

PCD QUICK TIPS- SUBDIVISION PROCESS

Any parcel of land in unincorporated El Paso County that is divided into two or more parcels resulting in any parcel being less than 35 acres qualifies as a subdivision. Examples include (but are not limited to):

- Splitting a parcel of land in half (or into multiple lots)
- Removing a portion of property from a larger property
- Deeding off land to another owner

Application requests for subdivision, altering lot lines, or combining property within unincorporated El Paso County require an Early Assistance (EA) meeting to initiate the process.

Early Assistance Meeting

EA meetings are applicant-initiated online through our Electronic Development Application Review Program (EDARP): epcdeveplanreview.com. Once the EA meeting is paid for, and a letter of intent and site plan proposal have been uploaded, a member of our staff will reach out to schedule the meeting.

- This meeting is a 1 hour long virtual meeting with EPC staff and other outside agencies as needed.
- At this meeting, Staff will identify planning, engineering, and stormwater concerns and requirements.
- Staff will identify reports that must be completed prior to and submitted with the formal application submittal. This may include a Traffic Study, Geological Hazard Study, and Water Resources Reports.
- Staff will identify applications to be submitted along with appropriate project checklists required for submittal documents.
- The meeting is recorded, uploaded to EDARP, and is available to view once the meeting is completed.

Hearings and Timelines

- Subdivisions are required to go through the public hearing process which includes hearings before the Planning Commission and Board of County Commissioners. The Planning Commission makes a recommendation to the Board of County Commissioners. The Board of County Commissioners makes the final decision to approve or deny the request based on the criteria outlined in the Land Development Code.
- Subdivision applications will generally take several months to over a year to complete depending on the complexity of the request.

Resources

For more information about subdivisions or to apply for an EA meeting for a proposed subdivision, please contact the Planner of the Day at DSD-POD@elpasoco.com.