



## Memorandum of Policy

**From:** Mike Metheny, CBO

**Date:** Jan 20, 2020

**Revised:** Jan. 20, 2020

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**Subject:** Expedited Permits

It is the City of Aspen's policy to provide expedited Development Review services for projects prioritized by City Council in order to reduce the time required to issue a compliant building permit. To accomplish this, City staff will work extensively with applicants during the pre-submittal process to ensure that the application is as complete and compliant as possible when it is submitted.

The expedited permit process will work as follows:

- 1) The applicant is required to have pre-submittal meetings with a Permit Coordinator and with the following departments, as appropriate, depending on the scope of work. Each Department will work closely with the applicant to ensure that the submittal is as complete and compliant as possible. The departments will provide the applicant documentation that they approve proceeding with the initial submittal. The applicant is required to include these approvals with their permit submittal package:
  - Building
  - Zoning
  - Engineering
  - Historic Preservation
  - Parks
  - Water Efficient Landscaping
  - Construction Mitigation
- 2) Once all departments have approved the project for submittal, the Permit Coordinator will review the submittal for completeness. After the permit



application is deemed complete and all submittal fees are paid, each City agency will issue comments OR approve the permit within four weeks.

- 3) If a City department issues comments, the applicant is required to schedule a meeting with that department to review those comments and confirm that the proposed response to comments is acceptable. The department will provide documentation indicating that the applicant's package is ready for resubmittal. The applicant is required to include this documentation with their resubmittal package. If multiple departments issue comments, the applicant must resubmit one reapplication package that responds to all agency comments. Once all agencies and the Permit Coordinator are satisfied that the applicant's response to comments are complete, the permit will be accepted for re-review. Each City agency will issue additional comments OR approve the permit within four weeks of this date.
- 4) If additional review comments are issued, the subsequent review will not receive priority service from City agencies.
- 5) Change Orders to the project will not receive priority services.