

How to Submit a Tree Removal Permit

1. Under **Building**, select “**Tree Removal Permit**”

Building

Pre-Submittal Meeting	General Permit Application
Change Order	Electrical Permit Application
Mechanical Permit Application	Plumbing Permit Application
Code Enforcement	Complaint
Flood Plain Permit Application	Tree Removal Permit Application
Earthmoving / Driveway Access Permit Application	

2.. The “Tree Removal Permit Application’ will open allowing you to connect this project to a building permit. Check either the “yes” or “no” bubble.

Click **Save and Continue** at the bottom to proceed to the next page.

Tree Removal Permit Application

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

Is this Tree Removal Permit associated with a Building Project? Yes No

Cancel Save & Continue

3. Enter the address, parcel number, or location details of the property. The parcel number may be obtained by going to the Pitkin County Assessor website.

Press **Save and Continue** to proceed to the next page.

Tree Removal Permit Application

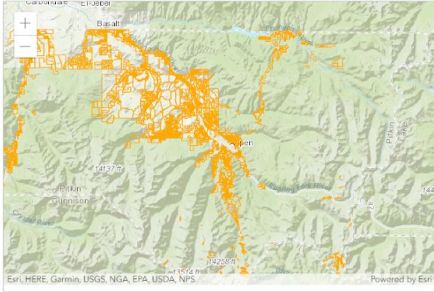
1 Building Project Number 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Location
Please provide details about the location.

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex. Corner of 5th and Main



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

Tree Removal Permit Application

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

Application Form » Tree Permit App Form » Location Information

**PITKIN COUNTY
TREE REMOVAL 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"/>	<input type="text"/>	Owner Last Name <input type="text"/>	<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 -- Select --	Owner Zip <input type="text"/>

PRIMARY PERMIT CONTACT *(This will be the designated point of contact throughout the permit review process.)*

First Name: <input type="text" value="test"/>	Last Name: <input type="text" value="tester"/>	Phone: <input type="text" value="9709230000"/>	Email: <input type="text" value="test@gmail.com"/>
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:

test

Tree Removal

Back Cancel Save & Continue

Press **Save and Continue** to proceed to the next page.

5. The Tree Removal Permit Application Form page will open up. Please Select appropriate responses to questions.

Press **Save and Continue** to proceed to the next page.

Tree Removal Permit Application

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✓ Application Form » Tree Permit App Form » Location Information

TREE PERMIT	
Will the project disturb/result in removal of any additional vegetation? The County's Re-vegetation Guidelines are available at https://pitkincounty.com/831/Landscaping-Revegetation-Tree-Removal	<input type="text" value="-- Select --"/>
How will you prevent the establishment of noxious weeds at the project?	<input type="text"/>
Will the project involve work in any wetlands, riparian areas or the 100 foot stream setback?	<input type="text" value="-- Select --"/>
Will the project involve work in an easement?	<input type="text" value="-- Select --"/>
Will the project involve work in the Pitkin County Right of Way? County Right of Way Work Permit are available by calling Public Works at 970-920-5390	<input type="text" value="Yes"/>

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

Press **Save and Continue** to proceed to the next page

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

A

Wildfire Hazard Desc

Low Hazard

Water Service District

City of Aspen Water Service Area

Zone District Code

R-15A

Caucus Name

7. The upload files stage will allow you to upload files to your project.

Here you must press:

- Choose File
- Upload
- Name the file after uploading (using the Dropdown)

Once all the files have been uploaded, press **Save and Continue** to proceed to the next page.

Tree Removal Permit Application

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Upload Electronic Plan Files and Supporting Documents (as required)

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	Stmnt of Authority (1) (1).pdf	383.3 KB	Revegetation/Mitigation Plan		DELETE

[Choose File](#) No file chosen [Upload](#)

Please note, you can use Google's Chrome browser with Adobe's Flash Player plug-in to upload multiple files at the same time.

Mandatory files required for this submission:

- [Revegetation/Mitigation Plan](#)

Optional files: [view](#)

[Back](#) [Cancel](#) [Save & Continue](#)

8. The next window allows you to review your application and make any changes. Once reviewed, press **submit** at the bottom.

Tree Removal Permit Application

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

▸ Location

▸ Application Form

▸ Tree 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.

Tree Removal 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.