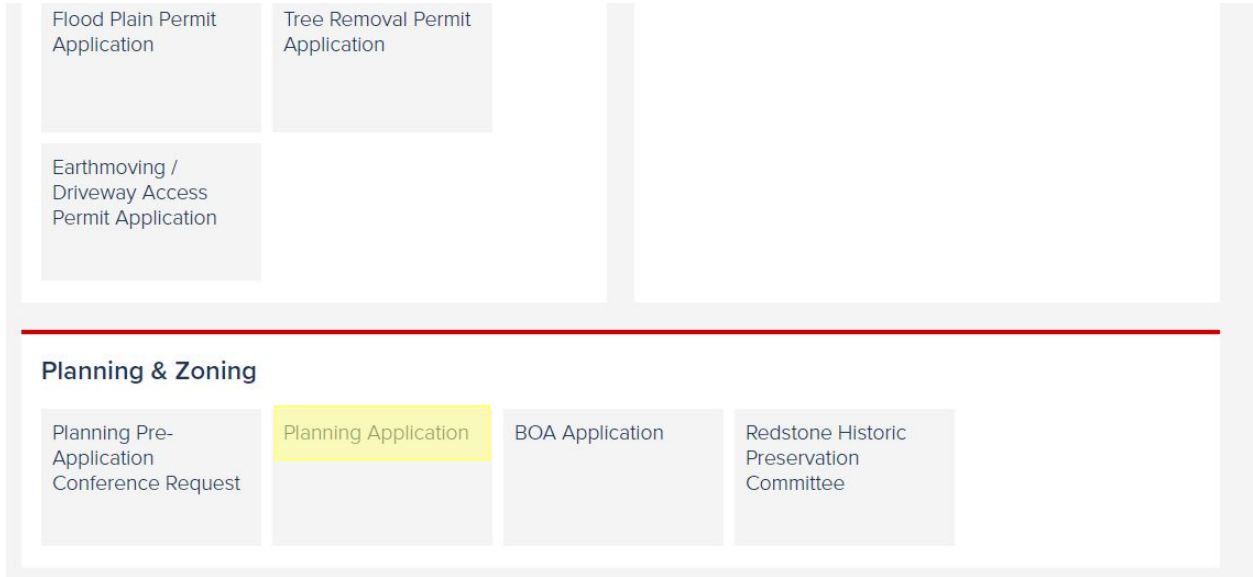


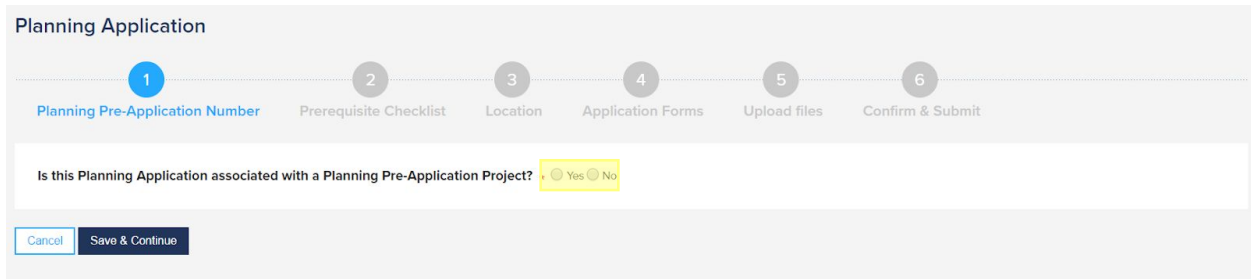
How to Submit a Planning Application

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



2. The “Planning Application” window will open.

Be sure to check “YES” or “NO” in the box asking: “Is this Planning Application associated with a Planning Pre-Application Project.”



The screenshot shows a web form titled "Planning Application". At the top, there is a progress bar with six steps: 1. Planning Pre-Application Number (highlighted in blue), 2. Prerequisite Checklist, 3. Location, 4. Application Forms, 5. Upload files, and 6. Confirm & Submit. Below the progress bar, there is a question: "Is this Planning Application associated with a Planning Pre-Application Project?". To the right of the question are two radio buttons, "Yes" and "No", with the "Yes" button selected. At the bottom left of the form, there are two buttons: "Cancel" and "Save & Continue".

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

3. The “Prerequisite Checklist” window will open up.

Please answer “Yes,” “No,” or “Not Applicable” to each question asked.

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

Planning Application

1 Planning Pre-Application Number 2 Prerequisite Checklist 3 Location 4 Application Forms 5 Upload files 6 Confirm & Submit

The prerequisites below must be met in order to apply for/submit a Planning Application project/case.

Please provide the following	[Yes] [No] [Not Applicable]	
Executed Pitkin County Community Development Agreement for Payment of Land Use Application Fees Form; NOTE.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>
24" by 36" and 11" x 17" Site Plan as designated in Section 2.1.12 of the Pitkin County Land Use Application Manual; Improvement Survey.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>
Scenic View Protection Exhibits as designated in Section 2.1.12 of the Application Manual.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>
Wildfire hazard analysis and mitigation report, prepared by a wildfire professional.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>
Engineering report addressing road design, water supply, drainage, wastewater disposal and other utilities and public services (as applicable.)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>
Disclosure and proof of ownership of the property, consisting of a current certificate from a title insurance company or attorney licensed to practice law in the State of Colorado, listing the names of all owners of the property and all mortgagees, judgments, liens, easements, contracts and agreements affecting use and development of the parcel and proof of the owner's right to use the land for the purposes identified in the development application.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>
Documentation of how and when the parcel was created.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<input type="text" value="optional comments"/>

4. 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 Application

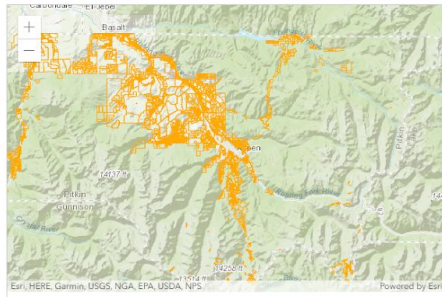
1 Planning Pre-Application Number 2 Prerequisite Checklist 3 Location 4 Application Forms 5 Upload files 6 Confirm & Submit

Address: [Advanced Search](#)

Parcel Number(s):

Location Details:

Ex: Corner of 5th and Main



Back Cancel Save & Continue

5. The “Pitkin County Planning Application” screen will open. Please fill out the information requested on every line.

[Application Form](#) » Location Information

PITKIN COUNTY PLANNING APPLICATION			
OFFICE PHONE 970-920-5526		530 E Main St, Suite 205 Aspen, CO 81611	
INSPECTION LINE 970-920-5532		http://www.pitkincounty.com	
PROJECT NAME: <input type="text"/>			
Contact Information		Is Owner Entity? (LLC, Trust, etc...) <input type="radio"/> No <input type="radio"/> Yes	
Primary Owner First Name <input type="text"/>		Primary Owner Last Name <input type="text"/>	
Primary Owner Email Address <input type="text"/>		Primary Owner Address <input type="text"/>	
Primary Owner Phone Number <input type="text"/>	Primary Owner City <input type="text"/>	Primary Owner State -- Select -- <input type="text"/>	Primary Owner Zip <input type="text"/>
Property Owner is Contact ? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Contact First Name <input type="text"/>		Contact Last Name <input type="text"/>	

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

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

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

Planning Application

1 Planning Pre-Application Number 2 Prerequisite Checklist 3 Location 4 Application Forms 5 Upload files 6 Confirm & Submit

✓ Application 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
A

Wildfire Hazard Desc
Low Hazard

Water Service District

7. 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.”

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

Planning Application

1 Planning Pre-Application Number 2 Prerequisite Checklist 3 Location 4 Application Forms 5 Upload files 6 Confirm & Submit

Upload Electronic Plan Files and Supporting Documents (as required)

File Name	Size	File Type	Comment	
<input checked="" type="checkbox"/> STATEMENT OF AUTHORITY 8.26.19.pdf	217.2 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

8. This window allows you to review your Planning Application and make any changes.

Once finalized, Press "SUBMIT"

Planning Application

1 Planning Pre-Application Number 2 Prerequisite Checklist 3 Location 4 Application Forms 5 Upload files 6 Confirm & Submit

▸ Location

▸ Application Form

▸ Location Information

▸ Electronic Plan Files and Supporting Documents (as required)

Back Cancel Submit

9. Once your Planning Application 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 Application

1 Planning Pre-Application Number 2 Prerequisite Checklist 3 Location 4 Application Forms 5 Upload files 6 Confirm & Submit 7 Success

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