

Template for Irrigation Audit Approval Letter (updated: 3.26.19)

Date: _____
Project Name: _____
Project Address: _____
CoA Building Permit Number: _____

Project Applicant Name: _____
Applicant Address: _____ Phone: _____

Property Owner Name: _____
Address: _____ Phone: _____

I hereby certify that the irrigation system has been installed per the approved irrigation design plan:

Name of irrigation designer*: _____
Signature: _____
Name of irrigation installer: _____
Signature: _____
Name of landscape installer: _____
Signature: _____

**The irrigation system must be designed by a qualified irrigation designer professional such as a licensed landscape architect with irrigation credentials, Certified Irrigation Designer, or Certified/Licensed Landscape Contractor with irrigation credentials. City Staff may require credentials prior to submission. (see Section 5.3.1 (h ii) of the Standards)*

Required Attachments to this Letter:

- 1) Record drawings (as-builts) in electronic format that show all changes from the approved plans.
- 2) A copy of a diagram of the irrigation system showing hydrozones and the irrigation scheduling parameters used to set the controller that will be kept with the irrigation controller for subsequent management purposes.
- 3) An irrigation system maintenance schedule.
- 4) Irrigation audit report and punch list of recommendations.
- 5) Water Budget worksheet

FOR CITY OF ASPEN USE ONLY

Irrigation Audit Approval Letter approved by: _____
Signature: _____
Date: _____

Irrigation Audit Approval Letter denied by: _____
Signature: _____
Date: _____

See the following information for re-application, appeal, or assistance, if necessary:

