

Community Development Files and Information

The Pitkin County Community Development Department maintains active and historical files on development located within Pitkin County. Please review the tiers below to find instructions on how to access these public records.

Tier 1 - Basic Active Project Information

What I would like to do?	How to Achieve This
<p>I would like to view basic information to answer simple questions like:</p> <p>Does my neighbor have an issued permit for work?</p> <p>Is there a planning applicant in progress on a property?</p>	<p>Go to https://sagesgov.com/pitkincounty-co, click on the Search tab in the middle of the page. Search by address or project information to find these answers for active projects. This information is accessible 24/7 and there is no charge associated with this method.</p>

Tier 2 - Historic Project Files

What I would like to do?	How to Achieve This
<p>I would like to find information on a property to answer questions like:</p> <p>Was the past work on my property permitted?</p> <p>I want to view the historical files on a property?</p>	<p>Go to https://pitkincounty.com/454/Online-Search, click on search for documents by address. Enter the information of the property and view the archived records for that property. This information is accessible 24/7 and there is no charge associated with this method. The information is accessible to the public except for redacted files.</p>

Tier 3 - Requesting Redacted Files

What I would like to do?	How to Achieve This
<p>I would like to find information on a property to answer questions like:</p> <p>Can I get a copy of my building plans?</p> <p>I need a copy plans for property I don't own but am working with?</p> <p>Certain files are redacted for security reasons. These files can still be obtained by the public with the proper authorization.</p>	<p>Go to https://pitkincounty.com/1223/ComDev-Redacted-Files and fill out the correct form based on the property owner. Owners may digitally sign to authorize the release of these files. If the owner is an LLC, a statement of authority must be provided from the authorized agent along with a signature to release these files. There is no charge associated with this method.</p>

Tier 4 - Staff Compiling all Files

What I would like to do?	How to Achieve This
<p>I would like to find information on a property to answer questions like:</p> <p>Can someone put together this request for me?</p> <p>ComDev administrative staff can compile all files associated with a property and share them with you. The owner's or authorized agent's consent is still required to release any redacted files.</p>	<p>Go to https://pitkincounty.com/1223/ComDev-Redacted-Files and fill out the correct form based on the property owner. In the request description, state that you want staff to compile this request and you will pay the admin fee. Owners may digitally sign to authorize the release of these files. If the owner is an LLC, a statement of authority must be provided from the authorized agent to release these files. An admin hourly rate of \$30.00 will be charged before files are released. Please allow up to three business days for the processing of your request.</p>

How to Pay

What I would like to do?	How to Achieve This
<p>I've requested that staff complete the request for me and I am not sure how to pay.</p>	<p>The ComDev Admin that is working on your request will reach out to once it is ready for payment. There are three methods of payment that we accept, check (no fee), e-check (\$1 Fee), and credit/debit cards (2.5% fee).</p>

Tier 5 - Colorado Open Records Request (CORA)

What I would like to do?	How to Achieve This
<p>I would like to:</p> <p>Submit a formal Open Records Request of information.</p> <p>If you are submitting a Open Records Request, please follow these steps. Note: Open Records Requests should be submitted to the Pitkin County Records Manager.</p>	<p>Open Records Request should be emailed to Jeanette Jones at jeanette.jones@pitkincounty.com.</p>

Other?

If you aren't sure where your request should go, please feel free to email comdev-admin@pitkincounty.com or call 970-920-5526