



ASPEN DEMOLITION (RAZING) CHECKLIST

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

http://www.aspenpitkin.com/depts/41/main_building.cfm

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 a building demolition permit 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: _____

Note – This checklist only applies to the complete demolition of the entire structure. For remodeling projects requiring limited demolition, please use the general Building Permit App Checklist.

- All proposed demolition and/or exterior alterations may require historic preservation review, pursuant to Ordinance No. 48, Series of 2007. Please call Sara Adams (970) 429-2778 or Amy Guthrie (970) 429-2758 to obtain a list of the properties affected by Ord. 48, or visit the Aspen Community Development page on the website www.aspenpitkin.com for a copy of Ordinance 48 and the list of affected properties.
- 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 should be placed on the cover sheet** of the submitted drawing plans.
- Permit Application form (the upper half completed), with attached Contact Information form completed.
- Letter of Approval for work from the Home Owner’s Association, or owner of the property.
- Asbestos Checklist, including :
 - * Asbestos test results, and letter of abatement or a “clean” letter
 - * A copy of the application for state approval of demo with attached copy of check to verify application date
- Two (2) copies of an **Improvement Survey** 24”x36”, plus one (1) copy 11”x17”, 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 including pavement and utilities
 - ◆ All existing structures and improvements within 5 feet outside of property line
 - ◆ Surveyed tree locations
- Two (2) sets of plans, 24” x 36” AND one set (1) 11” x 17”, which show:
 - ✓ Existing floor plans
 - ✓ FAR Calculations for existing structure
 - ✓ Number of existing legal dwelling units: _____
 - ✓ Number of existing bedrooms: _____ (bedroom defined as having a closet and access to a bathroom)
 - ✓ An inspection by the Zoning Officer, if required. (Check with the Zoning Officer at 429-2767)
 - ✓ Photographs of the structure to help determine if it is an historic and/or archaeological resource (Check with the Historic Preservation Officer at 429-2778)
 - ✓ Approximate year of construction: _____ Designed by architect: _____
- CMP (Construction Management Plan) - call City Engineering Department 920-5080

Environmental Health Department concerns: (920-5039)

- Check with Environmental Health with regard to asbestos questions

City Engineering Department: (920-5080)

- Utility disconnects, haul routes, restricted hours, special conditions, use of public rights-of-way

City Water and Electric Departments concerns: (920-5030)

- Inventories
- Water service disconnect application

Aspen Consolidated Sanitation District concerns: (925-3601)

- Contact A.C.S.D. regarding line locates, service line capping, and permits.

Fire Department concern: (925-5532)

- The Fire Department may wish to use this structure for a training exercise prior to demolition.

Parks Department: (920-5120)

- For Tree Removal Permit, contact the Parks Department.

All utilities shall be disconnected per requirements of individual utility companies

- i.e., Holy Cross Electric, energy companies, cable TV, phone companies, prior to commencing demolition.