

**PITKIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**

530 East Main Street, Suite #205  
Aspen, Colorado 81611  
(970) 920-5526

January 25, 2022

Mitch Haas  
420 East Main Street, Suite #220  
Aspen, CO 81611  
mitch@hlpaspen.com

**Re: Gabriel J Polsky Trust B Activity Envelope and Site Plan Review, Special Review for a Caretaker Dwelling Unit (CDU)  
(PID 2465-340-01-013; Case PLAN.1772.2021)**

Dear Mr. Haas,

The Planning Office has completed its preliminary review of the captioned application. We have determined that this application is complete. After a more detailed review of the submittal information, additional information specific to the application may be requested in order to adequately review and process the application. The planner in charge of the review will request the information from you directly.

1. In addition the Applicant shall mail a copy of the notice to all adjacent property owners by February 3, 2022. The Applicant shall obtain the names and addresses of the adjacent property owners from the latest records of the Pitkin County Assessor. A property owner receiving the public notice shall provide comments or objections to the Community Development Department by March 7, 2022. If any objections to the development application are received by this date, the Community Development Department shall continue the application to a public hearing before the Hearing Officer.
2. By posting a sign in a conspicuous place on the subject property (as it could be seen from the nearest public way) at least fifteen (15) days prior to March 5, 2022.

**Please submit the enclosed Affidavit of Notice by Mailing and photograph of the posted sign as proof of compliance with the Code.** This must be submitted prior to any approvals being granted.

If you have any questions email Tami Kochen the planner assigned to your case, at [tami.kochen@pitkincounty.com](mailto:tami.kochen@pitkincounty.com)

Enclosures: Affidavit Code Section 2-20-100