

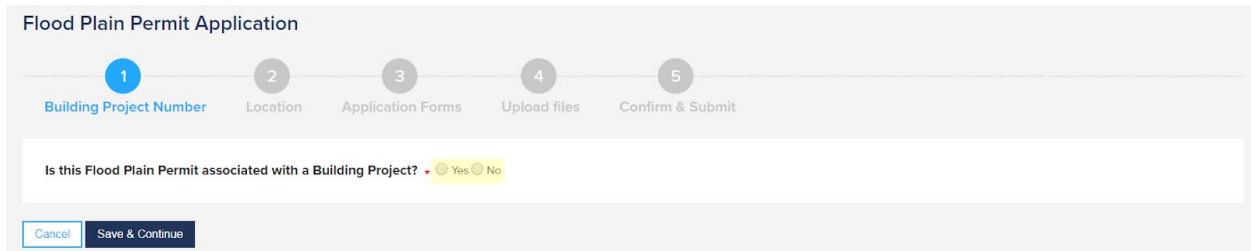
How to Submit for a Flood Plain Permit

1. Press “FLOOD PLAIN PERMIT APPLICATION” in the “Building” section.

Building		Environmental Health		How-to Videos
Pre-Submittal Meeting	General Permit Application	OWTS Change Order Application	OWTS Contractor Licensing Application	<p>12/15/2019</p> <ul style="list-style-type: none">• Navigation Overview: https://youtu.be/n6OUF7GUSM0• Submit a New Application: https://youtu.be/rVeD5hFc-KI• Issue Permits in SagesGov: https://www.youtube.com/watch?v=yOw-9mIUck0• Inspections Management: https://www.youtube.com/watch?v=WojE_9hQGIE• SagesGov Mobile Inspections App: https://www.youtube.com/watch?v=FM8mmbT1m8
Change Order	Electrical Permit Application			
Mechanical Permit Application	Plumbing Permit Application	OWTS New Construction Permit Application	OWTS Repair Permit Application	
Code Enforcement	Complaint	OWTS Use Permit Application	OWTS Use Permit Inspection Form	
Flood Plain Permit Application	Tree Removal Permit Application			
Earthmoving / Driveway Access Permit Application				

2. The “FLOOD PLAIN PERMIT APPLICATION Window will open. Check either the “YES” or “NO” boxes in response to the question regarding whether this Mechanical Permit is associated with a Building Project.

Click “SAVE & CONTINUE” at bottom to proceed to the next page.



The screenshot shows a web form titled "Flood Plain Permit Application". At the top, there is a progress bar with five steps: 1. Building Project Number (highlighted in blue), 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Below the progress bar, there is a question: "Is this Flood Plain Permit associated with a Building Project?". To the right of the question are two radio buttons: "Yes" (selected) and "No". At the bottom of the form, there are two buttons: "Cancel" and "Save & Continue".

3. Enter “Address” “Parcel Number” & “Location Details” of Property. The Parcel number may be obtained by going to the Pitkincountyassessor.com website. You may also search on the GIS map (at right) to find the Parcel ID after entering the street number.

Press “SAVE & CONTINUE” to proceed to the next page.

Flood Plain Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

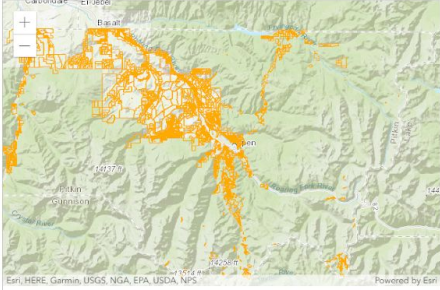
Location

Please provide details about the location.

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex. Corner of 5th and Main



Back Cancel Save & Continue

4. The “Flood Plain Permit Application” screen will open. Please fill out all the information requested on every line.

Flood Plain Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Application Form > Floodplain Permit App Form > Location Information

**PITKIN COUNTY
FLOOD PLAIN PERMIT APPLICATION**

530 E Main St, Suite 205 Aspen, CO 81611

OFFICE PHONE 970-920-5526
INSPECTION LINE 970-920-5532 <http://www.pitkincounty.com>

PROJECT NAME:

OWNER INFORMATION		Is Owner Entity? <input type="radio"/> No <input type="radio"/> Yes	
Owner First Name	<input type="text"/>	Owner Last Name	<input type="text"/>
Owner Email Address	<input type="text"/>	Owner Address	<input type="text"/>
Owner Phone Number	<input type="text"/>	Owner City	<input type="text"/>
		Owner State	<input type="text" value="-- Select --"/>
		Owner Zip	<input type="text"/>

Firm Name:	<input type="text"/>				
First Name:	<input type="text"/>	Last Name:	<input type="text"/>	Phone:	<input type="text"/>
Street:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text" value="-- Select --"/>
PRIMARY PERMIT CONTACT <i>(This will be the designated point of contact throughout the permit review process.)</i>					
First Name:	<input type="text" value="test"/>	Last Name:	<input type="text" value="tester"/>	Phone:	<input type="text" value="9709230000"/>
Street:	<input type="text" value="PO Box 0000"/>	City:	<input type="text" value="Snowmass Village"/>	State:	<input type="text" value="Colorado"/>
				Zip:	<input type="text" value="81615"/>

Description of Work *(Include Main Bldg Permit # if it is a change order):*

test

Floodplain

Press “SAVE & CONTINUE” to proceed to the next page.

5. The Flood Plain Permit Application Form page will open up. Please Enter the information required.

Press “SAVE & CONTINUE” to proceed to the next page.

Flood Plain Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

✓ Application Form » Floodplain Permit App Form » Location Information

FLOODPLAIN PERMIT

Flood Insurance Rate Map (FIRM) Floodplain District in which the project is located:

Panel #

Area of Disturbance

Date of Floodplain Mapping:

Volume of Disturbance

Is an Elevation Certificate required?

Is no rise letter required?

Type of material to be excavated or placed on property:

Material will be brought from:

Excavated material will be taken to:

Is the material potentially contaminated?

Will the project result in disturbance of more than one (1) acre of land?
Additional information can be found at <https://www.colorado.gov/pacific/cdpte/news/water-quality-permits>

Is any portion of the project already complete?
If yes, give reason and date(s) of prior construction activity.

6. The Location Information Window will automatically populate based on the property information entered earlier.

Press “SAVE & CONTINUE” to proceed to the next page

Flood Plain Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

✓ Application Form » ✓ Floodplain Permit App Form » Location Information

Location Information

Legal Description
Subdivision: MOUNTAIN VALLEY Block: 1 Lot: 34

Historic District

Fire District Name
Aspen Fire Protection District

Zone Overlay

Sewer Service District
Aspen Consolidated Sanitation District

Wildfire Classification

7. A page called “UPLOAD ELECTRONIC PLAN FILES AND SUPPORTING DOCUMENTS” will open. You will be allowed to upload any documents pertaining to your Flood Plain Permit here.

Use the Drop Down under “File Type” to name the uploaded document.

Press “SAVE & CONTINUE” to proceed to the next page

The screenshot displays the 'Flood Plain Permit Application' interface. At the top, a progress bar shows five steps: 1. Building Project Number, 2. Location, 3. Application Forms, 4. Upload files (highlighted in blue), and 5. Confirm & Submit. Below the progress bar, the main content area is titled 'Upload Electronic Plan Files and Supporting Documents (as required)'. It features a file selection area with a 'Choose File' button and 'No file chosen' text, followed by an 'Upload' button. A note below states: 'Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.' Below this note is a link for 'Optional files: view'. At the bottom of the interface, there are three buttons: 'Back', 'Cancel', and 'Save & Continue'.

8. This window allows you to review your Flood Plain Application and make any changes. Once finalized, Press “SUBMIT”

Flood Plain Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

• Location

• Application Form

• Floodplain Permit App Form

• Location Information

• Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

9. Once your application is submitted, you will see the final Window stating it was submitted successfully.

Someone from the Building Department will be in touch with you after submittal.

Flood Plain Permit Application

1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit 6 Success

Your application has been submitted successfully. Click [here](#) for details.