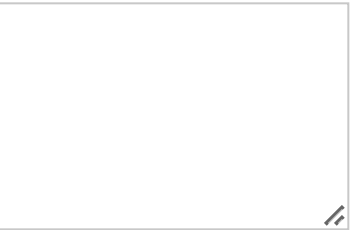
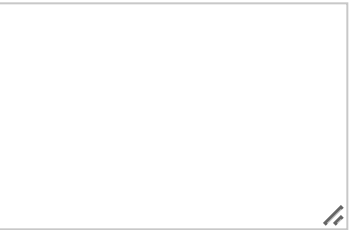
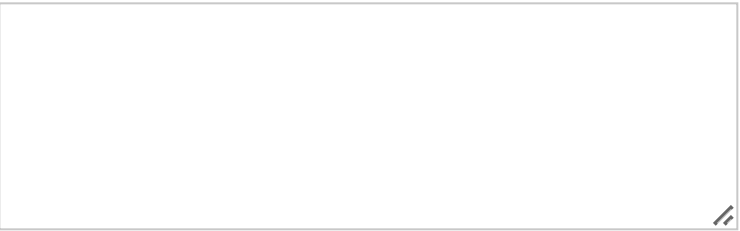
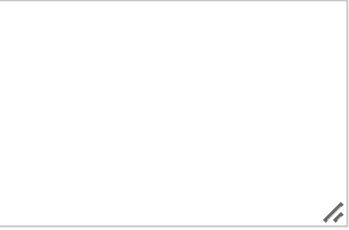


## Building Permit Submittal Checklist

External User	Description	Office Use Only
<p data-bbox="201 883 516 963">-- Select --</p> <p data-bbox="201 976 543 1008">Applicant Comment Box</p> <div data-bbox="201 1019 548 1247"></div>	<p data-bbox="627 922 905 954"><b>03. Owner Affidavit</b></p> <ul data-bbox="674 1008 1388 1268" style="list-style-type: none"><li data-bbox="674 1008 1388 1097">• A Property Owner Affidavit can be signed by the owner or the authorized agent.</li><li data-bbox="674 1122 1388 1268">• If the property is owned by an Entity (LLC, Trust, etc.) a notarized Statement of Authority must be uploaded.</li></ul> <p data-bbox="627 1325 1444 1503">Click the following link if you are the property owner (or forward the link to the owner if you are the representative) to sign: <a href="https://pitkincounty.com/1002/Property-Owner-Affidavit">https://pitkincounty.com/1002/Property-Owner-Affidavit</a></p>	<p data-bbox="1493 883 1875 963">-- Select --</p> <p data-bbox="1493 976 1766 1008">Staff Comment Box</p> <div data-bbox="1493 1019 1839 1247"></div>
	<div data-bbox="632 402 1367 630"></div>	<p data-bbox="1493 354 1745 435">Staff Only General Comments</p> <div data-bbox="1493 480 1839 708"></div>

<div data-bbox="197 188 516 269" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 282 541 315">Applicant Comment Box</p> <div data-bbox="197 328 548 553" data-label="Form"> <input type="text"/> </div>	<p data-bbox="627 228 957 261"><b>04. Schedule of Values</b></p> <p data-bbox="627 310 1428 444">The Schedule of Values should match the valuation on the affidavit for the cost of construction and the value on the permit application.</p> <ul data-bbox="674 496 1121 589" style="list-style-type: none"> <li><input type="checkbox"/> 16 Division format</li> <li><input type="checkbox"/> Total Job Cost estimation</li> </ul>	<div data-bbox="1486 188 1873 269" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 282 1766 315">Staff Comment Box</p> <div data-bbox="1486 328 1837 553" data-label="Form"> <input type="text"/> </div>
<div data-bbox="197 677 516 758" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 771 541 803">Applicant Comment Box</p> <div data-bbox="197 816 548 1042" data-label="Form"> <input type="text"/> </div>	<p data-bbox="627 686 1297 719"><b>05. City of Aspen Development Review Receipt</b></p> <ul data-bbox="674 771 1421 1094" style="list-style-type: none"> <li>If the subject property is serviced by the City of Aspen Water Department, the water permit, as well as the approved plan set, is required at Pre-Submittal.</li> <li>Rob Gregor Contact Robert.Gregor@CityofAspen.com</li> </ul>	<div data-bbox="1486 677 1873 758" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 771 1766 803">Staff Comment Box</p> <div data-bbox="1486 816 1837 1042" data-label="Form"> <input type="text"/> </div>
<div data-bbox="197 1185 516 1266" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 1279 541 1312">Applicant Comment Box</p>	<p data-bbox="627 1193 989 1226"><b>06. Land Use Approval(s)</b></p> <p data-bbox="627 1250 1417 1515">Check all that are applicable and submit copies of the documents. Review all conditions of approval in the documents and confirm the proposed development is in compliance by <b><u>providing a written response to each condition listed in the approval(s).</u></b></p>	<div data-bbox="1486 1185 1873 1266" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 1279 1766 1312">Staff Comment Box</p>

- Letter of Exemption
- BOCC Resolution
- Hearing Officer Determination
- Administrative Decision
- Planning and Zoning Resolution
- Board of Adjustment Variance
- Other (ie: Development Agreements, Settlement Agreements, Subdivision Improvement Agreements, Protective Covenants, etc.)

Applicant Comment Box

**07. Receipt of TDR** (when applicable)

- TDR's are often necessary if the proposed development exceeds a total Gross Floor Area of 5,750 sq ft. If your project requires a TDR, please submit a copy of the TDR Certificate for verification.
- ***Note: The original TDR certificate (not a scanned copy) is required at the time of payment for building review. At that time you will be issued a receipt and the TDR certificate will be extinguished.***

Staff Comment Box

-- Select --

Applicant Comment Box

[Empty comment box]

**08. Covenant Agreement:**

A copy of the executed Covenant Agreement between the property owner and County is required during Pre-

Application review for the following types of development:

- Accessory Structure with Bathing Facility (LUC Section 4-30-50(a))
- New Agricultural Structures exempted from Growth Management
- Local residents paying the Affordable Housing Impact Fee for Local Occupancy.
- Commercial Agriculture Prohibition
- No Further Development
- Historic Designation
- Other

[Empty comment box]

-- Select --

Staff Comment Box

[Empty comment box]

-- Select --

Applicant Comment Box

[Empty comment box]

**09. Deed Restriction**

- This document is only required for AH Category Units and Caretaker Dwelling Units. You will be notified during the Pre-submittal if a deed restriction is required for your project.

-- Select --

Staff Comment Box

[Empty comment box]

	<ul style="list-style-type: none"> <li>• A copy of the executed Deed Restriction is required during Pre-Application review.</li> </ul>	
<div data-bbox="199 267 516 345" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- ▾</div> <p data-bbox="199 358 541 391">Applicant Comment Box</p> <div data-bbox="199 406 548 630" style="border: 1px solid #ccc; height: 138px; margin-top: 5px;"></div>	<p data-bbox="632 329 953 362"><b>10. CCIOA Compliance</b></p> <p data-bbox="632 410 1394 496">Duplex and Multi-Family projects that fall under CCIOA (Colorado Common Interest Ownership Act)</p> <ul style="list-style-type: none"> <li>• Provide a supporting statement. CRS 38-33.3</li> </ul>	<div data-bbox="1488 267 1873 345" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- ▾</div> <p data-bbox="1488 358 1766 391">Staff Comment Box</p> <div data-bbox="1488 406 1837 630" style="border: 1px solid #ccc; height: 138px; margin-top: 5px;"></div>
<div data-bbox="199 695 516 773" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- ▾</div> <p data-bbox="199 786 541 818">Applicant Comment Box</p> <div data-bbox="199 833 548 1057" style="border: 1px solid #ccc; height: 138px; margin-top: 5px;"></div>	<p data-bbox="632 732 982 764"><b>11. Address Assignment</b></p> <p data-bbox="632 781 1409 967">An assigned address and street or road name (when applicable) must be completed prior to submitting for a Building Permit Application. <b><u>All documents must reference the assigned address.</u></b></p> <p data-bbox="632 1016 1423 1252">For projects with a lengthy addressing process, such as properties that will exceed 3 structures on a single access, provide proof of application for street name and address at Pre-Submittal. Please refer to <a href="#">GIS Addressing Page</a> to start the address process.</p> <p data-bbox="632 1300 1423 1390"><b>Typically a permit <i>will not be issued without an assigned address.</i></b></p>	<div data-bbox="1488 695 1873 773" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- ▾</div> <p data-bbox="1488 786 1766 818">Staff Comment Box</p> <div data-bbox="1488 833 1837 1057" style="border: 1px solid #ccc; height: 138px; margin-top: 5px;"></div>
<div data-bbox="199 1463 516 1541" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- ▾</div>	<p data-bbox="632 1495 1268 1528"><b>12. Proof of adequate and legal water supply</b></p>	<div data-bbox="1488 1463 1873 1541" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- ▾</div>

<p>Applicant Comment Box</p> <div data-bbox="199 138 550 365" style="border: 1px solid #ccc; height: 140px; width: 100%;"></div>	<p><input type="checkbox"/> Copy of Well Permit</p> <p><input type="checkbox"/> Letter of Intent to Serve</p>	<p>Staff Comment Box</p> <div data-bbox="1493 138 1843 365" style="border: 1px solid #ccc; height: 140px; width: 100%;"></div>
<div data-bbox="199 423 520 505" style="border: 1px solid #ccc; padding: 2px;"> -- Select -- </div> <p>Applicant Comment Box</p> <div data-bbox="199 560 550 787" style="border: 1px solid #ccc; height: 140px; width: 100%;"></div>	<p><b>13. Aspen Water Tap Fee and Fixture Count</b></p> <p>Review by the City Water Department (not Development Review Fee). Contact Rob Gregor - Robert.Gregor@CityofAspen.com at City of Aspen for approval or exemption.</p> <ul style="list-style-type: none"> <li>• Receipt Number (if applicable)</li> </ul>	<div data-bbox="1493 423 1877 505" style="border: 1px solid #ccc; padding: 2px;"> -- Select -- </div> <p>Staff Comment Box</p> <div data-bbox="1493 560 1843 787" style="border: 1px solid #ccc; height: 140px; width: 100%;"></div>
<div data-bbox="199 878 520 959" style="border: 1px solid #ccc; padding: 2px;"> -- Select -- </div> <p>Applicant Comment Box</p> <div data-bbox="199 1015 550 1242" style="border: 1px solid #ccc; height: 140px; width: 100%;"></div>	<p><b>14. Environmental Health</b></p> <p><input type="checkbox"/> Food Service License</p> <p><input type="checkbox"/> Liquor License</p> <p><input type="checkbox"/> Child Care compliance documents</p> <p><input type="checkbox"/> Cannabis Grow documentation</p> <p><input type="checkbox"/> Other</p> <p><b>If on septic, provide the applicable documents from the choices below:</b></p> <p><input type="radio"/> Existing permit issued within last 5 years</p> <p><input type="radio"/> OWTS Use Permit Application, Inspection Form, \$150</p>	<div data-bbox="1493 878 1877 959" style="border: 1px solid #ccc; padding: 2px;"> -- Select -- </div> <p>Staff Comment Box</p> <div data-bbox="1493 1015 1843 1242" style="border: 1px solid #ccc; height: 140px; width: 100%;"></div>

	<p>Fee</p> <p><input type="radio"/> OWTS Construction Permit Application, OWTS Design, Soil Report, Fee (\$523 or \$2023)</p> <p><input type="radio"/> Use Permit is not required because the proposed plans do not increase the square footage and do not significantly change the interior of the structure</p> <p>Project Number</p> <div data-bbox="627 477 1362 607" style="border: 1px solid #ccc; height: 80px; width: 350px; margin-top: 5px;"></div>	
<div data-bbox="197 669 518 750" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Applicant Comment Box</p> <div data-bbox="197 807 548 1034" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>	<p><b>15. Aspen Sanitation</b></p> <p>If sanitation service is provided by Aspen Consolidated Sanitation District, proof of payment for applicable fees is due at the Pre-Submittal meeting. Contact Chip Strait - <a href="mailto:chip.aspensan@outlook.com">chip.aspensan@outlook.com</a></p> <ul style="list-style-type: none"> <li>• Receipt with signed approval</li> </ul>	<div data-bbox="1484 669 1873 750" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Staff Comment Box</p> <div data-bbox="1484 807 1835 1034" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>
<div data-bbox="197 1120 518 1201" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Applicant Comment Box</p> <div data-bbox="197 1258 548 1485" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>	<p><b>16. Other Sanitation District</b></p> <p>If another Sanitation District services the property, provide a "Letter of Intent to Serve" from the District at Pre-Submittal.</p>	<div data-bbox="1484 1120 1873 1201" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Staff Comment Box</p> <div data-bbox="1484 1258 1835 1485" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>

-- Select --

Applicant Comment Box

### 17. HERS Compliance

- **Electrical Permit for Solar PV Systems must be issued concurrently with Building Permit.**
- Alternative compliance if approved by Chief Building Official.

-- Select --

Staff Comment Box

-- Select --

Applicant Comment Box

### 18. Green Halo

#### Construction and Demolition Debris Recovery Program

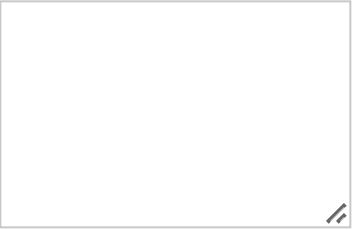
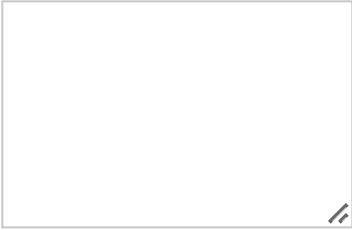
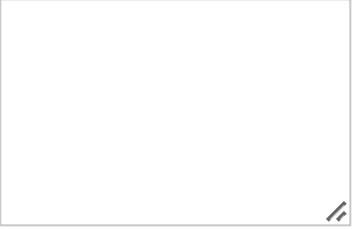
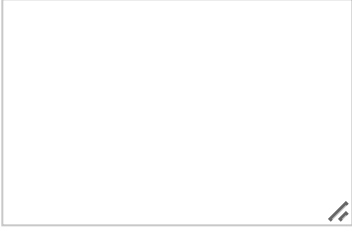
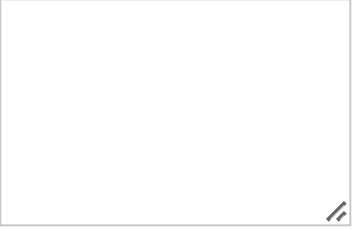
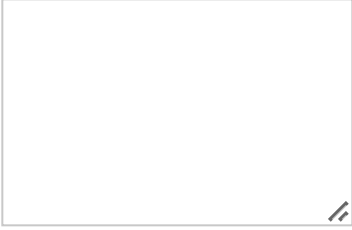
- Michael Port from the Solid Waste Center will contact you after the building permit application submittal.
- He will provide staff with the necessary documents internally.
- Complete and sign the Recoverable Materials Diversion Acknowledgement Form
- Complete your Construction Waste Management Plan in Green Halo
- Applicants will receive an automated email to create the plan from [no-reply@greenhalosystems.com](mailto:no-reply@greenhalosystems.com) at permit intake
- Green Halo process is completed after the permit application has been accepted

-- Select --

Staff Comment Box



<div data-bbox="197 103 516 185" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 196 541 228">Applicant Comment Box</p> <div data-bbox="197 240 548 467" data-label="Form"> <input type="text"/> </div>	<p data-bbox="625 204 1020 237"><b>19. REMP Calculation Form</b></p> <ul data-bbox="667 289 1381 380" style="list-style-type: none"> <li>• <b><u>Electrical Permit for Solar PV Systems must be issued concurrently with Building Permit.</u></b></li> </ul>	<div data-bbox="1486 103 1873 185" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 196 1768 228">Staff Comment Box</p> <div data-bbox="1486 240 1837 467" data-label="Form"> <input type="text"/> </div>
<div data-bbox="197 532 516 613" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 625 541 657">Applicant Comment Box</p> <div data-bbox="197 669 548 896" data-label="Form"> <input type="text"/> </div>	<p data-bbox="625 662 898 695"><b>20. Snowmelt Plan</b></p> <ul data-bbox="667 747 1314 779" style="list-style-type: none"> <li>• Must be on a dedicated snowmelt site plan</li> </ul>	<div data-bbox="1486 532 1873 613" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 625 1768 657">Staff Comment Box</p> <div data-bbox="1486 669 1837 896" data-label="Form"> <input type="text"/> </div>
<div data-bbox="197 961 516 1042" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 1053 541 1086">Applicant Comment Box</p> <div data-bbox="197 1097 548 1325" data-label="Form"> <input type="text"/> </div>	<p data-bbox="625 1032 1146 1065"><b>21. Mechanical equipment locations</b></p> <ul data-bbox="667 1117 1369 1266" style="list-style-type: none"> <li>• Plans are required if any equipment is located outside of a dedicated mechanical room and is installed in a crawlspace or attic.</li> </ul>	<div data-bbox="1486 961 1873 1042" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 1053 1768 1086">Staff Comment Box</p> <div data-bbox="1486 1097 1837 1325" data-label="Form"> <input type="text"/> </div>
<div data-bbox="197 1390 516 1471" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="197 1482 541 1515">Applicant Comment Box</p>	<p data-bbox="625 1396 1327 1429"><b>22. Manual J or other Equipment Sizing Program</b></p>	<div data-bbox="1486 1390 1873 1471" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 1482 1768 1515">Staff Comment Box</p>

		
<p data-bbox="199 365 520 446">-- Select --</p> <p data-bbox="199 457 541 490">Applicant Comment Box</p> 	<p data-bbox="627 451 1033 483"><b>23. Elevator or Dumbwaiters</b></p> <ul data-bbox="674 540 1402 630" style="list-style-type: none"><li>• Requires a separate permit, fees, and inspections from NWCCOG. See the <a href="#">elevator checklist</a>.</li></ul>	<p data-bbox="1488 365 1873 446">-- Select --</p> <p data-bbox="1488 457 1768 490">Staff Comment Box</p> 
<p data-bbox="199 794 520 875">-- Select --</p> <p data-bbox="199 886 541 919">Applicant Comment Box</p> 	<p data-bbox="627 834 997 867"><b>24. Fireplace Registration</b></p> <ul data-bbox="674 917 1444 1235" style="list-style-type: none"><li>• Reference all existing and new fireplaces associated with the structure.</li><li>• Cut sheets must be provided for the fireplace inserts.</li><li>• Onsite masonry-built fireplaces require structural plans.</li></ul>	<p data-bbox="1488 794 1873 875">-- Select --</p> <p data-bbox="1488 886 1768 919">Staff Comment Box</p> 
<p data-bbox="199 1323 520 1404">-- Select --</p> <p data-bbox="199 1416 541 1448">Applicant Comment Box</p>	<p data-bbox="627 1365 924 1398"><b>25. Asbestos Report</b></p>	<p data-bbox="1488 1323 1873 1404">-- Select --</p> <p data-bbox="1488 1416 1768 1448">Staff Comment Box</p>

<div data-bbox="199 77 548 305" data-label="Form"> <input type="text"/> </div>	<ul style="list-style-type: none"> <li>• If removing over 32 SF of material potentially containing asbestos, an asbestos report is required.</li> <li>• If asbestos is detected, a clean air report is required prior to demolition.</li> <li>• <a href="#">Abestos Information Sheet</a></li> </ul>	<div data-bbox="1486 77 1835 305" data-label="Form"> <input type="text"/> </div>
<div data-bbox="199 495 520 576" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="199 584 548 625">Applicant Comment Box</p> <div data-bbox="199 633 548 860" data-label="Form"> <input type="text"/> </div>	<p data-bbox="625 592 1171 633"><b>26. Snowload Engineering Calculation</b></p> <ul style="list-style-type: none"> <li>• If not referenced on structural plans, accompanying documents must be stamped by an Engineer.</li> </ul>	<div data-bbox="1486 495 1875 576" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 584 1770 625">Staff Comment Box</p> <div data-bbox="1486 633 1835 860" data-label="Form"> <input type="text"/> </div>
<div data-bbox="199 922 520 1003" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="199 1011 548 1052">Applicant Comment Box</p> <div data-bbox="199 1060 548 1287" data-label="Form"> <input type="text"/> </div>	<p data-bbox="625 1019 1056 1060"><b>27. Signed Special Inspection</b></p> <ul style="list-style-type: none"> <li>• May be referenced on structural drawing by the engineer of record</li> </ul>	<div data-bbox="1486 922 1875 1003" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 1011 1770 1052">Staff Comment Box</p> <div data-bbox="1486 1060 1835 1287" data-label="Form"> <input type="text"/> </div>
<div data-bbox="199 1349 520 1430" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="199 1438 548 1479">Applicant Comment Box</p>	<p data-bbox="625 1385 863 1425"><b>28. Soils Report</b></p>	<div data-bbox="1486 1349 1875 1430" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1486 1438 1770 1479">Staff Comment Box</p>

<div data-bbox="199 77 548 305" data-label="Form"> <input type="text"/> </div>	<ul style="list-style-type: none"> <li>If required by your engineer or land use conditions of approval</li> </ul>	<div data-bbox="1486 77 1835 305" data-label="Form"> <input type="text"/> </div>
<div data-bbox="199 365 520 446" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p>Applicant Comment Box</p> <div data-bbox="199 503 548 730" data-label="Form"> <input type="text"/> </div>	<p><b>29. Engineering requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construction Management Agreement (to be signed at issuance)</li> <li><input type="checkbox"/> Drainage Report (If over 1,500 SF of disturbance)</li> <li><input type="checkbox"/> State Stormwater Permit (If over 1 acre of disturbance; a letter from the engineer or contractor acknowledging an SWMP is required for this project must be submitted)</li> <li><input type="checkbox"/> Special Conditions per the Land Use Approval</li> <li><input type="checkbox"/> Revegetation Report</li> </ul>	<div data-bbox="1486 365 1873 446" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p>Staff Comment Box</p> <div data-bbox="1486 503 1835 730" data-label="Form"> <input type="text"/> </div>
<div data-bbox="199 967 520 1049" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p>Applicant Comment Box</p> <div data-bbox="199 1105 548 1333" data-label="Form"> <input type="text"/> </div>	<p><b>30. Access Permit Application</b></p> <ul style="list-style-type: none"> <li>You must also have proof of Fire District approval</li> </ul>	<div data-bbox="1486 967 1873 1049" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p>Staff Comment Box</p> <div data-bbox="1486 1105 1835 1333" data-label="Form"> <input type="text"/> </div>
<div data-bbox="199 1396 520 1477" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p>Applicant Comment Box</p>	<p><b>31. Earthmoving Permit Application</b></p> <p>If the permit is for a Pond:</p>	<div data-bbox="1486 1396 1873 1477" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p>Staff Comment Box</p>

- Provided Office of State Engineer "Notice of intent to Construct a Non-Jurisdictional Water Impoundment Structure..*
- Sent an email to Bill Blakeslee ( bill.blakeslee@state.co.us ) notifying him of intent to build ponds(s)*

Comments

Applicant Comment Box

### 32. Public Right of Way Permit

- If work is proposed in the public right of way provide a copy of your Development in the ROW Permit issued by the Pitkin County Road and Bridge Department.

Staff Comment Box

Applicant Comment Box

### 33. Floor Area Summary

Floor Area information should be presented two ways:

- Graphically, showing all floor plans, decks, and overhangs, both existing and proposed.
- In summary form, including the Allowed Existing and Proposed Floor Area, all proposed floor area per

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floor, deck calculations, and overhangs and horizontal projections greater than 8'. Specify below grade and garage areas that are intended to be exempt from floor area calculations.

-- Select --



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**34. Survey** (24" x 36" size; preferred scale is 1" = 20')

- By a Colorado certified surveyor, with original stamp and signature.
- The survey **must be no more than one year old**, and include topography at two-foot contours, existing improvements, easements, rights-of-way, waterways, etc...

-- Select --



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-- Select --



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**35. Height analysis**

- Indicate the topographic value of the finished floor elevation (**this elevation must relate to an elevation on the site survey**).
- Submit a roof plan of the proposed structure over existing and proposed topography, and indicate roof

-- Select --



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	<p>elevations at corners of eaves, midpoints, and ridgelines.</p> <ul style="list-style-type: none"> <li>Elevations of building with existing and proposed finished grade. Grade lines should be offset to indicate the maximum building height.</li> </ul>	
<div data-bbox="199 440 516 516" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Applicant Comment Box</p> <div data-bbox="199 574 548 802" style="border: 1px solid #ccc; height: 140px; margin-top: 5px;"></div>	<p><b>36. Recorded Site Plan &amp; Activity Envelope</b> (per the land use approval)</p> <ul style="list-style-type: none"> <li>Available from <a href="#">Pitkin County Clerk &amp; Recorder</a>.</li> </ul>	<div data-bbox="1488 440 1875 516" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Staff Comment Box</p> <div data-bbox="1488 574 1837 802" style="border: 1px solid #ccc; height: 140px; margin-top: 5px;"></div>
<div data-bbox="199 867 516 943" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Applicant Comment Box</p> <div data-bbox="199 1002 548 1229" style="border: 1px solid #ccc; height: 140px; margin-top: 5px;"></div>	<p><b>37. Architectural Site Plan</b> (24" x 36" size; preferred scale is 1" = 20')</p> <ul style="list-style-type: none"> <li>This site plan will show site conditions indicated on the survey, proposed development including structures, driveway, grading, and retaining walls.</li> <li>The Building and Activity Envelopes and all relevant setbacks should be clearly shown.</li> </ul>	<div data-bbox="1488 867 1875 943" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Staff Comment Box</p> <div data-bbox="1488 1002 1837 1229" style="border: 1px solid #ccc; height: 140px; margin-top: 5px;"></div>
<div data-bbox="199 1430 516 1507" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div>	<p><b>38. Building Plans</b> (24" x 36" size; preferred scale is 1/4"=</p>	<div data-bbox="1488 1430 1875 1507" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div>

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1'; minimum accepted scale is 3/16" = 1'; Submission must be a Vector (Native) PDF )

**Per currently adopted codes, policies, and standards:** plans should be of sufficient detail to allow review and construction without any further information. Include the following:

- **Survey/Site Plan:**
- **Cover:**
- **Architectural Drawings:**
  - Existing and proposed floor plans with all room uses identified (specify any changes in use), Exterior building elevations, Decks, Building sections, Material specifications, Design load assumptions, Wall sections, Window and door schedules, Roof plan, and Roof ventilation plan
  - Building Floor Area, Gross calculations per the IBC definition (Separate FAR calculation still required)
- **Exterior Building Elevations:**
  - Including interior remodels if adding or removing existing windows and/or doors.
- **Structural Drawings:**
  - Foundation plan, framing layout, structural details – stamped and signed by professional

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engineer.

- **Civil Drawings:**

Including:

- Drainage and Erosion Control Plan
- Stormwater Management Plan
- Grading Plan
- Utility Plan
- Hazard Mitigation Plan (when applicable)

***For multiple occupancy buildings :***

- Provide an elevation or section showing the relationship of the unit being remodeled to the remainder of the building.
- If walls are being added or deleted, provide structural plans or a copy of a letter from the architect or engineer with original stamp and signature as required by Colorado Revised Statutes 12-4-112.
- Letter of permission from the HOA when working on common elements or in common areas.

-- Select --



**39. Exterior Lighting Plan** (24"x36" size; preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1')

-- Select --



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- This plan will clearly show the location of all existing and proposed outdoor lighting fixtures and shall include all the corresponding fixture specification sheets.

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-- Select --



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**40. Landscaping Plan** (24"x36" size; preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1')

- This plan will show any grading or contouring of the site.
- Natural vegetation should be preserved to the maximum extent practicable and any installed landscaping shall use the species that would naturally occur on the site.
- Specify the location, size, and species of all proposed plantings.
- Clearly label location and D.B.H. of each tree proposed for removal. Identify trees that are required as mitigation, as well as any other vegetation being required by the land use approval (for example, for screening purposes).
- Indicate where/how existing vegetation will be modified to comply with required wildfire mitigation in the land use approvals. Include all language

-- Select --



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	<p>pertaining to landscaping specified in relevant land use approvals.</p> <p>Comments</p> <div data-bbox="627 293 1362 423" style="border: 1px solid #ccc; height: 80px; width: 350px; margin-top: 10px;"></div>	
<div data-bbox="197 487 518 565" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Applicant Comment Box</p> <div data-bbox="197 623 548 850" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>	<p><b>41. Exterior Building Material and Color Representation</b></p> <ul style="list-style-type: none"> <li>All proposed exterior building materials and finished colors, including the roof. (When applicable - Photos are preferred)</li> </ul> <p>Comments</p> <div data-bbox="627 836 1362 966" style="border: 1px solid #ccc; height: 80px; width: 350px; margin-top: 10px;"></div>	<div data-bbox="1486 487 1873 565" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Staff Comment Box</p> <div data-bbox="1486 623 1837 850" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>
<div data-bbox="197 1031 518 1109" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Applicant Comment Box</p> <div data-bbox="197 1167 548 1395" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>	<p><b>42. Historical Preservation Review</b></p> <ul style="list-style-type: none"> <li>Provide photos of building if built before 1960</li> </ul>	<div data-bbox="1486 1031 1873 1109" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">-- Select -- <span style="float: right;">▼</span></div> <p>Staff Comment Box</p> <div data-bbox="1486 1167 1837 1395" style="border: 1px solid #ccc; height: 140px; width: 167px; margin-top: 5px;"></div>