

Avoid Application Rejection & Multiple Review Cycles

Avoid Application Rejection

Submitting a complete application with all supporting documents is necessary for your permit application(s) to be accepted. Below are some of the most common reasons permit applications are delayed.

Not having an appointment for your permit application

- Permit submittals are by appointment only
- Please contact a permit coordinator to schedule an appointment
 - Phone: 970-920-5090 ext. 2
 - Email: permitcoordinators@cityofaspen.com

Not having a completed HOA Compliance Form with the application

- Many permit applications become stalled when an HOA Compliance Form is missing or incompletely filled out
- All standalone permits require an HOA Compliance Form
- The form can be found in the document library

Not being prepared to pay submittal fees with the building permit application

- Submittal Fees are due at the time of application
- Your permit coordinator will let you know what the submittal fees are

Not including a completed contact sheet with the building permit application

- The project contact sheet is always included with the application
- Please be sure that it is fully completed

Not providing a complete application/missing supporting documents

- Depending on the scope of your project, there are supporting documents that you may be required to provide
- The building checklists and supporting documents can be found in the document library

Avoid Multiple Review Cycles

When permit applications are delayed or denied, it costs applicants time and money. Below are some of the most common issues for applicants. By avoiding these, approvals will be received faster and multiple cycles of review can be avoided.

Building Issues

- Disorganized plans and lack of clarity regarding the nature of the project
- Commercial applications: incomplete, missing, or incorrect items:
 - Project valuation estimates below city policy minimums
 - Special inspection agreement missing or incomplete
 - Fire and sound assemblies
 - Accessibility information
- Residential applications: incomplete, missing, or incorrect items:
 - Project valuation estimates below city policy minimums
 - Special inspection agreement missing or incomplete
 - Energy code envelope (assemblies not shown/not matching rescheck)
 - Mechanical information (equipment, fireplaces, terminations)

Zoning Issues

- Disorganized plans and lack of clarity regarding the nature of the project
- Missing plans and elevations
- Inaccurate or missing depictions of zoning dimensions
- Unclear or missing calculations for existing AND proposed floor area
- No land use entitlement information included
- Development is not within the allowed envelope (e.g. development encroaches on an easement)
- Changes to the scope of the project or the project design after submittal (e.g. changes induce the need for new documents to be submitted or induce the need for a land use review)
- Missing an HOA Compliance form

Engineering Issues

- Disorganized plans and lack of clarity regarding the nature of the project
- Inaccurate or over-generalized stormwater basin delineation
- Subsurface stormwater treatment for large storm events, rather than small storm event
 - Subsurface stormwater treatment is an acceptable practice for small storm events only
- Unrealistic grading
 - A drainage plan that requires the contractors to grade to 0.5% (approximately 0.5 inch drop in 10 feet of run). This grading is difficult to achieve and maintain
 - Impossible water flows (e.g. water flowing sideways on a hill or uphill)
- Sediment and erosion control plans are missing or do not provide required information

- All site work requires a plan that shows erosion prevention and sediment control techniques, and/or measures specific to that site. General, generic plans are not accepted.

Parks Department Review (Building & Engineering Applications)

- Incomplete landscaping provided
- Plans are missing required designs based on DRC or other meetings held prior to permit application submittal
- Application is missing an approved Tree Removal Permit (see Tree Removal Permit issues below)

Parks Department – Tree Permit Issues

- Tree mitigation plan and costs are missing
- Unpaid cash in lieu payment
- Details missing on site plan
 - Need to show:
 - Utility connections
 - Drywells/drainage
 - Areas of excavation
- A re-design is required for tree protection because significant trees were not approved for removal
- Applicant appeals denied tree removals