



## **ZONING CHECKLIST for COMMERCIAL BUILDING PERMIT APPLICATIONS**

***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 Commercial Design Standard Review process. All Land Use Approvals, including Commercial Design Standard 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 -  $\triangle 1$ ,  $\triangle 2$ , etc.

All plan sheets must be scalable.

***It is recommended that prior to Building Permit Application, all prospective building permit applicants conduct 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 Commercial 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.***

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Project Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

**REQUIRED ZONING INFORMATION:** The intent is to give the applicant latitude for how to provide all of the 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 paranthesis preceeding each checklist item, below, is keyed to the accompanying Scope of Commercial Permit flowchart.***

***No signage is reviewed or approved as part of a building permit application. Signs require a separate sign permit. Please remove any and all references to signs on building permit plans. The sign checklist can be found here:***

***<https://www.cityofaspen.com/DocumentCenter/View/3172/Sign-Checklist>***

- **(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
  - Commercial Design Standard Review, as applicable.
  - Pre-Development Topography, as applicable
  - Historic Preservation approvals, as applicable
  - Variances, etc.
- **(C) Current Subdivision Plats and Condominium Maps approved by the City that pertain to the subject property**  
[Plan Sheet(s) \_\_\_\_\_]
- **(D) 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, as applicable. Please reference the governing Zone District; Net Lot Area is required for specific land uses, within specific commercial zone districts. [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.
- **(E) Existing and Proposed Site Plans** [Plan Sheet(s) \_\_\_\_\_]  
**Required for all permits proposing any site alteration, changes to parking, 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
    - Window wells with interior dimensions
    - Ingress/egress and adjacent streets and alleys
    - Parking with spaces dimensioned.
    - Topography, as applicable
    - Landscape and hardscape
    - Retaining walls, include 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 commercial structures, the entire structure must be shown on the site plans
- **(F) 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
  - If demolition is 35% or greater, then see 'V', below.
  - Example: [https://www.cityofaspen.com/DocumentCenter/View/3019/COA-Demolition-Calcs\\_Example](https://www.cityofaspen.com/DocumentCenter/View/3019/COA-Demolition-Calcs_Example)
- **(G) 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:
    - Reference Land Use Code Section 26.575.020.D.4, *Decks, Balconies, Loggias, Gazebos, Trellis, Exterior Stairways, and non-Street-facing porches.*
  - Orientation gridlines for each level of the proposed 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)

- **(H) Floor Plans** [Plan Sheet(s) \_\_\_\_\_]  
**Required for all permits proposing new construction, or alterations of existing floorplans.**
  - Existing floor plans, as applicable
  - Proposed floor plans
  - Orientation gridlines for each level of the existing and/or proposed structure
  - Property lines and minimum setbacks, as applicable
  
- **(I) Roof Plans** [Plan Sheet(s) \_\_\_\_\_]  
**Required for all permits proposing new construction, or alterations of existing rooves.**
  - If the permit is for a remodel that will alter the existing roof, provide both existing and proposed plans.
  - Orientation gridlines.
  - Location of all roof top mounted chimneys, flues, and similar venting apparatus, and mechanical equipment.
    - Chimneys, flues, vents, and similar venting apparatus may extend no more than ten (10) feet above the height of the building at the point the device connects. For roofs with a pitch of 8:12 or greater, these elements may not extend above the highest ridge of the structure by more than required by adopted building codes or as otherwise approved by the Chief Building Official to accommodate safe venting. To qualify for this exception, the footprint of these features must be the minimum reasonably necessary for its function the features must be combined to the greatest extent practical. Appurtenances such as hoods, caps, shields, coverings, spark arrestors, and similar functional devices or ornamental do-dads shall be contained within the limitations of this height exception.
    - All Chimneys, flues, vents, and similar venting apparatus should be set back from any Street facing façade of the building a minimum of twenty (20) feet and the footprint should be minimized and combined to the greatest extent practicable.
    - *Mechanical Equipment.* Heating, ventilation, and air conditioning systems, and similar mechanical equipment or utility apparatus located on top of a building may extend up to six (6) feet above height of the building at the point the equipment is attached. This allowance is inclusive of any pad the equipment is placed on, as well as any screening. Mechanical equipment shall be screened, combined, and co-located to the greatest extent practicable. All mechanical equipment shall be set back from any Street facing façade of the building a minimum of fifteen (15) feet.
    - Show the minimum setback requirements on the roof plans.
  
- **(J) 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 reference 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)

- **(K) 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.
  
- **(L) 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.*
  - **Note:** *Zoning staff may request a photometric report.*
  
- **(M) Commercial Net Leasable Calculations** [Plan Sheet(s) \_\_\_\_\_]
  - Reference City of Aspen Land Use Code Section 26.575.020.I, Measurement of Net Leasable Area and Net Livable Area.
  - The calculation of net leasable area and net livable area shall include all interior space of a building measured from interior wall to interior wall, including interior partitions. Net leasable area and net livable area shall be attributed to the lot or parcel upon which it is developed. Net leasable area includes all interior areas which can be leased to an individual tenant with the exceptions noted below. Net livable area includes those areas of a building that are used or intended to be used for habitation with the exceptions noted below. Garages and carports are exempt from net leasable area and net livable area calculations.
  - Permanently installed interior airlock spaces are exempt from the calculation of net leasable space up to a maximum exemption of one hundred (100) square feet. Seasonal airlocks of more than ten (10) square feet, installed on the exterior of a building, shall be considered net leasable area and shall be subject to all requirements of the Land Use Code, including employee mitigation, prorated according to the portion of the year in which it is installed.
  - Unless specifically exempted through other provisions of this Title, outdoor displays, outdoor vending, and similar commercial activities located outside (not within a building) shall also be included in the calculation of net leasable area. The calculation of such area shall be the maximum footprint of the display or vending apparatus. For vending carts or similar commercial activities requiring an attendant, the calculation shall also include a reasonable amount of space for the attendant. Exterior decks and exterior seating are not included in the calculation of net leasable area. Vending machines, gas pumps, and similar devices without an attendant shall not be considered net leasable area.
  - The calculation of net leasable area and net livable area shall exclude areas of a building that are integral to the basic physical function of the building. All other areas are attributed to the measurement of net leasable

commercial space or net livable area. When calculating interior stairways or elevators, the topmost interior level served by the stairway or elevator is exempt from net livable or net leasable area calculations.

- **(N) Pedestrian Amenity, Existing and Proposed** [Plan Sheet(s) \_\_\_\_\_]
  - Reference Land Use Code Section 26.412.070, Pedestrian Amenity.
- **(O) Parking, Existing and Proposed** [Plan Sheet(s) \_\_\_\_\_]
  - Reference 'Site Plans', above.
  - Land Use Code Section 26.515.040, Parking Requirements
- **(P) Height Over Topography** [Plan Sheet(s) \_\_\_\_\_]
  - Reference Land Use Code Section 26.575.020.F., *Measuring Building Heights*
  - Height Over Topography Measurements:
    - Orientation gridlines
    - 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)
- **(Q) Exterior Mechanical System Plans** [Plan Sheet(s) \_\_\_\_\_]
  - These plans are required only when there is new or modified exterior mechanical systems proposed.
  - Reference 'Roof Plans' 'Landscape Plans' and 'Site Plans', above.
  - Reference Land Use Code Section 26.575.020.E., *Measuring Setbacks*.5.n.
  - Reference Land Use Code Section 26.575.020.F., *Measuring Building Heights*.4.e.
- **(R) Exterior Plumbing System Plans – Reference 'Roof Plans', above.** [Plan Sheet(s) \_\_\_\_\_]
  - These plans are required only when there is new or modified exterior plumbing systems proposed, such as roof top venting.
  - Reference Land Use Code Section 26.575.020.F., *Measuring Building Heights*.4.a.

- **(S) 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=>
- **(T) Zoning Compliance Verification Policy Form signed and dated by the Contractor**  
<https://www.cityofaspen.com/DocumentCenter/View/421/Zoning-Compliance-Policy-PDF>
- **(U) Completed copy of this Zoning Checklist**
- **(V) Demolition Compliance Policy Form (This form will be provided to the applicant by Zoning Staff, as necessary.)**
  - 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: \_\_\_\_\_

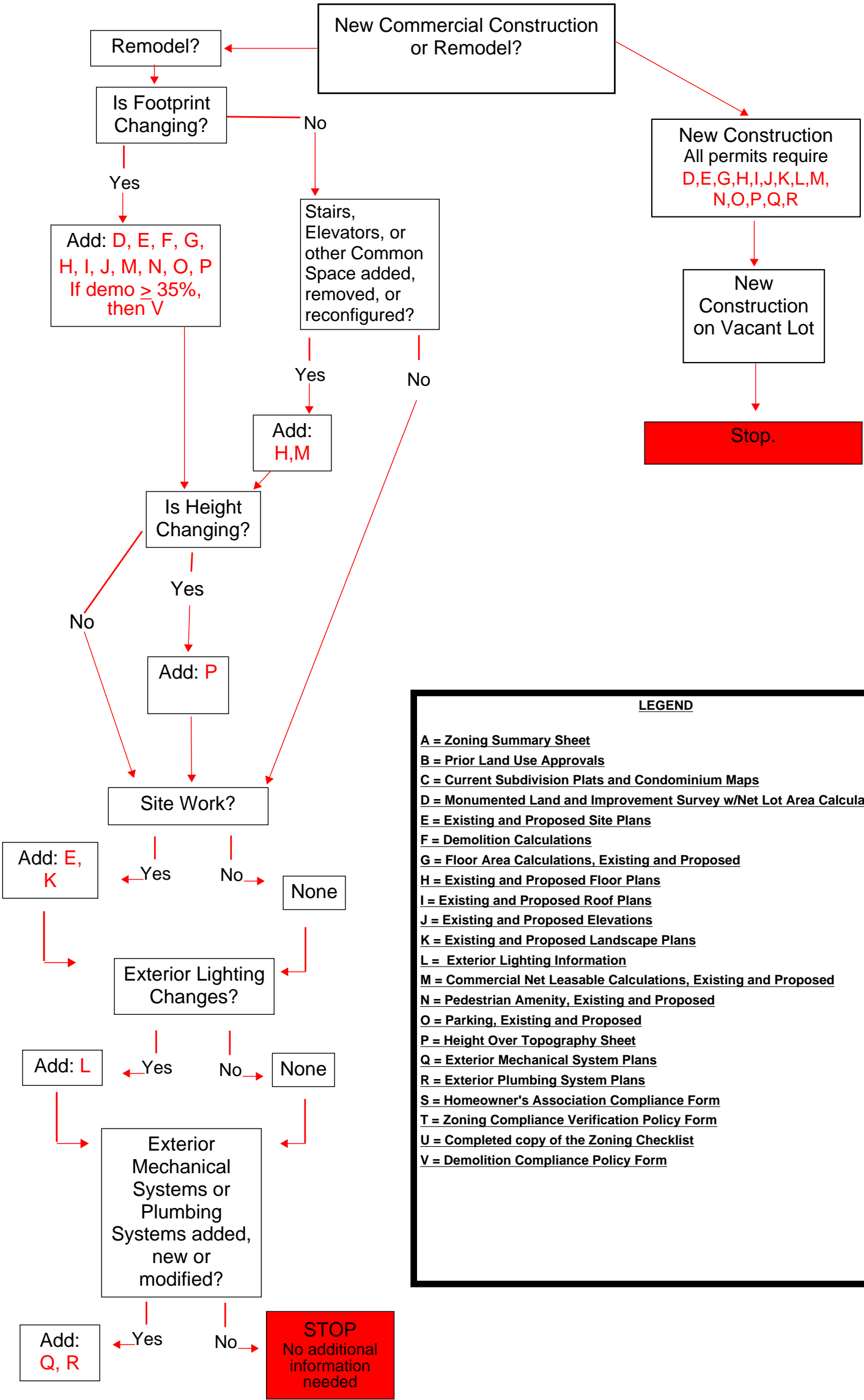
ZONING FEE TYPE: \_\_\_\_\_

**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 Commercial Permit**  
All Permits Require: **A,B,C,S,T,U**



**LEGEND**

- A = Zoning Summary Sheet**
- B = Prior Land Use Approvals**
- C = Current Subdivision Plats and Condominium Maps**
- D = Monumented Land and Improvement Survey w/Net Lot Area Calculations**
- E = Existing and Proposed Site Plans**
- F = Demolition Calculations**
- G = Floor Area Calculations, Existing and Proposed**
- H = Existing and Proposed Floor Plans**
- I = Existing and Proposed Roof Plans**
- J = Existing and Proposed Elevations**
- K = Existing and Proposed Landscape Plans**
- L = Exterior Lighting Information**
- M = Commercial Net Leasable Calculations, Existing and Proposed**
- N = Pedestrian Amenity, Existing and Proposed**
- O = Parking, Existing and Proposed**
- P = Height Over Topography Sheet**
- Q = Exterior Mechanical System Plans**
- R = Exterior Plumbing System Plans**
- S = Homeowner's Association Compliance Form**
- T = Zoning Compliance Verification Policy Form**
- U = Completed copy of the Zoning Checklist**
- V = Demolition Compliance Policy Form**