



**ZONING CHECKLIST FOR RESIDENTIAL BUILDING PERMIT APPLICATION**

***NOTE:** This is a general Zoning guide for building permit submission. Additional information may be required as each project is individually evaluated. Please contact the City Planner of the Day at (970) 429-2764 to determine if Land Use Review/Planning Approval is needed for the specific property, and to initiate the Residential Design Standards or Commercial Design Review process. All Land Use Approvals, including Residential Design Standard or Commercial Design Review approvals, shall be completed prior to permit submittal and attached to the building permit application.*

*All change order applications shall be based on the most recently approved plan set. All proposed change order items shall include a written narrative of the changes proposed by plan sheet and bubbles or clouds around each change. Each proposed change also shall include a delta with the number of the change order. e.g., change order number  $\triangle 1$ ,  $\triangle 2$ ,  $\triangle 3$ , etc.*

***It is recommended that prior to Building Permit Application, all prospective building permit applicants schedule a meeting with Zoning Staff to review the draft application and ensure that all necessary information will be provided.***

***Please reference the accompanying Scope of Residential Permit flowchart to assist in determining the necessary application submittal requirements.***

***A copy of this checklist with all applicable information clearly identified by Plan Sheet(s) must be included with the building permit application.***

---

**REQUIRED ZONING INFORMATION:** The intent is to give the applicant latitude for how to provide all necessary information. To facilitate our review, however, please indicate where the information is found in the Plan Sheets. **Do not provide duplicate information expressly for Zoning review.**

***The letter designation in parenthesis preceding each checklist item, below, is keyed to the accompanying Scope of Residential Permit flowchart.***

- (A) Zoning Summary Sheet** [Plan Sheet(s) \_\_\_\_\_]
  - Zoning allowances, restrictions, and summary of proposed project
  - Example: [https://www.cityofaspen.com/DocumentCenter/View/3018/COA-Zoning-Summary\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3018/COA-Zoning-Summary_Example)
  
- (B) Prior Land Use Approvals** [Plan Sheet(s) \_\_\_\_\_]
  - Copies of all prior-received land use approvals, relevant to the permit application:
    - Ordinances
    - Resolutions
    - Development Orders
    - **(S)** Residential Design Standards (RDS)
    - Interpolated Grade
    - Variances, etc.
  
- (C) Current Subdivision Plats and Condominium Maps approved by the City that pertain to the subject property** [Plan Sheet(s) \_\_\_\_\_]
  
- (G) Monumented Land and Improvement Survey** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing a change in 'deck' area, floor area, or setbacks.**

- Survey prepared and certified by a registered land surveyor that meets the standards and requirements of the Compliant City of Aspen Survey Checklist:
  - <https://www.cityofaspen.com/DocumentCenter/View/516/Compliant-COA-Survey-PDF>
- Include on the Monumented Land and Improvement Survey, or ancillary plan sheet, a determination of Net Lot Area pursuant to the City of Aspen Land Use Code Section 26.575.020.C, Measuring Net Lot Area.

[Plan Sheet(s) \_\_\_\_\_]

- Gross lot/parcel area
- Area of lot/parcel with more than 20% and up to 30% slope
- Area of lot/parcel with more than 30% slope
- Area of lot/parcel below the high-water line of a river or natural body of water
- Area of lot/parcel encumbered by vehicular easements/rights-of-way
- If the lot/parcel is devoid of 20% or greater slopes, please have the surveyor state such on the survey.

**(H) Existing and Proposed Site Plans** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing any site alteration, addition of site walls, retaining walls, mechanical equipment, fire features, water features, hot tubs, pools, or change in building footprint, inclusive of roof eaves, decks and other architectural projections.**

- Property lines
- Building envelope or minimum setbacks
- Building footprint(s) and roofline/roof eaves:
  - Include porches, patios, loggias, decks, walks, stairs, driveway, sheds
- Above-grade utilities
- Mechanical equipment projections/locations
- Ingress/egress and adjacent streets and alleys
- Topography, as applicable
- Landscape and hardscape
- Retaining walls, including top-of-wall and bottom-of-wall height measurements
- Retention areas
- Hot tubs, pools, water features, fire features, sculptures, affixed barbecue grills and outdoor kitchens, fences
- Allowed projections into setbacks per the City of Aspen Land Use Code Section 26.575.020.E.5:
  - Elevation plans of proposed improvements projecting into setbacks to demonstrate code compliance
- Existing non-conforming projections into setbacks
- For existing and proposed duplexes or multi-family structures, the entire structure must be shown on the site plans.

**(I) Existing and Proposed Site Coverage** [Plan Sheet(s) \_\_\_\_\_]

**Required only for projects within the R-6 Zone District.**

- Building footprint site coverage measured at the exterior walls of the building at ground level, expressed as a percentage of gross lot area
- For existing and proposed duplexes, site coverage is based on the entire duplex structure.
- Example: [https://www.cityofaspen.com/DocumentCenter/View/3014/COA-Site-Coverage\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3014/COA-Site-Coverage_Example)

**(J) Demolition Calculations** [Plan Sheet(s) \_\_\_\_\_]

**Required only when demolition of exterior walls and roof area above finished grade and associated assembly and components necessary for the structural integrity of such wall and roof area is proposed.**

- Reference City of Aspen Land Use Code Section 26.575.020.H, Measurement of Demolition
- Roof Demolition Plans utilizing either the 'Ratio Method' or the 'Flat Plane Method,' and accompanying demolition calculation table:

- Square footage of the total roof area less fenestrations, and square footage of roof area to be removed
- Square footage calculations for each roof section
- Wall Demolition Plans:
  - Each wall segment labeled and corresponding to the elevation plan for each wall segment. Each wall segment must illustrate the total wall square footage area to remain, the area reduced for fenestration, and the square footage of wall area to be removed.
  - Accompanying demolition calculation table
- For existing and proposed duplexes and multi-family structures, the demolition calculations are based on the entire duplex or multi-family structure.
- Example: [https://www.cityofaspen.com/DocumentCenter/View/3019/COA-Demolition-Calcs\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3019/COA-Demolition-Calcs_Example)

□ **(K) Floor Area Calculations, Existing and Proposed** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing to change floor area.**

- Reference City of Aspen Land Use Code Section 26.575.020.D, Measuring Floor Area
- Both existing and proposed subgrade wall calculations to determine countable Floor Area of subgrade or partial subgrade levels of the structure:
  - Diagram each subgrade wall segment with a graphic representation to scale of both wall area below and above the most restrictive of natural or finished grade.
  - Provide an accompanying table including each subgrade wall segment's total wall area, and its total area above the most restrictive grade. Derive the percentage of total exposed wall (Exposed Wall Area/Total Wall Area).
  - Apply the percentage to the gross floor area of the subgrade or partial subgrade level being calculated.
  - **Note:** *Show exterior wall in window wells as entirely above grade no matter where the most restrictive grade coincides with the wall segment.*
- Both existing and proposed floor plans for all levels of each building on the site, including Floor Area of each level less exemptions, such as the uppermost level of elevators and stairs:
  - Include existing and proposed decks on each level of the structure, indicating the square footage of each deck.
- A table summarizing and tallying the countable Floor Area for each level of the structure, including the deck calculations:
  - Any deck square footage that exceeds the 15% deck exemption counts towards the allowable Floor Area.
- Orientation gridlines for each level of the proposed structure, as necessary
- For existing and proposed duplexes and multi-family structures, the floor area calculations are based on the entire duplex or multi-family structure.
- Examples:
  - [https://www.cityofaspen.com/DocumentCenter/View/3016/COA-Subgrade-Wall-Calcs\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3016/COA-Subgrade-Wall-Calcs_Example)
  - [https://www.cityofaspen.com/DocumentCenter/View/3011/COA-Floor-Area-Calcs\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3011/COA-Floor-Area-Calcs_Example)

□ **(L) Floor Plans** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing new construction or alterations of existing floorplans.**

- Floor plans for all levels of the structure
- Existing floor plans, as applicable
- Proposed floor plans
- Orientation gridlines for each level of the proposed structure
- Property lines and minimum setbacks, as applicable

□ **(M) Roof Plans** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing new construction or alterations of existing roofs.**

- If the permit is for a remodel that will alter the existing roof, provide both existing and proposed plans.
- Orientation gridlines, as applicable
- Height Over Topography Measurements:

- Reference City of Aspen Land Use Code Section 26.575.020.F, Measuring Building Height
- Property lines and minimum setbacks
- Topography
- Height points around perimeter of the structure(s):
  - Height measurements along the perimeter of the structure shall be taken from the lower of natural or finished grade where the exterior perimeter of the structure meets the ground. Both natural and finished grade lines must be depicted.
- Plumb line height measurements within the footprint of the structure:
  - Height measurements within 15 horizontal feet of the structure(s) perimeter shall be measured from the lower of natural or finished grade using the perimeter measurement method.
  - Height measurements beyond 15 horizontal feet of the structure(s) perimeter shall be measured from the natural grade of the site projected up to the allowable height, and the height of the structure shall be measured using the projected topography.
- An accompanying table summarizing each height measurement point, including:
  - Elevation of natural grade in feet above sea level
  - Elevation of proposed grade in feet above sea level
  - Most restrictive of either natural or proposed grade
  - Elevation of roof height over topography in feet above sea level
  - Actual roof height over most restrictive grade in feet and inches
- Example: [https://www.cityofaspen.com/DocumentCenter/View/3012/COA-Height-Measurement\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3012/COA-Height-Measurement_Example)

**(N) Elevations** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing new construction, alteration of existing elevations, or when an existing structure's height is to be altered.**

- Height:
  - Reference City of Aspen Land Use Code Section 26.575.020.F, Measuring Building Height
  - Existing and proposed elevations for all sides of the structure(s), as applicable
  - Property lines and minimum setbacks, as applicable
  - Height vignette (oblique view), as necessary
  - Orientation gridlines and section references lines
  - A line demarcating the maximum height allowed by Zone District that follows the more restrictive of natural or finished grade
  - Natural and finished grade lines, labeled and in different line weights, patterns, or colors
  - Height measurements illustrated on each plan sheet
  - Example: [https://www.cityofaspen.com/DocumentCenter/View/3012/COA-Height-Measurement\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3012/COA-Height-Measurement_Example)

**(O) Landscape Plans** [Plan Sheet(s) \_\_\_\_\_]

**Required for all permits proposing any site alteration, addition of site walls, retaining walls, mechanical equipment, fire features, water features, hot tubs, pools, or change in building footprint, inclusive of roof eaves, decks and other architectural projections.**

- Property lines and minimum setbacks
- Existing and proposed structures
- Existing and proposed landscape and hardscape:
  - Top-of-wall and bottom-of-wall height measurements for all retaining walls, site walls/landscape walls

**(P) Exterior Lighting Information**

**Required for all permits proposing new construction, alteration of existing exterior lighting, or the addition of new exterior lighting.**

- Exterior Building Lighting [Plan Sheet(s) \_\_\_\_\_]

- Reference City of Aspen Land Use Code Section 26.575.150, Outdoor Lighting
- Locations of each specific exterior light
- Manufacturer cut-sheets and pictures of each fixture type illuminated
- Exterior Landscape/Site Lighting [Plan Sheet(s) \_\_\_\_\_]
- Reference City of Aspen Land Use Code Section 26.575.150, Outdoor Lighting
- Locations of each specific exterior light
- Manufacturer cut-sheets and pictures of each fixture type illuminated
- **Note:** Exterior linear lighting is prohibited by the City of Aspen Land Use Code.

**(Q) Multi-Family Net Livable Calculations**

**Required for all scrape and replace, and new construction.**

**Required for all remodel additions to existing multi-family buildings.**

**Required for all interior remodels to existing multi-family buildings when it is proposed to add, remove, or reconfigure stairs, elevators, or common areas.**

- Reference City of Aspen Land Use Code Section 26.575.020.I, Measurement of Net Leasable Area and Net Livable Area.

**(R) Multi-Family Common Space Calculations**

- For the purpose of Impact Fees and School Land Dedication, it is necessary to calculate the total amount of common floor area within a multi-family building that is not part of an individual unit, and then equitably distribute the common floor area among the total number of individual units.
- Required for all scrape and replace and new construction.
- Required for all remodel additions to existing multi-family buildings.
- Required for all interior remodels to existing multi-family buildings when it is proposed to add, remove, or reconfigure stairs, elevators, or common areas.

**Additional Required Documents**

- (D)** Homeowner’s Association Compliance Form signed and dated by the property owner or their Attorney  
<https://www.cityofaspen.com/DocumentCenter/View/279/Homeowner-Association-Compliance-Form?bidId=>
- (E)** Zoning Compliance Verification Policy Form signed and dated by the Contractor  
<https://www.cityofaspen.com/DocumentCenter/View/421/Zoning-Compliance-Policy-PDF>
- Demolition Compliance Policy Form
  - Required for all projects proposing to demolish 35% or greater of a structure, as measured by the surface of all exterior wall and roof area above finished grade and associated assembly and components necessary for the structural integrity of such wall and roof. At staff’s discretion, heightened review of projects proposing to demolish less than 35% or greater of a structure may be triggered when there are unique circumstances, such as historic designation.

**PRE-SUBMISSION ZONING CHECKLIST REVIEWED AND ACCEPTED:**

CITY STAFF: \_\_\_\_\_

DATE: \_\_\_\_\_

**PERMIT APPLICANT DECLINES TO CONDUCT A PRE-BUILDING PERMIT SUBMISSION ZONING MEETING, AND UNDERSTANDS THAT FAILING TO DO SO MAY RESULT IN A LENGTHIER ZONING PERMIT REVIEW PROCESS:**

PERMIT APPLICANT: \_\_\_\_\_

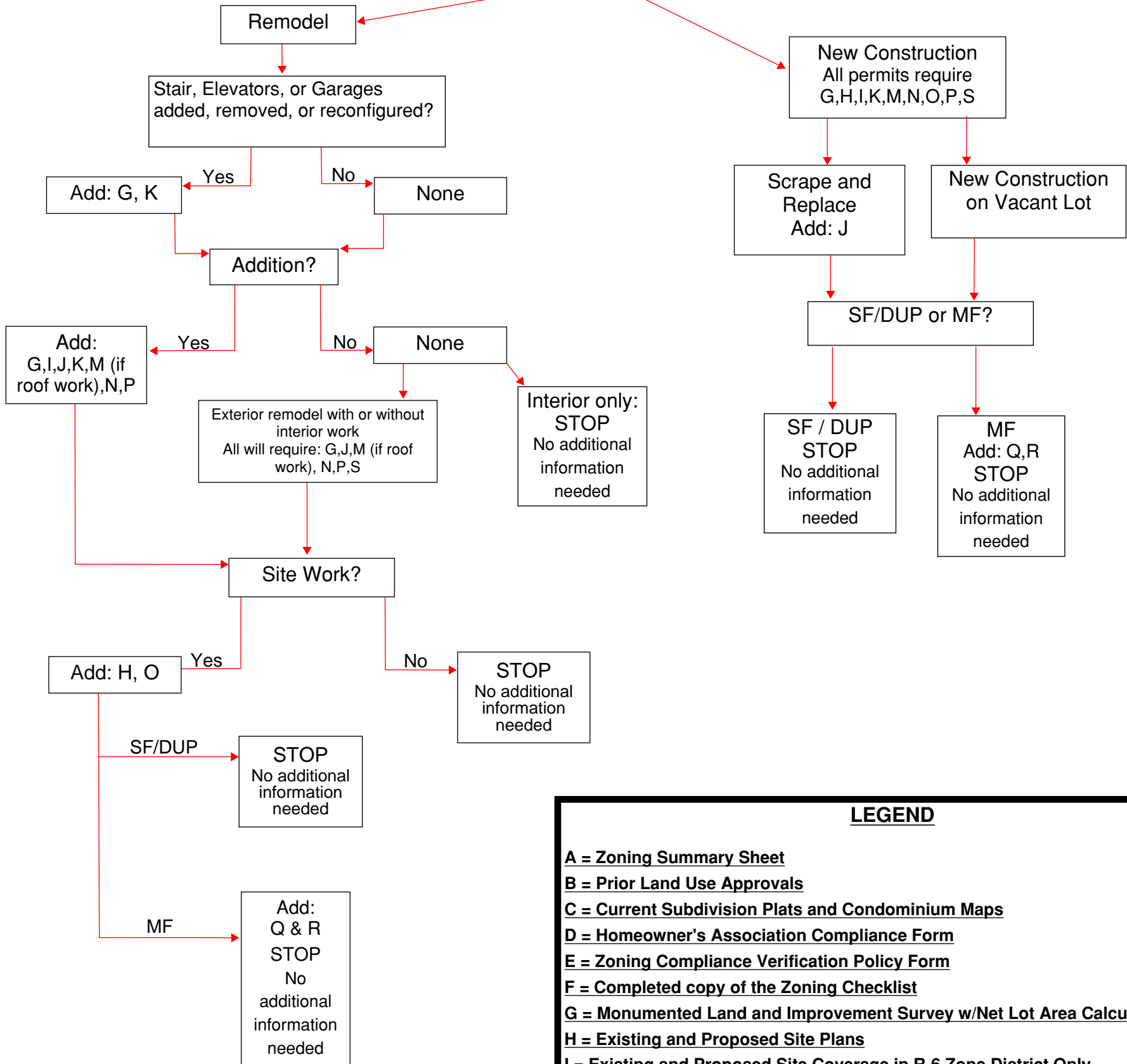
DATE: \_\_\_\_\_



## Scope of Residential Permit

All Residential Permits require:  
A,B,C,D,E,F,L

New Construction or Remodel?  
Applies to MF, SF,



### LEGEND

- A = Zoning Summary Sheet**
- B = Prior Land Use Approvals**
- C = Current Subdivision Plats and Condominium Maps**
- D = Homeowner's Association Compliance Form**
- E = Zoning Compliance Verification Policy Form**
- F = Completed copy of the Zoning Checklist**
- G = Monumented Land and Improvement Survey w/Net Lot Area Calculations**
- H = Existing and Proposed Site Plans**
- I = Existing and Proposed Site Coverage in R-6 Zone District Only**
- J = Demolition Calculations**
- K = Floor Area Calculations, Existing and Proposed**
- L = Existing and Proposed Floor Plans**
- M = Existing and Proposed Roof Plans**
- N = Existing and Proposed Elevations**
- O = Existing and Proposed Landscape Plans**
- P = Exterior Lighting Information**
- Q = Multi-Family Net Livable Calculations**
- R = Multi-Family Common Space Calculations**
- S = RDS**
  
- Multi Family = MF**
- Single Family = SF**
- Duplex = DUP**