

**City of Aspen Utilities Development Review Permits for proposed development on parcels outside City limits and receiving City water -**

**Frequently Asked Questions: What we need (and why)**

**The City of Aspen requires all development projects on parcels that are—or will be—connected to the City's potable water supply system to go through the Utilities Development Review process.**

**To begin this process, all applicants must provide the City with:**

**1. A Permit Application Form (for Pitkin County Parcels on City of Aspen Water)**

- a. We use the information provided on this form to determine which of the following three components of the Utilities Development Review are required, and to determine the associated Utilities Development Review Fee.
  - i. *The Engineering component of the Utilities Development Review is required when plans propose any change to an existing City utility;*
  - ii. *The ECU/Fixture Count component of the Utilities Development Review is required when the plans propose adding, subtracting, or changing any water fixtures (e.g. sinks, toilets, hose bibs, etc);*
  - iii. *The Water Efficient Landscape Ordinance component of the Utilities Development Review is required for:*
    1. *New Construction projects that include a Disturbance Area of more than 1,000 square feet AND more than 25% of the total parcel square footage*  
*AND/OR*
    2. *Interior Remodel projects that include a work area that affects 50% or greater of the existing gross square footage*
  - iv. *Utilities Development Review Fees are calculated according to the amount of Affected Area in each project at a rate of:*  
*\$1.05 per square foot for the first 5,000 square feet of affected area*  
*+ \$0.80 per square foot for next 10,000 square feet of affected area*  
*+ \$0.55 per square foot of affected area thereafter.*

**2. A Site/Base Plan (with areas of disturbance, building footprint, and new square footage delineated)**

- a. We use the Site/Base Plan (and the specific areas delineated therein) to confirm the information provided in the Permit Application Form. The Site/Base plan allows us to see how Disturbance and Affected Areas were calculated in the Permit Application Form, which helps us confirm what reviews are required and the associated Utilities Development Review Fee.

***Additional documentation is then required based on the information provided in the Permit Application Form, Site/Base Plan, and according to the following screening questions:***

*Does the proposed development include making any change to an existing City utility?*

*If yes, the application must include:*

- 3. A City Utility Plan (with details as specified in Documentation Requirements for County Parcels on City Water sheet); AND**
- 4. A civil set with COA Water Standard Detail Sheet**

*Does the proposed development add, remove, or change plumbing fixtures?*

*If yes, the application must include:*

- 5. An architectural set with current and proposed water fixtures (as supporting documentation for ECU Assessment); AND**
- 6. A completed Residential ECU Calculator**

*If the proposed development is for a new construction project, is the Disturbance Area of the project greater than 1,000 square feet AND more than 25% of the total parcel square footage?*

*OR*

*If the proposed development is for a remodel project, does the project include demolishing/remodeling more than 50% of the existing structure?*

*If yes to either, the application must include:*

- 7. A Landscape Plan (for the entire parcel) that identifies hydrozones and includes a plant schedule and soil amendments; AND**
- 8. An Irrigation Plan that shows the most efficient system possible for the hydrozones and proposed plant schedule; AND**
- 9. A completed Water Budget Analysis and Calculation Sheet**