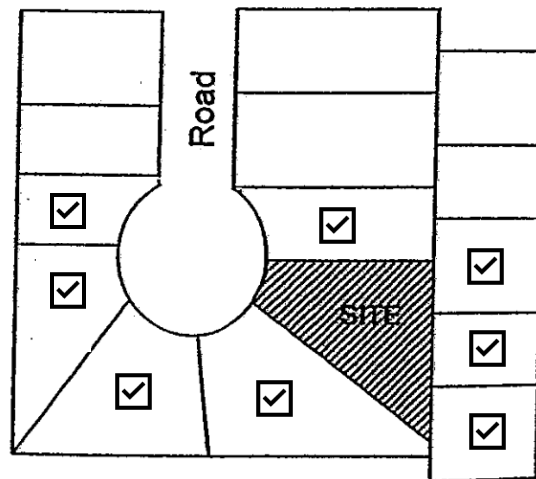
Example 1



Example 2



Example 3



Example 4

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 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.

Dated this _____ day of _____, 20_____.

STATE OF COLORADO)
) s.s.
COUNTY OF EL PASO)

The foregoing certification was acknowledged before me this _____ day of _____, 20_____, by _____.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public



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EL PASO COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Map Amendment

Revised: July 2019

| Rezone | | |
|--|--|-----------------|
| <p>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.</p> | | |
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| | Applicant | PCD |
| NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only. | V | Office use only |
| Rezone Map to include the following elements, as appropriate: | | |
| 1 | Boundary description of the subject property, which shall illustrate the legal description | |
| 2 | Existing land uses and zoning on the property and within five hundred (500) feet of the boundary | |
| 3 | Adjoining property ownership | |
| 4 | Existing private roads | |
| 5 | Existing structures | |
| 6 | Existing easements | |
| 7 | Name and address of the petitioner, owners of all interests (including mineral interests), in the property, and preparer | |