



WATER EFFICIENT LANDSCAPING STANDARDS (WELS) ORDINANCE

Pre-Submission Information & Documentation Checklist

IMPORTANT: This checklist does not constitute approval of the WELS review. When signed by City staff this document simply acknowledges that an applicant has presented to City Staff the necessary documentation to enter the WELS review process.

City of Aspen
Parks & Open Space
585 Cemetery Lane
Aspen, Colorado 81611
970/920-5120

Effective August 13, 2018, the City of Aspen Water Efficient Landscaping Standards, Ordinance 17, Series 2018, shall apply to the following projects that use City of Aspen potable water:

WELS Section 2.1.1- Landscaping, grading, installing or disturbing hardscapes, additions to structures, etc. that has a disturbance area greater than 1,000 square feet and greater than 25% of the entire site.

WELS Section 2.1.2- All new construction with internal work only that demolishes greater than 50% of the existing structure (based on the entire square footage of rooms where floors, ceilings, or walls are exposed over the square footage of the structure).

Links to the Water Efficient Landscaping Standards, the Water Budget Analysis & Calculation Sheet, the WELS Documentation Requirements, and Example Plans can be found at: www.cityofaspen.com/199/Landscape-Ordinance.

For assistance in compiling required documentation package, including water budget calculations, please contact Rick Magill, WELS Plans Reviewer, City of Aspen Parks Department at 970.920.5582 or at rick.magill@cityofaspen.com.

WATER SUPPLY INFORMATION

If water is to be provided by City of Aspen, the Applicant must answer the following questions:

1. Is the property already receiving City of Aspen water service? Yes No
2. Is there a well or wells on the property? Yes No
3. Are there other water sources/supplies on the property? Yes No
If yes, name other water sources/supplies: _____
4. Will raw water be used for irrigation on this property? Yes No
If yes, provide proof of a raw water agreement, an account number, and/or proof of right.
5. Are there existing city water taps to be disconnected? Yes No

REQUIRED INFORMATION AND DOCUMENT CHECKLIST

WELS Pre-Submission Information and Documentation Checklist continued

PROJECT INFORMATION	
Date:	
Project Address:	
Project Type (e.g. New Construction, Redevelopment, Remodel, Addition):	
Total Property Sq. Ft.:	*Disturbance Area Sq. Ft.:
*Disturbance Area is defined as the external area of the building site where the ground is disturbed, which includes, but is not limited to: soil grading, landscaping, removing impervious area, adding impervious area, replacing impervious area, layback areas, and stock pile areas.	
Total Landscaped Area Sq. Ft.:	Total Irrigated Area Sq. Ft.:
**Affected Area Sq. Ft.:	**Affected area is the building square footage plus the disturbance area, with the building square footage equaling the building footprint alteration plus the new square footage.
Zone District:	
Irrigated Right-of-Way Area: Non-Irrigated Right-of-way Area:	Total Non-Irrigated Native Area:
Total Exterior Hardscape (Impervious) Area:	Structure(s) Area:
INTERNAL ALTERATIONS	Current Existing Interior Sq. Ft:
Summary of Interior Work:	Proposed Interior Sq. Ft.:
Total Interior Demolished Area:	
AUTHORIZED PROJECT/ OWNER REPRESENTATIVES	
Project/Owner Representative Name:	Project/Owner Rep. Ph:
	Project/Owner Rep. Email:
Irrigation Designer Name:	Irrigation Designer Email:
Landscape Designer Name:	Landscape Designer Email:
PROPERTY OWNER INFORMATION	
Owner Name:	
Mailing Address:	City Water Acct. Number:
Phone:	Email:

PRE-SUBMISSION DOCUMENTATION PACKET CHECKLIST

(Due at time of building permit application, if compliance with WELS is required)

WELS Pre-Submission Information and Documentation Checklist continued

REQUIREMENTS:	COMMENTS:	SUBMITTAL COMPLIANCE Checked by Plan Reviewer:
Site Development Plan	Identify Development/Disturbance Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landscape Design Plan, and Soils/Soil Amendment Information	Required Components Listed in the WEL Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
Irrigation Design Plan, and Hydrozone Information	Required Components Listed in the WEL Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Budget Calculation Worksheet	Required Component Listed in the WEL Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pools & Water Features (spas, pools, ponds, fountains, etc.)	Is there a pool, spa or water feature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are pool and spa covers proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do features use a recirculating water system and/or recycled water?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT ACKNOWLEDGEMENT

I/we agree to comply with the requirements of the City of Aspen Water Efficient Landscaping Standards and submit a complete Landscape, Irrigation, and Water Budget Documentation Packet for review by City Staff.

 Applicant Signature Date

 Print Name

FOR INTERNAL USE ONLY:

PRE-SUBMISSION **CHECKLIST** REVIEWED & ACCEPTED BY: _____

DATE: _____

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WELS REVIEW IS NOT REQUIRED (Pre-submission Documentation reviewed by the signatory below)

AUTHORIZED BY: _____

DATE: _____