



# City of Aspen Landscape Grading Permit Requirements

## Contents

Permit Triggers .....	1	7. Tree Removal .....	7
Landuse Requirements:.....	6	8. Smuggler Mountain Superfund Site .....	8
Minor Drainage Plan and Narrative Checklist: .....	6	9. Water Features.....	8
Landscape and Grading Narrative .....	6	Project Scope Not Eligible for Landscape Grading Permits .....	8
Landscape and Grading Proposed Site Plan .....	6	Landscape and Grading Permit Closeout .....	8
Major Drainage Plan and Report: .....	6	Projects that disturb less than 1,000 sf of area .....	8
List of Elements within a Project Scope -Submittal Requirements .....	7	Projects that disturb greater than 1,000 sf of area .....	8
1. Retaining Wall.....	7	Closeout Inspection Information.....	9
2. Irrigation.....	7	Erosion/Sediment Site Stabilization Inspection .....	9
3. Snowmelt and Exterior Energy Uses.....	7	Engineering Dev Inspection .....	9
4. Hot Tubs and Spas.....	7		
5. Exterior Lighting .....	7		
6. Fire Pit.....	7		

## Permit Triggers

Project Type	Area Added or Disturbed	General Requirements	Required Documents for Submittal
Landscaping - Plantings only with no proposed changes to existing grade nor changes to impervious hardscape areas	Less than 1,000 sf of disturbance area	A Landscape Grading Permit is not required.	A Landscape Grading Permit is not required.

Not in the stream margin			
Change in grade <sup>1</sup> Change in drainage pattern Addition of hardscape Disturbance to existing hardscape and softscape	200-1,000 sf of disturbance area	Minor Engineering Review	<ol style="list-style-type: none"> <li>1. Existing Site Plan</li> <li>2. Proposed Site Plan</li> <li>3. Drainage Narrative for Minor Projects that complies with the Minor Projects Checklist below.</li> <li>4. Construction Management Plan for Small Projects. Template available on Engineering Web Page</li> <li>5. Homeowners Association Compliance Form</li> </ol>
	<p>Greater than 1,000 sf of disturbance area</p> <p style="text-align: center;">And</p> <p><u>Less</u> than 25% of the project property</p>	<ol style="list-style-type: none"> <li>1. Major Level 1 Engineering Review <ol style="list-style-type: none"> <li>a. The <u>disturbed area</u> must be brought into compliance with COA stormwater requirements.</li> <li>b. Existing public improvements that are noncompliant are <u>not</u> required to be upgraded to meet City Standards</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Major Drainage Plan stamped by a professional Engineer<sup>2</sup> and complies with the Major Drainage Plan requirement checklist outlined in the URMP. The <u>disturbed area</u> must be brought into compliance with COA stormwater requirements.</li> <li>2. Major Drainage Report stamped by a professional Engineer and shall comply with the Major Drainage Report Checklist in the URMP</li> <li>3. Survey which follows the COA survey requirements.</li> <li>4. Homeowners Association Compliance Form</li> <li>5. Construction Management Plan</li> <li>6. Erosion and Sediment Control Plan</li> </ol>
	<p>Greater than 1,000 sf of disturbance area</p> <p style="text-align: center;">And</p> <p><u>Greater</u> than 25% of the project property</p>	<ol style="list-style-type: none"> <li>1. Major Level 2 Engineering Review <ol style="list-style-type: none"> <li>a. The <u>entire property</u> must be brought into compliance with COA stormwater requirements.</li> <li>b. All public Improvements adjacent to the project must be brought into compliance with City Standards. This includes sidewalks, curb and</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Major Drainage Plan stamped by a professional Engineer<sup>2</sup> and complies with the checklist in the URMP.</li> <li>2. Major Drainage Report stamped by a professional Engineer compliant with URMP checklist.</li> <li>3. Survey which follows the COA survey requirements.</li> <li>4. Homeowners Association Compliance Form</li> <li>5. Construction Management Plan</li> <li>6. Erosion and Sediment Control Plan</li> </ol>

		<p style="text-align: center;">gutter, ditches, curb cuts, ADA ramps, and removal of head in or non-compliant parking spaces.</p> <ol style="list-style-type: none"> <li>2. Water Efficient Landscape Standards (WELS) are enforced and a WELS review is required. A complete documentation package (WELS Section 3) and WELS Pre-Submission Checklist shall be submitted to the WELS Plan Review Technician for review prior to submission of the Landscape Grading Permit.</li> <li>3. If existing or proposed infrastructure does not have appropriate easements such easements will be required to be in place prior to permit issuance.</li> <li>4. UTWC Permit is required if there is an increase in irrigation water consumption.</li> </ol>	<ol style="list-style-type: none"> <li>7. Landscape and Irrigation Documentation Package which demonstrates compliance with the Water Efficient Landscape Standards<sup>4</sup>.</li> <li>8. ECU Calculator if there is any change to irrigation and water use.</li> </ol>
Driveway Repair	Same material and footprint as the existing driveway <sup>3</sup>	<ol style="list-style-type: none"> <li>1. Runoff from the driveway does not need to be treated for WQCV provided the project is strictly a repair. If the existing driveway has existing drainage problems those will need to be addressed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Existing Site Plan</li> <li>2. Proposed Site Plan</li> <li>3. Drainage Narrative for Minor Projects that complies with the Minor Projects Checklist below.</li> <li>4. Construction Management Plan for Small Projects – template available on Engineering Web Page</li> <li>5. Homeowners Association Compliance Form</li> </ol>
Snowmelt Repair	Same footprint as the existing snowmelt area <sup>3</sup>	<ol style="list-style-type: none"> <li>1. Provided it is a repair and the existing and proposed footprints are identical, the area does not need to be brought into stormwater compliance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Site plan that shows existing and proposed snowmelt area</li> <li>2. 2015 IECC REMP Worksheet</li> </ol>

		<ol style="list-style-type: none"> <li>Sub MEP Permits will be required after landscape Grading permit is issued</li> </ol>	<ol style="list-style-type: none"> <li>Drainage Narrative for Minor Projects that complies with the Minor Projects Checklist below.</li> <li>Construction Management Plan for Small Projects. Template available on Engineering Web Page</li> <li>Homeowners Association Compliance Form</li> </ol>
Parking Lot and Private Road Repair	Same material and footprint as the existing parking lot or roadway <sup>3</sup>	<ol style="list-style-type: none"> <li>Refer to Engineering Policy 2016-200 <a href="https://www.cityofaspens.com/DocumentCenter/View/4508/2016-100-Parking-Lot-and-Private-Road-Policy-PDF">https://www.cityofaspens.com/DocumentCenter/View/4508/2016-100-Parking-Lot-and-Private-Road-Policy-PDF</a></li> </ol>	<ol style="list-style-type: none"> <li>Existing Site Plan</li> <li>Proposed Site Plan</li> <li>Drainage Narrative for Minor Projects that complies with the Minor Projects Checklist below.</li> <li>Construction Management Plan for Medium Projects. Template available on Engineering Web Page</li> <li>Homeowners Association Compliance Form</li> </ol>
Utility work on private property with no utility crossings nor impacts to trees. <sup>5</sup>	NA	<p>Level 1 Utility Review</p> <ol style="list-style-type: none"> <li>Replace all surface features to existing conditions</li> <li>Show compliance with all Water and Electric Distribution Standards</li> <li>ROW permit is required for connection to main lines if applicable</li> </ol>	<ol style="list-style-type: none"> <li>Existing Site Plan</li> <li>Proposed Utility Plan</li> <li>Construction Management Plan for Medium Projects. Template available on Engineering Web Page</li> <li>Homeowners Association Compliance Form</li> </ol>
Utility work on private property with utility crossings, impacts to trees, and/or limiting site constraints. <sup>5</sup>	NA	<p>Level 2 Utility Review</p> <ol style="list-style-type: none"> <li>The project may need a stamped design by a civil engineer depending on project scope and the involvement of utility main lines. Please reach out to the Engineering Department to discuss the scope of the project and if a civil engineers stamp is required.</li> </ol>	<ol style="list-style-type: none"> <li>Existing Site Plan</li> <li>Proposed Utility Plan</li> <li>Construction Management Plan for Medium Projects – template available on the Engineering web page</li> <li>Homeowners Association Compliance Form</li> <li>Test Hole at all utility crossings. Provide document showing utility line depths at each test hole and proposed crossing.</li> </ol>

Hot Tub/Spa Installation or Removal	NA	<ol style="list-style-type: none"> <li>1. Only stand-alone hot tubs can be included in landscape grading permits. Built in hot tubs will require the project be submitted as a building permit.</li> <li>2. Follow Building Department Pools and Spa Checklist found here: <a href="https://www.cityofaspen.com/DocumentCenter/View/5088/Pools--Spas-Checklist">https://www.cityofaspen.com/DocumentCenter/View/5088/Pools--Spas-Checklist</a></li> <li>3. Electric sub permits and inspections are required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Existing Site Plan</li> <li>2. Proposed Site Plan</li> <li>3. Drainage Narrative for Minor Projects</li> <li>4. Construction Management Plan for Small Projects – template available on Engineering Web Page</li> <li>5. Homeowners Association Compliance Form</li> <li>6. RREMP worksheet</li> </ol>
Work in Stream Margin Within Riparian Areas	Greater than 0 sf	<ol style="list-style-type: none"> <li>1. All projects are subject to Stream Margin Review. Any proposed project must have proper stream margin approvals. Reach out to the Community Development Department to start a stream margin application.</li> </ol>	<ol style="list-style-type: none"> <li>1. Existing Site Plan</li> <li>2. Proposed Site Plan</li> <li>3. Drainage Narrative for Minor Projects that complies with the Minor Projects Checklist below.</li> <li>4. Construction Management Plan for Medium Projects. Template available on Engineering Web Page</li> <li>5. Homeowners Association Compliance Form</li> </ol>

**Notes:**

1. Change in Grade – or “grading” occurs when soil material is disturbed on a site to establish a certain level, shape, or slope.
2. Refer to checklist in Appendix A of the URMP for Major Engineering Plan and Report Requirements.
3. The classification for repairs is only applicable if the repair is the only work being proposed within the permit. If any new improvements are also proposed as a part of a larger project the repair area falls within the project type “disturbance to existing hardscape.”
4. Information on the Water Efficient Landscaping Standards as well as documentation package requirements can be found here: <https://www.cityofaspen.com/DocumentCenter/View/6474/Water-Efficient-Landscaping-Standards---Effective-August-142020-Current-Version>
5. A project is classified as a Subsurface Utility Engineering (SUE) project if it meets all of the conditions below. See section 7.5.1 of engineering standards for more
  - a. The project involves a construction contract with a public entity
  - b. The project involved primarily horizontal construction and does not involve primarily the construction of buildings
  - c. The project has an anticipated excavation footprint that exceeds two feet in depth and that is a contiguous one thousand square feet OR involves utility boring
  - d. The project requires the design services of a licensed Professional Engineer.

## Landuse Requirements:

Properties that have a historic designation and/or are located in the Stream Margin Review Area or above the 8040 Greenline are required to have all landuse approvals in place prior to submitting a landscape grading permit. Refer to section 26.415 and 26.435 of the COA Municipal Code for requirements for historic preservation and work in environmentally sensitive areas. Contact [planneroftheday@gmail.com](mailto:planneroftheday@gmail.com) to start an application.

---

## Minor Drainage Plan and Narrative Checklist:

Landscape and [Grading Narrative](#) for projects with less than 1,000 sf of disturbance shall include:

1. Call out area of land disturbance.
2. Description of the existing site, including common location, topography, land use, ground cover, drainage pattern.
3. Description of the proposed project, including changes to land use, topography, ground cover, soil type, drainage pattern.
4. Discussion of any drainage issues.

Landscape and [Grading Proposed Site Plan](#) for Projects with less than 1,000 sf of disturbance shall include:

1. Date of preparation, scale, and symbol designating true north.
2. Property lines, minimum setbacks, streets, and waterways (swales, irrigation ditches, streams, etc.).
3. Boundary lines of project area including disturbance area, construction access, materials storage, etc.
4. Sketch of proposed work, including calculation of disturbed area.
5. Drainage direction (with arrows), drainage facilities on site, existing and proposed.
6. 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.

---

## Major Drainage Plan and Report:

If a project falls within the Major category a full Major Drainage Plan and Report stamped by a professional Engineer must be submitted with the landscape grading permit application. Refer to Appendix A of the URMP for the Major Grading and Drainage Report and Plan Review Checklist.

---

## List of Elements within a Project Scope -Submittal Requirements

Projects containing an element listed below shall include the following information in the permit submittal.

### 1. Retaining Wall

- a. A typical detail of the proposed retaining wall
- b. Top-of-wall and bottom-of-wall elevations and height measurements for all retaining walls, site walls/landscape walls
- c. Retaining walls over 4 feet in height require a design stamped by a professional structural engineer

### 2. Irrigation

- a. Location of irrigation water source
- b. Updated Utility Connection Permit if new irrigated area is proposed. Any increase in irrigation requires a new UTWC permit.

### 3. Snowmelt and Exterior Energy Uses

- a. 2015 IECC REMP Worksheet. Available here: <https://www.cityofaspen.com/248/Document-Library>
- b. The Site Plan must include locations of proposed snowmelt, spas, and/or pools. It must show individual snowmelt area square footages, and total square footage requested.
- c. Snowmelt proposed in a Right of Way (ROW) will require a separate zone, a ROW permit and a revocable permanent encroachment license. Snowmelt may not drain to the ROW due to ice damning issues.

### 4. Hot Tubs and Spas

- a. Only stand-alone hot tubs can be included in landscape grading permits. Built in hot tubs will require the project be submitted as a building permit.
- b. Follow Building Department Pools and Spa Checklist found here: <https://www.cityofaspen.com/DocumentCenter/View/5088/Pools--Spas-Checklist>

### 5. Exterior Lighting

- a. Reference City of Aspen Land Use Code Section 26.575.150, Outdoor Lighting
- b. On the site plan show the locations of each specific exterior light
- c. Provide manufacturer cut-sheets and pictures of each fixture type illuminated

### 6. Fire Pit

- a. Provide spec sheet for appliance

### 7. Tree Removal

- a. Show proposed tree removal on the site plan
- b. A tree removal permit from COA Parks Dept is required

## 8. Smuggler Mountain Superfund Site

- a. A smuggler superfund site permit is required if moving more than 1 cubic yard of soil. The superfund permit can be found here <https://www.cityofaspen.com/DocumentCenter/View/623/Dirt-Moving-Permits-PDF?bidId=>

## 9. Water Features

- a. Provide information on water source
  - b. A Utility Connection Permit is required for any new water usage
- 

## Project Scope Not Eligible for Landscape Grading Permits

If any of the following elements are within the project scope the project is not eligible for a Landscape Grading Permit and must submit for a Building Permit. Contact the Building Department Permit Coordinators for a pre-submittal meeting by emailing [permitcoordinators@cityofaspen.com](mailto:permitcoordinators@cityofaspen.com).

1. New Snowmelt
  2. Altered Trash Receptacle or Trash Enclosure
  3. Built-in Hot tub
  4. Alterations to Parking Spaces
  5. Any structure component
- 

## Landscape and Grading Permit Closeout

**Projects that disturb less than 1,000 sf of area** request an Erosion/Sediment Site Stabilization Inspection via Salesforce.

**Projects that disturb greater than 1,000 sf of area** request an Erosion/Sediment Site Stabilization Inspection and an Engineering Dev Inspection via Salesforce. Submit an asbuilt, maintenance plan, and maintenance agreement via the Salesforce portal or email documents to [engineeringhelp@cityofaspen.com](mailto:engineeringhelp@cityofaspen.com). Refer to Appendix A of the URMP for document requirements. A final Water inspection is required following WELS Sections 5.7, 5.8, and 6, and UTWC requirements.

---



## Closeout Inspection Information

**Erosion/Sediment Site Stabilization Inspection** – Inspection scheduled through Salesforce titled Sed/Erosion.

Site must be fully stabilized with all final ground cover vegetation established.

If winter conditions impede inspection of established vegetation, photos of the site must be provided to the Engineering Department, or the snow will need to be removed for visual inspection.

Projects that finish in the middle of winter when vegetation cannot be established can receive a Temporary Certificate of Occupancy. All other site and drainage components must be installed with the only remaining item being the vegetation. The site must be temporarily stabilized with straw blankets or similar erosion control measures.

**Engineering Dev Inspection** - Drainage Certification Documentation Review – Inspection scheduled through Salesforce titled Engineering Dev

Submit the following required documentation through the Salesforce inspection and email documents to [engineeringhelp@cityofaspen.com](mailto:engineeringhelp@cityofaspen.com) with the project address and permit number in the subject line.

1. Asbuilt survey that complies with the Asbuilt Survey Checklist outlined in the URMP Appendix A.
2. Maintenance Plan – prepared by the design engineer that gives an overview of how the site drainage works, the required maintenance for all stormwater infrastructure and best management practices (BMPs) and how to determine if/when these systems have failed and how to remedy the failure.
3. Maintenance Agreement – signed by the property owner agreeing to maintain the stormwater infrastructure and BMPs. Document must be notarized. Standard maintenance agreement can be found in Appendix A of the URMP.

The drainage certification review takes up to 5 business days to complete one (1) round of review. If comments need to be addressed by the engineer or surveyor, this timeline will increase. Please account for this in your timeline for project closeout.