



CITY OF ASPEN ENGINEERING DEPARTMENT
**LANDSCAPE AND GRADING
PERMIT CHECKLIST**

If the project will increase or disturb any impervious area (this includes adding hard surface patios, walkways, etc.) < 200SF, or disturb > 2 SF of pervious area (this includes pervious pavers, flowerbeds, etc.), or does not include the repair snowmelt then an analysis of stormwater runoff via a Grading and Drainage Plan and Report are not required, unless determined by the Development Engineer to be unnecessary. Two copies of the information is required for Sufficiency Review. Three copies will be required for Building Permit Application.

NOTE: A Design Professional is not required for preparation or submittal of a Landscape and Grading permit.

LANDSCAPE AND GRADING NARRATIVE SHALL INCLUDE:

- Area of impervious increase or disturbance.
- Area of land disturbance.
- Description of the existing site, including common location, topography, land use, ground cover, soil type (if known), drainage pattern (if known).
- Description of the proposed project, including changes to land use, topography, ground cover, soil type, drainage pattern (if known).
- Discussion of any drainage issues (if known).

LANDSCAPE AND GRADING PLAN (Sketch Plan) SHALL INCLUDE:

The following should be provided on at least 8.5"x11" paper (24"x36" preferred).

- The address of the project.
- Date of preparation, scale, and symbol designating true north.
- Property lines, streets, and waterways (swales, irrigation ditches, streams, etc.).
- Boundary lines of project area including disturbance area, construction access, materials storage, etc.
- Sketch of proposed work, including calculation of disturbed area.
- Drainage direction (with arrows), drainage facilities on site, existing and proposed (if known).
- Erosion and sediment control measures plan. Erosion must be controlled, sediment cannot be allowed to leave the site, and disturbed areas must be stabilized prior to completion.
- Start and finish dates.