

PCD QUICK TIPS – SITE PLANS

A site plan is a drawing of a lot or parcel that is used to verify compliance with the Land Development Code or Planned Unit Development and is required when building a house, setting a mobile, manufactured, or modular home, remodeling an existing structure, building a new accessory structure over 200 square feet, building, rebuilding or adding on to a deck, and any other improvement to a property that requires a building permit.

What information is required on a site plan?

Site plans are not required to be drawn to scale, but must be a full, accurate, and legible representation of the parcel showing the following information:

- Property address
- Parcel/schedule number
- Property lines and property line dimensions
- Adjacent street/roads, existing structures, and driveway access locations
- Easements (if applicable)
- The proposed structure(s) with setbacks from all property lines and the proposed structure(s) footprint dimensions or square footage including structure height.

How do I create a site plan?

A site plan may be created by utilizing the El Paso County Assessor website. Use the Property Search function to bring up the applicable property. After finding the property, click the link “My Community”. The system will bring up a full view of the property. The satellite view shows a picture view of the property.

There is a measurement function where approximate measurements can be found. The GIS parcel property lines shown are approximate and may be shifted from the actual property lines.

Where can I find a copy of a previously approved site plan?

- The Planning and Community Development Department (PCD) may have a copy of a site plan online in EDARP. When searching in EDARP for a site plan, it is best to use the ten-digit schedule tax number (also known as a parcel number). The general public has access to EDARP and can be used without creating an account.
- The Pikes Peak Regional Building Department (PPRBD) may have a copy of a site plan if it was scanned in at the time a building permit was issued. Contact PPRBD at 719-327-2880 for more information.
- A modified Improvement Location Certificate (ILC) can be used as long as all seals, signatures, and the words “improvement location certificate” are removed.
- If a site plan cannot be found, the applicant is responsible for creating their own site plan and for the accuracy of the information provided on the site plan.

Resources

For more information on site plans, please contact us at 719-520-6300 or at plnweb@elpasoco.com.