



ASPEN ZONING REVIEW CHECKLIST

For Building and Permit Information, please refer to our website at:

<http://www.aspenpitkin.com/depts/41/>

NOTE: This is a general list of **required information**. More information may be required as each project is individually evaluated. Contact a city planner at 970/920-5090 to determine if a Land Use Review / Planning Approval is needed for the specific site.

THE CITY OF ASPEN

PERMIT NUMBER: _____ **PARCEL I.D. NUMBER:** _____ - _____ - _____ - _____ **Reviewed (Office):** _____

OWNER'S NAME: _____ **CONTACT PERSON / PHONE:** _____

ADDRESS: _____ **LEGAL DESCRIPTION:** _____

ZONE DISTRICT: _____ **SURVEYOR OF RECORD:** _____ **DATE OF SURVEY:** _____

ZONING REVIEW REQUIREMENTS: See Aspen Municipal Land Use Code, Title 26 or visit the website at:
<http://www.aspenpitkin.com/depts/38/citycode.cfm>

- ◆ **Exterior building elevations and Site Plan Information** which clearly indicate natural, existing, and finished grades which correspond to the topographical survey. Elevations and Site information should also address adherence to all required Residential Design Standards per Zoning District
- ◆ **FAR calculations** must be included and explained to expedite the review, FAR must clearly represent all below grade and above grade breakdowns graphically to expedite the review process.

Check all pertinent City Planning Approvals pertaining to the parcel, including but not limited to: Deed Restrictions; Resolutions; Development Orders; Final Plats; Administrative Approvals; Residential Design Standards Approval; HPC Approvals, P&Z and or BOA. Verification that all conditions of approval are being met should be called out in the development plans. It is required that reduced copies of all approvals be placed on the cover sheet of the submitted drawing plans.

DIVISION	Resolution/ Ordinance Description & Date	Additional Information - Approvals
Aspen City Council		
Board of Adjustment		
HPC		
P & Z / Administrative		
. Stream Margin		
. Conditional Use		
. 8040 Greenline		
. View Plane		
. Special Review		
. PUD		
. GMQS		

TYPE OF WORK PROPOSED:

- New Construction
 Remodel/ Addition
 Demolition/ Relocation
 Single Family
 Duplex
 Accessory Structure
 Commercial
 Lodging
 Multi – Family
 Number of Units _____
 Employee Housing
 Number of Units _____

Determining Lot Size Vs. Lot Area: Please refer to the City of Aspen Land Use Code, Miscellaneous Supplemental Regulations; Section 26.575.020; Calculations and Measurements to verify specific allowances per definition.

LOT SIZE PER CERTIFIED SURVEY	AREA REDUCTIONS (SLOPE/ EASEMENTS, ETC.)	FINAL LOT AREA

ZONE DISTRICT:

Determining Required Zoning District Allowances: Please refer to the City of Aspen Land Use Code, Section 26.710; Zone Districts to verify specific allowances per district definition.

SETBACKS	EXISTING	ALLOWED (Principal)	ALLOWED (Accessory)	PROPOSED (Principal)	PROPOSED (Accessory)
Front					
Rear					
Combined Front/ Rear					
Side					
Combined Side					
Distance Between Buildings					
Corner Lot					

HEIGHT 26.575.020 B. Building Heights: Please refer to the City of Aspen Land Use Code Definitions 26.104.100, Miscellaneous Supplemental Regulations 26.575.020 B. Building Heights, and Section 26.710 Zone Districts pertaining to height specifications for each said area. Note all plan reviews require a roof plan over existing topographical survey information with specific benchmarks tied into the existing grade for *all* proposed changes to a given lot.

ELEVATION	EXISTING	ALLOWED (Principal)	ALLOWED (Accessory)	PROPOSED (Principal)	PROPOSED (Accessory)	ARCHITECTURAL SHEETS REFERENCED
NORTH						
SOUTH						
EAST						
WEST						

FAR CALCULATIONS:

Determining Square Footage vs. Floor Area: Please refer to the City of Aspen Land Use Code, Miscellaneous Supplemental Regulations; Section 26.575.020 – A. Floor Area; Calculations and Measurements to verify specific allowances per definition. It will be required to demonstrate in both mathematical and scalable graphical documentation *all* below grade wall elevations and exposed vs. unexposed conditions (existing and proposed).

EXISTING FAR CALCULATIONS	ALLOWABLE FAR	PROPOSED FAR

EXEMPT SPACE (SQ FT)	GROSS SQ FT	FAR SQ FT CALCULATION	ARCHITECTURAL SHEETS REFERENCED
Subgrade Areas (Basements, Partially Exposed Lower Levels, Etc.)			
Garage Area			
Deck Area			
ADU			

SUPPLEMENTAL BREAKDOWN INFO	EXISTING/ REQUIRED	PROPOSED
NET LEASABLE/ COMM SQ FT		
OPEN SPACE %		
BEDROOMS		
SITE COVERAGE		
ON – SITE PARKING		

RESIDENTIAL DESIGN STANDARDS:

Determining Applicable Residential Design Standards: Please refer to the City of Aspen Land Use Code, Part 400, Residential Design Standards, Chapter 26.410 – Residential Design Standards to verify specific allowances per definition.

SITE DESIGN – 26.410.040 A	If Applicable – Compliance Description	Architectural Sheets Referenced
Building Orientation		
Build-To-Lines		
Fence		

BUILDING FORM – 26.410.040 B	If Applicable – Compliance Description	Architectural Sheets Referenced
Secondary Mass		

PARKING, GARAGES & CARPORTS – 26.410.040 C	If Applicable – Compliance Description	Architectural Sheets Referenced
Access (For Example, Alley)		
Garage Width		
Garage Location		
Driveway Cut		
Entrance Width		
Single Stall Doors		

BUILDING ELEMENTS – 26.410.040 D	If Applicable – Compliance Description	Architectural Sheets Referenced
Windows		
Door		
Porch		
Principal Window		
One Story Element		
Lightwells		

CONTEXT – 26.410.040 E	If Applicable – Compliance Description	Architectural Sheets Referenced
Materials		
Inflection		

EXTERIOR LIGHTING:

If you are adding any new exterior lighting, please indicate the locations of proposed lighting on exterior plans and elevations. Please refer to the Aspen Residential Lighting Standards 26.575.150 E. for further information.

EXTERIOR LIGHTING – 26.575.150 F	If Applicable – Compliance Description	Architectural Sheets Referenced
Site/ Property Lighting		
Structure – North Elevation		
Structure – South Elevation		
Structure – East Elevation		
Structure – West Elevation		

Assessed Land Value _____

OFFICE USE ONLY

FEES ASSOCIATED

Assessed Land Value

School Land Dedication

Parks Impact Fee

Cash In Lieu

TDM (Air Quality)

Other (Specify)

Total Fees Assessed

ADDITIONAL COMMENTS / NOTES: