



ASPEN ACCESS-INFRASTRUCTURE / EXCAVATION PERMIT APP CHECKLIST

For Building and Permit Information, please refer to our website at:

<http://www.aspenpitkin.com/depts/41/>

NOTE: This is a general list of **required information**. More information may be required as each project is individually evaluated. If the proposed structure requires City Land Use Review, **all final approvals must be obtained PRIOR** to submission of an application. Contact a city planner at 970/920-5090 to determine if a Land Use Review is needed.

THE CITY OF ASPEN

JOB ADDRESS _____ **PARCEL I.D. NUMBER** _____
OWNER _____ **DATE:** _____

An Access-Infrastructure Permit **will be required** if all of the following statements are true:

1. The majority of the work is not reviewed as part of a Right-of-Way (ROW) permit
2. The proposed work is not part of any other City building permit
3. The work does any one of the following:
 - a. Moves more than 50 cubic yards of earth
 - b. Constructs retaining walls over 30 inches high (measured per final grades)
 - c. Disturbs more than one acre of land

- One (1) copy of all City approvals** pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approvals, P&Z and or BOA. Verification that all conditions of approval are being met should be called out in the development plans. It is requested that reduced copies of all approvals be placed on the cover sheet of the submitted drawing plans.
- Permit Application** form, Sections 1-14 completely filled out .
- Letter of approval** for work from the Home Owner’s Association, or owner of the property.
- Two (2) copies of an Improvement Survey** per minimum American Land Title Association (ALTA) standards, *dated less than 1 year prior*, with the original wet stamp and original signature of the surveyor. The survey must include:
 - ◆ Topography at 1’ contour intervals ◆ **Elevation Bench Mark** – tied to a Gov’t Maintained Monument
 - ◆ All easements and rights-of-way ◆ Site vicinity map
 - ◆ All existing structures and improvements within 5 feet outside of property line. Survey **must include** pavement and utilities.
 - ◆ Surveyed tree locations with accurate species, trunk diameters and drip line dimensions - Drip line is defined as “having a radius equal to the length of the longest branch” measured from the center of the trunk. Call the City Forester with questions 970-429-2026
- Two (2) Site Grading plans**, with an original wet-stamp by the Engineer, showing proposed site plan, with topography of existing and proposed utilities, set-backs, pipeline water/sewer mains, driveway/road profiles, etc.
- Two (2) Soils & Drainage reports**, if required – with original wet stamp and signature of Engineer
- One (1) set of plans reduced to 11” X 17”**. Include **ONLY** any of the following submitted: coversheet, survey, site plan, FAR calculations, floor plans, and elevations
- Two (2) Construction Management Plans**. including, but not limited to, drainage structures, erosion control structures, retaining walls, and typical pavement sections
- Tree Removal Permit** from Parks Department, if removing trees with trunk diameters greater than 4 inches.
- State Storm Water Management Permit** (that regulates erosion control) if proposed work disturbs more than one acre of land
- Right of Way (ROW) Permit** if work will occur in the public right-of-way, from City Engineering Department
- Encroachment License** if any equipment, storage, fencing, waste disposal, or construction parking are located in the public right-of-way.

For further information, refer to the Engineering Dept. checklists and reference materials. Copies may be obtained by contacting Engineering.

REFERRALS : The following contacts may not pertain to all projects. Projects are unique in their size, scope, and process. However, if the areas detailed below apply to your project, please call the following:

City Engineering: Contact Larry Doble (429-2750) or Aaron Reed (920-5123)

Parks: Contact Brian Flynn (429-2035)

Water: Contact: 920-5118 or Keith Wester (920-5110)

Aspen Consolidated Sanitation District (ASCD): Contact Peg Mohr (925-3601)