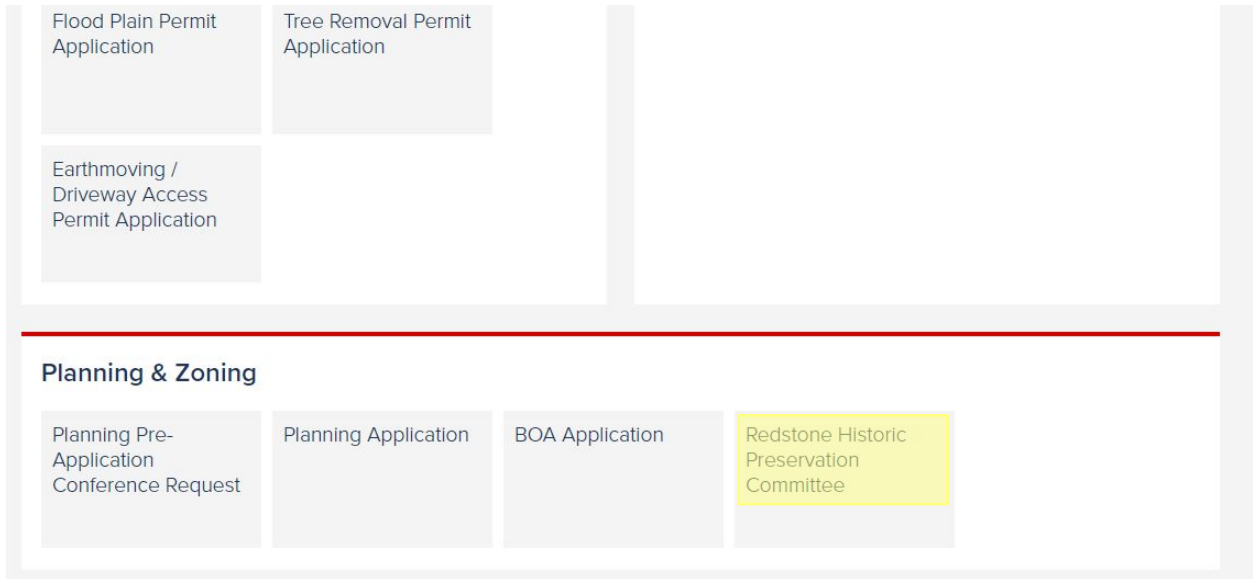


## **How to Submit a Redstone Historic Preservation Committee Project**

1. Press “REDSTONE HISTORIC PRESERVATION COMMITTEE” in the “PLANNING & ZONING” section (at bottom of the page)



2. The Redstone Historic Preservation Committee “Prerequisite Checklist” page will appear.

Be sure to check “Yes,” “No,” or “Not Applicable” after every question.

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

Redstone Historic Preservation Committee

1 Prerequisite Checklist    2 Location    3 Application Forms    4 Upload files    5 Confirm & Submit

The prerequisites below must be met in order to apply for/submit a Redstone Historic Preservation Committee project/case.

RHPC Materials Pre-Requsite Checklist	[Yes]	[No]	[Not Applicable]	
<b>Site Plan</b> Indicate lot perimeter, set backs, location of any existing structures, existing or proposed driveway with dimensions and location of significant trees, Provide lot dimensions, north arrow, site contours, flood plain elevation, and street names	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	optional comments
<b>Floor Plans</b> Minimum of 1/4 scale with all rooms labeled. Indicate main floor elevation relative to actual site elevation. i.e: Top of Plywood = 100'-0" / 7936.5'	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	optional comments
<b>Elevations</b> Provide all building elevations to scale with relevant heights and materials indicated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	optional comments
<b>Section</b> Provide all building elevations to scale with relevant heights and materials indicated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	optional comments
<b>Landscape Plan</b> Indicate lot perimeter and, set backs, location of any existing structures, location of significant trees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	optional comments
Some projects will require more or less information for submittal verify requirements with the HPO All drawings shall indicate new versus existing construction where relevant. Drawings shall also include dimensions and/or notes which address specific code and guideline requirements. Provide 6 sets of drawings with completed application form and one digital version of all submittal materials. The digital version may be sent by email to <a href="mailto:office@reldarchitects.com">office@reldarchitects.com</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	optional comments

Cancel    Save & Continue

3. Enter “Address” “Parcel Number” & “Location Details” of Property. The Parcel number may be obtained by going to the [Pitkincountyassessor.com](http://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.

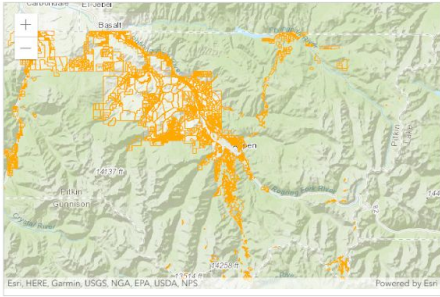
Redstone Historic Preservation Committee

1 Prerequisite Checklist   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:  
*Ex. Corner of 5th and Main*



Back   Cancel   Save & Continue

4. The “Redstone Historic Preservation Commission Development Application” screen will open. Please fill out the information requested on every line.

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

Redstone Historic Preservation Committee

1 Prerequisite Checklist 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Application Form » 1. RHPC Development App Form » 2. Principal Building - Material Checklist » 3. Accessory Building - Material Checklist » Location Information

Redstone Historic Preservation Commission Development Application

530 E Main St, Suite 205 Aspen, CO 81611

Representative's Information

<b>OWNER INFORMATION</b>		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"/>

5. The “Redstone Historic Preservation Commission Development App Form” will open. Please fill in all required information.

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

Redstone Historic Preservation Committee

1 Prerequisite Checklist   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

✓ Application Form > 1. RHPC Development App Form >   2. Principal Building - Material Checklist >   3. Accessory Building - Material Checklist >   Location Information

**Redstone Historic Preservation Commission Development App Form**

Project Type  
 Alteration or Repair to Historic Structure    Alteration or Repair to New Construction    Fence or deck or other site related work    New Construction - Vacant Lot    New Construction - Addition to Historic Structure    New Construction - Addition to New Construction

Project Description:

Legal Description  
\*

Dimensional Information

6. The “Principal Building - Materials Checklist” page will open.

Please fill in all requested information and use dropdowns at “Windows” and “Doors” to choose the type of material used.

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

✓ Application Form > ✓ 1. RHPC Development App Form > 2. Principal Building - Material Checklist > 3. Accessory Building - Material Checklist > Location Information

**Principal Building - Materials Checklist**

Please complete the following checklist and provide all information relevant to the proposal. The drawing should also contain notes that correspond to this list. All exterior materials should be indicated on this list and on the drawings. Refer to the Village of Redstone Design Guidelines for appropriate material choices.

As of February 2008, the RHPC has the following policy on the use of composite materials: Synthetic materials such as Trex or other composite wood materials are not appropriate for use on or in proximity to historic structures. Natural wood materials similar to the existing materials must be used in these cases. On new construction and in some cases the use of synthetic decking materials may be acceptable. Decks which are located on the side or rear of areas of new construction and are within 30' of grade may use composite or synthetic deck materials with the approval of specific samples by the RHPC. In no case will vinyl or synthetic railing components be approved.

**Exterior Wall Materials**

Sliding Materials #1 <input type="text" value="TEST"/>	Windows: Wood
Sliding Materials #2 <input type="text"/>	<input type="text" value="TEST"/>
Accent Materials <input type="text"/>	Doors: Clad Wood

7. The “Accessory Building - Materials Checklist” page will open.  
Please fill in all requested information and use dropdowns at right to select materials for Windows & Doors.

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

Redstone Historic Preservation Committee

1 Prerequisite Checklist   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

✓ Application Form »   ✓ 1. RHPC Development App Form »   ✓ 2. Principal Building - Material Checklist »   3. Accessory Building - Material Checklist »   Location Information

**Accessory Building - Materials Checklist**

Please complete the following checklist and provide all information relevant to the proposal. The drawing should also contain notes that correspond to this list. All exterior materials should be indicated on this list and on the drawings. Refer to the Village of Redstone Design Guidelines for appropriate material choices.

As of February 2008, the RHPC has the following policy on the use of composite materials: Synthetic materials such as Trex or other composite wood materials are not appropriate for use on or in proximity to historic structures. Natural wood materials similar to the existing materials must be used in these cases. On new construction and in some cases the use of synthetic decking materials maybe acceptable. Decks which are located on the side or rear of areas of new construction and are within 30" of grade may use composite or synthetic deck materials with the approval of specific samples by the RHPC. In no case will vinyl or synthetic railing components be approved.

**Exterior Wall Materials**

Sliding Materials #1	Windows: -- Select --
<input type="text"/>	<input type="text"/>

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

Press "SAVE & CONTINUE" to proceed to the next page

Redstone Historic Preservation Committee

1 Prerequisite Checklist   2 Location   3 Application Forms   4 Upload files   5 Confirm & Submit

✓ Application Form »   ✓ 1. RHPC Development App Form »   ✓ 2. Principal Building - Material Checklist »   ✓ 3. Accessory Building - Material Checklist »   [Location Information](#)

Location Information

Legal Description

Historic District

Fire District Name

Zone Overlay

Sewer Service District

Wildfire Classification

Wildfire Hazard Desc



9. A window called “Upload Electronic Plan Files and Supporting Documents” will open.

Here you may attach any pertinent documents pertaining to your Planning Application.

Press the following:

1. “Choose File” then
2. “Upload”

Be sure to name the file you upload by using the Dropdown under “File Type.”

**NOTE: YOU MUST UPLOAD ALL MANDATORY FILES prior to being able to proceed to the next page.**

After Uploading all mandatory files, press “SAVE & CONTINUE” to proceed to the next page

Redstone Historic Preservation Committee

1 Prerequisite Checklist 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit

Upload Electronic Plan Files and Supporting Documents (as required)

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	Deconstruction Plan (1).pdf	146.7 KB	Architectural Site Plan		DELETE

No file chosen

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:**

- **Architectural Site Plan** indicate lot perimeter, set backs, location of any existing structures, existing or proposed driveway with dimensions and location of significant trees, Provide lot dimensions, north arrow, site contours, flood plain elevation, and street names

Optional files: [view](#)

10. This window allows you to review your Redstone Historic Preservation Committee Application and make any changes.

Once finalized, Press “SUBMIT”

The screenshot shows a web interface for the Redstone Historic Preservation Committee. At the top, the title "Redstone Historic Preservation Committee" is displayed. Below the title is a progress bar with five steps: 1. Prerequisite Checklist, 2. Location, 3. Application Forms, 4. Upload files, and 5. Confirm & Submit. Step 5 is currently selected and highlighted in blue. Below the progress bar is a list of application items, each with a right-pointing arrow icon:

- Location
- Application Form
- 1. RHPC Development App Form
- 2. Principal Building - Material Checklist
- 3. Accessory Building - Material Checklist
- Location Information
- Electronic Plan Files and Supporting Documents (as required)

At the bottom of the interface, there are three buttons: "Back" (blue), "Cancel" (light blue), and "Submit" (yellow with black text).

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

Someone from Community Development will be in touch with you after submittal.

Redstone Historic Preservation Committee

1 Prerequisite Checklist 2 Location 3 Application Forms 4 Upload files 5 Confirm & Submit 6 Success

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