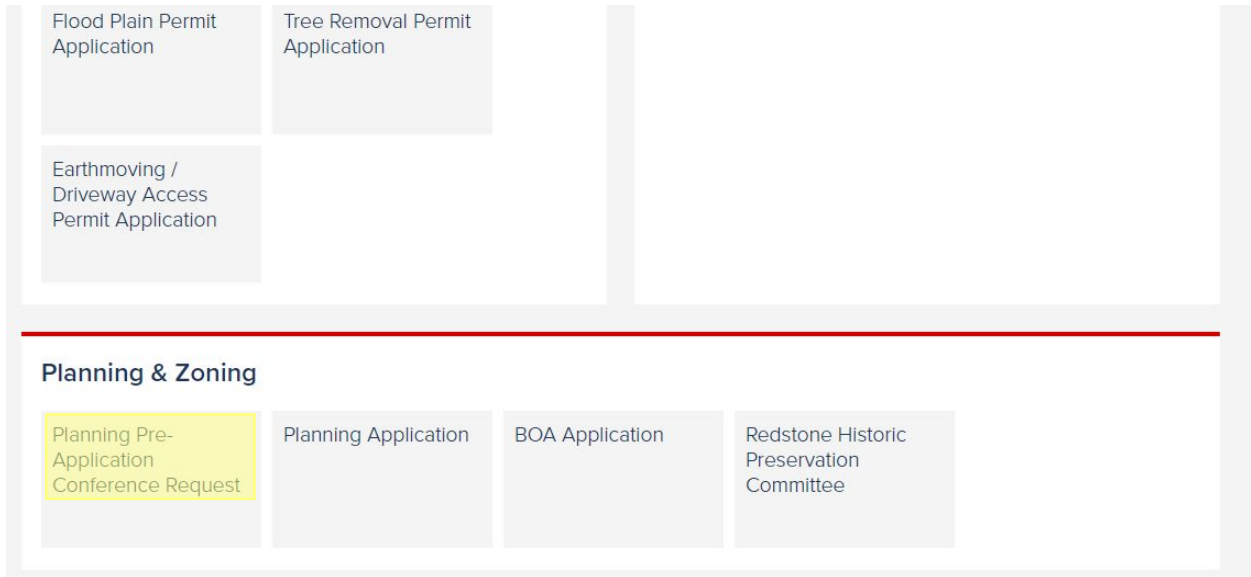


How to submit a Planning Pre-Application Conference Request

1. Press “Planning Pre-Application Conference Request” in the “PLANNING & ZONING” section (at bottom of the page)



2. 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.

Planning Pre-Application Conference Request

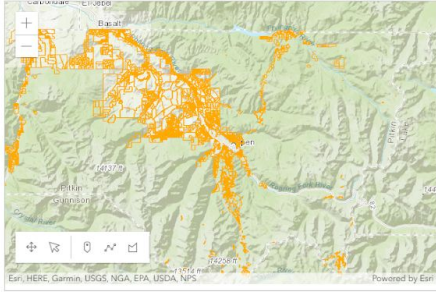
1 Location 2 Application Forms 3 Upload files 4 Confirm & Submit

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:
Ex: Corner of 5th and Main

Cancel Save & Continue



The GIS map displays a topographic view of a mountainous region with parcel boundaries highlighted in orange. The map includes standard navigation controls such as zoom in (+), zoom out (-), and a home button. Text at the bottom of the map reads 'Powered by Esri'.

3. The “Planning Pre-Application Conference Request” screen will open. Please fill out all the information requested on every line.

Planning Pre-Application Conference Request

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

[Application Form](#) » [Location Information](#) » [Planning Pre-Application Conference App Form](#)

Planning Pre-Application Conference Request

Contact Information		Is Owner Entity? (LLC, Trust, etc...) <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 -- Select -- <input type="text"/>	Owner Zip <input type="text"/>
Property Owner is Contact ? <input checked="" type="radio"/> Yes <input type="radio"/> No			

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

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

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

Planning Pre-Application Conference Request

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

✓ Application Form » Location Information » Planning Pre-Application Conference App Form

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

5. The “Planning Pre-Application Conference App Form” will open.

Please check all boxes and fill in all required information, including Description of Work.

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

✓ Application Form » ✓ Location Information » Planning Pre-Application Conference App Form

Subject Property Information

Are there Land Use Approvals or Permits associated with the property?
 Yes
 No

Don't know if there are previous Land Use Approvals or Permits associated with the property? Find out via our Online Search!
[Online Records Search](#)

Do you have an existing conditions survey?
 Yes
 No

Describe the existing uses and improvements on Subject Property.

Water Service to Subject Property (Existing or Proposed) <input type="radio"/> Municipal <input type="radio"/> Private Well <input type="radio"/> Water District	Wastewater Service to Subject Property (Existing or Proposed) <input type="radio"/> Municipal <input type="radio"/> District <input type="radio"/> On-site Wastewater Treatment System
Is there access to the property? <input checked="" type="radio"/> Yes <input type="radio"/> No	

Description of Work

Please describe the proposed uses and improvements on Subject Property, including vegetation removal, earthmoving, and/or property access changes.

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

Here you may attach any pertinent documents pertaining to your 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.”

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

Planning Pre-Application Conference Request

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

Upload Electronic Plan Files and Supporting Documents (as required)

	File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/>	STATEMENT OF AUTHORITY 5.31.19.pdf	68.69 KB	Statement of Authority		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.

Optional files: [view](#)

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

7. This window allows you to review your Planning Pre-Application Conference Request and make any changes. Once finalized, Press “SUBMIT”

Planning Pre-Application Conference Request

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

▸ Location

▸ Application Form

▸ Location Information

▸ Planning Pre-Application Conference App Form


▸ Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

8. Once your Pre-Application Conference Request is submitted, you will see the final Window stating it was submitted successfully.

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

Planning Pre-Application Conference Request



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

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