

Guidelines for Irrigation Audit Approval Letter (updated: 3.26.19)

(Based on the January 1, 2019 Water Efficient Landscaping Standards Ordinance)

NOTE: Prior to the Audit, the applicant shall inform the Parks Department Permit Coordinator and the Plans Review Technician that the site is ready for irrigation inspection.

Pursuant to Section 5.7.3, the project applicant shall:

1. Submit the signed **Approval Letter with an irrigation audit report** to the City of Aspen for review. Applicant shall ensure that copies of the Approval Letter are submitted to the City of Aspen and property owner or his or her designee.

The Irrigation Audit Approval Letter shall include the following (Section 5.8) :

- a. Project information sheet that includes:
 - i. Date.
 - ii. Project name.
 - iii. Project address and location.
 - iv. Project applicant name, telephone, and mailing address.
 - v. Property owner name, telephone, and mailing address.
- b. Certification by the irrigation designer and the licensed landscape/irrigation contractor that the irrigation system has been installed per the approved irrigation design plan.
- c. Record drawings (**as-builts**), provided in electronic format, **showing all changes from the approved plan** shall be included with the certification mentioned above.
- d. A diagram of the irrigation system showing hydrozones and the irrigation scheduling parameters used to set the controller shall be kept with the irrigation controller for subsequent management purposes. (See Section 5.5- Irrigation Scheduling for more information.)
- e. Irrigation System Maintenance Schedule (See Section 5.4- Irrigation System Maintenance Schedule for more information.)
- f. Irrigation audit report* and punch list of recommendations

*Section 5.7.3- The irrigation audit report shall include, but is not limited to: Inspection details; System test with distribution uniformity for all turf areas and at least 10% of the remaining zones or a well-represented collection of zones; Reporting overspray or runoff that causes overland flow; Examination of an irrigation schedule, or preparation of one as necessary, including irrigation controllers configuration with application rate, soil types, plant factors, slope, exposure and other factors necessary for accurate programming and; System tune-up recommendations or punch list to meet the standards.

Pursuant to Section 5.7.4, the City of Aspen may administer programs that include, but not be limited to, irrigation water use analysis, irrigation audits, and irrigation surveys for compliance with the Maximum Applied Water Budget.

Pursuant to Section 5.8.3, the City of Aspen shall:

1. Receive the signed **Approval Letter with irrigation management and audit report** from the project applicant. (the approval letter is signed by the certified landscape irrigation auditor)
2. Approve or deny the Approval Letter. If the Approval Letter is denied, the City of Aspen shall provide information to the project applicant regarding re-application, appeal, or other assistance.

Pursuant to Section 6.0, the City of Aspen reserves the right to conduct inspections as deemed necessary, separate from the third-party irrigation audit that is described in Section 5.7. All projects must meet the requirements and criteria explained in this document and as approved for building permit, regardless of whether the City conducts an inspection. The following information is required to be provided to the City prior to inspection by the City of Aspen Parks Department, should an inspection be deemed necessary.

6.1 Landscape Inspection

- a. Plant list and drawings reflecting the landscape design and installed landscaping.
 - b. Soil inspection report, if applicable (see Section 4.4.1 for more information).
 - c. Written documentation of soil amendment type and volume.
- #### 6.2 Irrigation Inspection
- a. Drawings reflecting the as-built irrigation system.
 - b. Third party audit report, as described in Section 5.7.3

