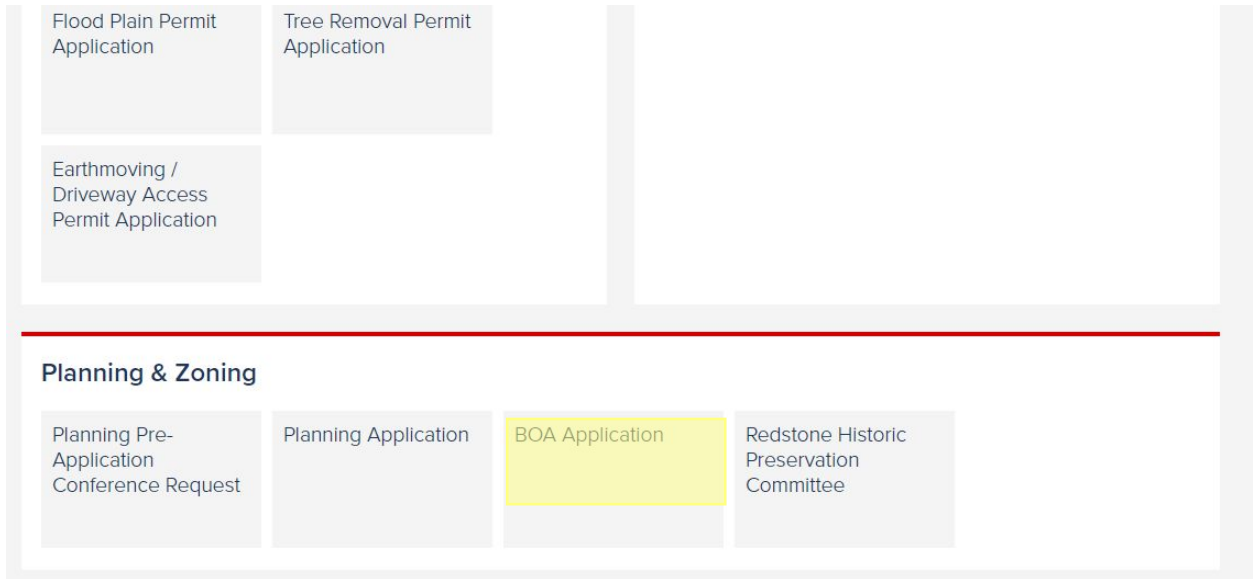


How to Submit a Board of Adjustment Application

1. Press “Board of Adjustment Application” in the “PLANNING & ZONING” section (at bottom of the page)



2. Enter “Address” “Parcel Number” & “Location Details” of Property. The Parcel number may be obtained by going to the Pitkincountyassessor.com website. You may also search on the GIS map (at right) to find the Parcel ID after entering the street number.

Press “SAVE & CONTINUE” to proceed to the next page.

BOA Application

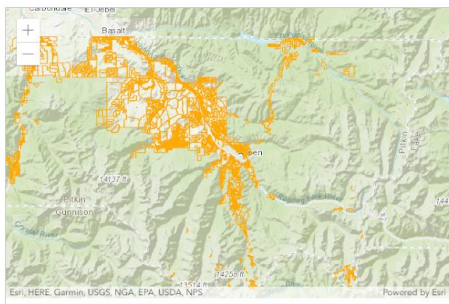
1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex. Corner of 5th and Main

Cancel Save & Continue



3. The “Pitkin County Board of Adjustment Application” screen will open. Please fill out the information requested on every line.

Press “SAVE & CONTINUE” to proceed to the next page.

[Application Form](#) » [Board of Adjustment App Form](#) » [Location Information](#)

PITKIN COUNTY BOARD OF ADJUSTMENT APPLICATION			
OFFICE PHONE 970-920-5526		530 E Main St, Suite 205 Aspen, CO 81611	
INSPECTION LINE 970-920-5532		http://www.pitkincounty.com	
PROJECT NAME : <input type="text"/>			
OWNER INFORMATION		Is Owner Entity? <input type="radio"/> No <input type="radio"/> Yes	
Owner First Name <input type="text"/>		Owner Last Name <input type="text"/>	
Owner Email Address <input type="text"/>		Owner Address <input type="text"/>	
Owner Phone Number <input type="text"/>	Owner City <input type="text"/>	Owner State -- Select -- <input type="text"/>	Owner Zip <input type="text"/>
Property Owner is Contact ?			
<input checked="" type="radio"/> Yes			
<input type="radio"/> No			
Contact First Name <input type="text"/>		Contact Last Name <input type="text"/>	

4. The “Board of Adjustment App Form” will open. Please fill in all required information.

Press “SAVE & CONTINUE” to proceed to the next page.

BOA Application

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

✓ Application Form » Board of Adjustment App Form » Location Information

Board of Adjustment App Form

List of Relevant Land Use Approvals

Description of why a Variance is Necessary

Is Topography Claimed as a Hardship:

Directions to the Property

5. The Location Information Window will automatically populate based on the property information entered earlier.

Press “SAVE & CONTINUE” to proceed to the next page

BOA Application

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

✓ Application Form » ✓ Board of Adjustment App Form » Location Information

Location Information

Legal Description
Subdivision: MOUNTAIN VALLEY Block: 1 Lot: 34

Historic District

Fire District Name
Aspen Fire Protection District

Zone Overlay

Sewer Service District
Aspen Consolidated Sanitation District

Wildfire Classification
A

Wildfire Hazard Desc
Low Hazard

... - - - - -

6. A window called “Upload Electronic Plan Files and Supporting Documents” will open.

Here you may attach any pertinent documents pertaining to your Planning Application.

Press the following:

1. “Choose File” then
2. “Upload”

Be sure to name the file you upload by using the Dropdown under “File Type.”

Press “SAVE & CONTINUE” to proceed to the next page

BOA Application

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

Upload Electronic Plan Files and Supporting Documents (as required)

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	04_SOV.pdf	183.0 KB	Miscellaneous		DELETE

No file chosen

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

Optional files: [view](#)

7. This window allows you to review your BOA Application and make any changes.

Once finalized, Press “SUBMIT”

BOA Application

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

- Location
- Application Form
- Board of Adjustment App Form
- Location Information
- Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

8. Once your BOA Application is submitted, you will see the final Window stating it was submitted successfully.

Someone from Community Development will be in touch with you after submittal.

BOA Application

1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit 5 Success

Your application has been submitted successfully. Click [here](#) for details.