



THE CITY OF ASPEN

CITY OF ASPEN ENGINEERING DEPARTMENT  
SUFFICIENCY REVIEW REQUIREMENTS

If the project will increase impervious area (this includes adding hard surface patios, increasing the footprint of the house, etc.), disturb >200SF of land (this includes grading, even if a structure or hard surface is not added, as well as impervious area that is “scraped and replaced”), or add or repair snowmelt then an engineering review will be required as part of the Building Permit Application review process. All permit applications that must receive an engineering review are required to schedule and participate in a Pre-Application Meeting with the Development Engineer. The sufficiency checklist below and any necessary supporting documents should be completed prior to this meeting, as they will be reviewed during the meeting. **The Development Engineer’s signature on this checklist is required in order to submit a Building Permit Application.**

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

Project Name: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Owner and Phone Number: \_\_\_\_\_

Contact, Phone Number, and E-mail Address: \_\_\_\_\_

The following information is required for the engineer’s review. Please indicate if these documents have been completed and are attached. If any of these documents are not applicable, please provide an explanation in the space provided.

**1. How much area will be disturbed by the proposed improvements?** \_\_\_\_\_ acres \_\_\_\_\_ sq.ft.  
\_\_\_\_\_ % of site \_\_\_\_\_ % of existing structure(s) (Note: If < 200 SF, skip to #10)  
If one acre or more is disturbed, a CDPHE Construction General Permit is required  
\_\_\_ Yes, Notice of Coverage has been included in the CMP.  
\_\_\_ No, A statement that Notice of Coverage is not required is included in the CMP.

**2. What type of project is this – Minor or Major?** \_\_\_\_\_  
The project is considered “Minor” if 200 – 1000 sq.ft. of the site is disturbed and “Major” if > 1000 sq.ft. of the site is disturbed.

**3. Is the project located within a stream margin, floodplain, mudflow hazard area, or 8040 Greenline review area? (state area(s))** \_\_\_\_\_  
Projects, including “Minor”, located in the stream margin review area, 8040 Greenline review area, mudflow analysis area, or in jurisdictional or non-jurisdictional floodplains may be required to do a more detailed drainage analysis and design.

**4. If disturbance exceeds 1000 sq. ft., do you plan to detain storm events on site?** \_\_\_ YES \_\_\_ NO  
There is an option to pay a fee in lieu of providing detention on site. Discuss with the Development Engineer.

	<b>Included</b>	<b>N/A</b>
<b>5. Minor Grading and Drainage Report and Plan</b> (200 SF < Disturbance < 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Major Grading and Drainage Report and Plan</b> (Disturbance > 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Compliant City of Aspen Survey</b> (Disturbance > 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Soils Report</b> (Disturbance > 1000 SF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Excavation Stabilization Plan</b> (Nearby Trees, Structures, or Travel Ways. See 1.3.11 URMP)	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Construction Management Plan (CMP)</b> (If < 1,000 s.f. (exterior) and/or < 400 s.f. (interior))	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Public Improvement Requirements</b> (Area designated within adopted sidewalk, curb and gutter plan and as deemed necessary by the City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Floodplain Development Requirements</b> (If working within a 100-yr floodplain as determined by FIRM, June 4, 1987)	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Mudflow Analysis</b> (Slopes > 15%, in mudflow plain, as deemed applicable by City Engineer)	<input type="checkbox"/>	<input type="checkbox"/>

**I hereby declare the engineering information submitted in this sufficiency review for this project is sufficient for City of Aspen Building Permit Application submittal.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City of Aspen Development Engineer's Signature**

\_\_\_\_\_  
**Date**