



REQUEST FORM FOR:

- ZONING VERIFICATION LETTER (\$95.00) \_\_\_\_\_
- REBUILD LETTER (\$176.00) \_\_\_\_\_
- LEGAL NON-CONFORMING USE DETERMINATION LETTER (\$176.00) \_\_\_\_\_
- COMPLIANCE INSPECTION AND LETTER (\$301.00) \_\_\_\_\_

Fees: Submittal of this application and review fee is required in order to process this application (checks payable to the City of Colorado Springs). Remit to: Planning & Development, 2880 International Cir #200-7, Colorado Springs, CO 80910

**LETTER CONTENT:**

**ZONING VERIFICATION:**

Zone(s) of parcel, definition of zone(s) and existing or proposed use(s) and additional information requested from the applicant. Information regarding zoning violations must be obtained from the Colorado Springs Police Department-Code Enforcement Unit; contact information (719) 444-7891.

- NOTE: VERIFICATION LETTERS TAKE SEVEN (7) DAYS TO COMPLETE UPON SUBMITTAL OF THE REQUEST AND REQUIRED FEE

**REBUILD AND/OR LEGAL NON-CONFORMING USE DETERMINATION:**

Zone(s) of parcel, use of premises, date of structure(s) built, Non-Conforming Use/Structure Statement or Rebuild Statement and additional information requested from the applicant.

- NOTE: REBUILD/LEGAL NON-CONFORMING USE DETERMINATION LETTERS TAKE SEVEN (7) DAYS TO COMPLETE UPON SUBMITTAL OF THE REQUEST AND REQUIRED FEE
- **APPLICANT MUST SUBMIT EVIDENCE THAT ONE (1) OF THE 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 of building. In the case of non-conforming building types (i.e. a garage within a required setback) show that the building was lawfully constructed or converted with an approved 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 non-conforming building types (i.e. a garage within a required setback), show that the building was lawfully constructed or converted with an approved building permit.*

**COMPLIANCE INSPECTION AND LETTER:**

Zone(s) of parcel, definition of zone(s), existing or proposed use(s) and a site inspection. Information regarding zoning violations must be obtained from the Colorado Springs Police Department-Code Enforcement Unit; contact information (719) 444-7891.

- NOTE: COMPLIANCE INSPECTION LETTERS TAKE TEN (10) DAYS TO COMPLETE UPON SUBMITTAL OF THE REQUEST AND REQUIRED FEE

Please complete ALL of the following information:

**Applicant:** \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Letter to be addressed to: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

**Premises Involved:**

Address: \_\_\_\_\_

Existing Zone: \_\_\_\_\_ Acreage: \_\_\_\_\_

Legal Description of property involved: \_\_\_\_\_

Tax Schedule No(s): \_\_\_\_\_

(This information can be obtained from El Paso County Tax Assessor located at 1675 Garden of the Gods Road, #2300, (719) 520-6600 or at their website <http://www.land.elpasoco.com>)

- Sources of evidence/information for Rebuild and/or Legal Non-Conforming Use Determination Letters:**
1. County Tax Assessor's Office, 1675 Garden of the Gods Road, #2300 for descriptions of assessed use(s), inspection date(s), photo(s), etc.
  2. Regional Building Department, 2880 International Circle, for building permit information showing legal construction and/or conversion date(s).
  3. City Directories (Polk Directory) available at the Penrose Library, Carnegie Library-Local History Division, 20 N. Cascade Avenue. These directories list individual's addresses, business names and their owners and/or occupants by year.
  4. Copies of personal income tax forms
  5. Copies of licenses issued by the City, County or State agencies
  6. Copies of old telephone book advertisements
  7. Copies of dated rent receipts
  8. Affidavits from neighbors and/or tenants.
  9. Any other information that is competent and factual

**NOTE:**

- Planning & Development has minimal wide format copying capability. If you require a copy of an approved site plan, you should contact Land Use Review at (719) 385-5905 to have the site plan sent out for copying at one of the three (3) wide format copy companies. You must have the payment arrangements made prior to sending the site plan out for copies.
- Required information and/or requested copies of either Building Permits and/or Certificates of Occupancy may be obtained from the Pikes Peak Regional Building Department. They are located at 2880 International Circle, Colorado Springs, CO 80910, (719) 327-2880 or at their website at [www.pprbd.org](http://www.pprbd.org).

**CITY INTAKE:**

Type of application requested: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Fee Receipt #: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Login Date: \_\_\_\_\_ File Number: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_ Date Letter Written: \_\_\_\_\_

*The City of Colorado Springs 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 385-5905 to request any special service that you may require. A one (1) week advance notice to allow us to accommodate your request is appreciated.*