



CITY OF COLORADO SPRINGS

LAND USE REVIEW DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT

REQUEST FORM FOR:

- ZONING VERIFICATION LETTER (\$95.00) _____
- REBUILD/NON-CONFORMING USE LETTER (\$176.00) _____
- COMPLIANCE INSPECTION AND LETTER (\$301.00) _____

FEES: The application review fee is required in order to process this application (checks payable to City of Colorado Springs).
Remit to: Development Review Enterprise, Attn: Jim Gagliardi, 2880 International Circle, Suite# 200, Colorado Springs, CO 80910

CONTENTS OF LETTERS

ZONING VERIFICATION:

Zone(s) of Parcel, Definition of Zone(s), Existing or Proposed Use(s), and Zoning Violation(s). (Additional requested information requested from applicant).

- PLEASE NOTE THAT A VERIFICATION LETTER TAKES SEVEN (7) DAYS TO COMPLETE UPON SUBMITTAL OF REQUEST AND REQUIRED FEE.

REBUILD/NON-CONFORMING USE LETTER:

Zone(s) of Parcel, Use of Premise, Date of Structure(s) Built, Non-Conforming Use or Structure Statement, and Rebuild Statement.

- PLEASE NOTE THAT EITHER A REBUILD OR A NON-CONFORMING USE LETTER TAKES SEVEN (7) DAYS TO COMPLETE UPON SUBMITTAL OF REQUEST AND REQUIRED FEE.
- **APPLICANT MUST SUBMIT EVIDENCE THAT ONE OF FOLLOWING CIRCUMSTANCES IS TRUE:**
 - Show that the use was begun or the building constructed inside the City limits before 1952.
 - Show that the use was begun or the building constructed inside the City limits after 1952, and the zoning regulations in effect at the time permitted the use or building. In the case of nonconforming building types (e.g. a garage in a required setback) show that the building was lawfully constructed or converted with a building permit.
 - Show that the use was begun or the building constructed outside the City limits before annexation and conformed to the El Paso County zoning regulations existing at that time. In the case of nonconforming building types (e.g. a garage in a required setback), show that the building was lawfully constructed or converted with a building permit.

COMPLIANCE INSPECTION AND LETTER:

Zone(s) of Parcel, Definition of Zone(s), Existing or Proposed Use(s), Zoning Violation(s), and a Site Inspection.

PLEASE NOTE THAT A COMPLIANCE INSPECTION AND LETTER TAKES TEN (10) DAYS TO COMPLETE UPON SUBMITTAL OF REQUEST AND REQUIRED FEE.

Please complete the following items:

Applicant: _____ Telephone _____ Fax _____

Address: _____ Zip Code _____ e-mail _____

Owner: _____ Telephone _____ Fax _____

Address: _____ Zip Code _____ e-mail _____

Compliance Letter to be addressed to: _____

Address: _____ Zip Code _____ e-mail _____

Premises Involved:

Address: _____

Existing Zone: _____ Acreage: _____

Legal Description of Property: _____

Tax Schedule No(s). _____, _____, _____,

(This can be obtained from the El Paso County Tax Assessor located at 27 E. Vermijo Avenue on the 2nd Floor; telephone number: #719-520-6600 or at their website <http://www.land.elpasoco.com>)

Sources of evidence for Rebuild or Non-conforming use letter:

1. County Tax Assessor’s Office, 27 Vermijo Ave. 2nd Floor for descriptions of assessed use, inspection dates, photos.
2. Regional Building Department, 101 West Costilla Avenue for building permits showing legal construction and/or conversions.
3. City Directory, (Polk’s) available at Penrose Library, Local History Division, Cascade Avenue. This directory lists individual addresses and their occupants each year.
4. Copies of personal income tax forms.
5. Copies of licenses issued by City, County or State Agencies.
6. Copies of old telephone book advertisements
7. Copies of dated rent receipts.
8. Affidavits from neighbors or tenants.

Other information that is competent and factual.

NOTE: The Development Review Enterprise does not have an on-site copying facility. If you require a copy of the approved site plan, you must contact the Planner at (719) 385-5982 to have the site plan sent out for copying at Fairway Reprographics. You must schedule payment arrangements with Fairway Reprographics at (719) 635-2888, 308 West Fillmore Street, Suite 101, Colorado Springs, CO 80907.

NOTE: Required information or requested copies of either Building Permits or Certificate(s) of Occupancy may be obtained from the Pikes Peak Regional Building Department. They are located at 2880 International Circle, Colorado Springs, CO 80910; telephone number: (719) 327-2880 or at their website <http://www.pprbd.org>

CITY INTAKE:

Type of Application Requested: _____	Date Logged In: _____
Intake Staff: _____	LUISPlanner Number: _____
Fee Receipt # _____	Assigned Planner: _____
Date Application Accepted: _____	Date Letter Written: _____

The City of Colorado Springs-Planning Group is committed to ensuring that all of our services are accessible to those with disabilities. We encourage participation by all individuals. If you have a disability, advance notification of any special needs will help us better serve you. Please call the City at 385-5982 to request any special service that you may require. A one (1) week advance notice to allow us to accommodate your request is appreciated.