



Planning & Community Development Department Compliance Application

REQUEST FORM FOR:

- ZONING VERIFICATION LETTER (\$50.00)
- REBUILD LETTER (\$50.00)
- LEGAL NON-CONFORMING DETERMINATION LETTER (\$50.00)
- ZONING VERIFICATION LETTER and INSPECTION (\$225.00)

Fees: Submittal of this application along with the required review fees in order to process the requested application/letter are to be sent to Planning & Community Development, 30 S Nevada, Suite 105, Colorado Springs, CO 80903. All payments should be made payable to the City of Colorado Springs.

INFORMATION PROVIDED IN COMPLIANCE LETTERS:

Zoning Verification Letter:

Zone(s) of parcel(s), definition of zone(s), existing and/or proposed use(s) as well as additional information requested from the applicant. Any information regarding violations must be obtained from the following sources:

- Zoning Code Violations from Neighborhood Services at (719) 444-7891;
- Building Code Violations from Pikes Peak Regional Building at (719) 327-2880;
- Fire Code Violations from the Colorado Springs Fire Department at (719) 385-5978 .

NOTE: Zoning Verification Letters taken a minimum of seven (7) working days to complete once the request is received and all fees are paid.

Rebuild and/or Legal Non-Conforming Use Determination:

Zone(s) of parcel(s), Use of Premises, Date of Structure(s) Built, Non-Conforming Use/Structure Statement or Rebuild Statement as well as additional information requested from the applicant.

The following information and evidence **must** be submitted to substantiate one (1) of the following circumstances is true:

- Show that the use was begun or the building constructed within the City limits before 1952; or,
- 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 of permitted use use of the building. In the case of non-conforming building types, i.e. garage within a required setback, show that the building was lawfully constructed or converted with an approved building permit; or,
- Show that the use was begun or the building was lawfully constructed outside the City limits before annexation and conformed to the El Paso County zoning regulations existing at that time. In the case of a non-conforming building type, i.e. garage within a required setback, show that the building was lawfully constructed or converted with an approved building permit.

NOTE: Rebuild and/or Legal Non-Conforming Use Determination Letters taken a minimum of seven (7) working days to complete once the request is received and all fees are paid.

Zoning Verification with Inspection:

Zone(s) of parcel, definition of zone(s), existing or proposed use(s) along with information provided from the site inspection. Information regarding zoning, building or fire violations must be obtained from the agencies noted above under Zoning Verification Letter.

NOTE: Compliance Inspection Letters taken a minimum of ten (10) working days to complete once the request is received and all fees are paid.

SUBMITTAL INFORMATION: All of the following information must be completed and included with any letter request:

Applicant: Phone:

Address: Zip Code:

Email:

Property Owner: Phone:

Address: Zip Code:

Email:

Letter to be Addressed To:

Address: Zip Code:

Email:

Premises Involved:

Address: Zip Code:

Tax Schedule Number(s):

Existing Zone(s): Acreage:

Legal Description Property involved:

Tax Schedule number information can be obtained from the El Paso County Assessor's office located at 1675 Garden of the Gods Road, #2300, (719) 520-6300 or on their website at: <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 Rd, #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 or Polk Directories are available at the Penrose Library in the Carnegie Library-Local History Division at 20 N. Cascade Ave. 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 pertinent, competent and factual.

NOTE:

- Planning & Community Development does not have the capability to copy wide format documents. If you require a copy of an approved development plan, you should contact Land Use Review at (719) 385-5905 to have the plan(s) sent out to one of the copy companies. You must have the shipping and payment arrangement set up prior to company completing the copies of the plan documents.
- 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 and can be contacted directly at (719) 327-2880 or through their website at www.pprbd.org.

CITY INTAKE:

Type of application requested: _____

Fee Receipt #: _____ Date accepted: _____ Intake Staff: _____

Login Date: _____ 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 with help us better serve you.

Please call the City at (719) 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.