



## WATER EFFICIENT LANDSCAPING STANDARDS (WELS) Application Package Checklist

**IMPORTANT: This checklist does not constitute approval of the WELS review. This document is to inform the applicant and the City of what constitutes a complete WELS application.**

*The City of Aspen Water Efficient Landscaping Standards shall apply to the following projects that use City of Aspen potable water, as well as to Aspen raw water accounts utilizing City-owned water rights.*

**WELS Section 2.1.1- Landscaping, grading, installing or disturbing hardscapes, additions to structures, etc. that has a disturbance area greater than 1,000 square feet and greater than 25% of the entire site.**

**WELS Section 2.1.2- All building permits that trigger a “substantial remodel” per Title 25 of the Municipal Code, defined as the increase by fifty percent (50%) or more in the water using capacity of new water using devices or fixtures installed on a property, as measured by the ECU rating of the existing and proposed structure(s).**

---

**Links to the Water Efficient Landscaping Standards, the Outdoor Water Budget Worksheet, the WELS Documentation Requirements, and Example Plans can be found at:** <https://www.aspen.gov/199/Landscape-Ordinance>

For assistance in compiling required documentation package, please contact Megan Killer, WELS Review Coordinator (megan.killer@aspen.gov).

---

### **WATER SUPPLY INFORMATION**

If water is to be provided by City of Aspen, the Applicant must answer the following questions:

1. Is the property already receiving City of Aspen water service?  Yes  No
2. Is there a well or wells on the property?  Yes  No
3. Are there other water sources/supplies on the property?  Yes  No  
If yes, name other water sources/supplies: \_\_\_\_\_
4. Will raw water be used for irrigation on this property?  Yes  No  
If yes, provide proof of a raw water agreement, account number, and/or proof of water rights.
5. Are there existing city water taps to be disconnected?  Yes  No
6. What is the total area (in square feet) of drip irrigation proposed in the irrigation system? \_\_\_\_\_
7. What is the total area (in square feet) of bubbler irrigation proposed in the irrigation system? \_\_\_\_\_
8. What is the total (in square feet) of overhead spray irrigation in the proposed irrigation system? \_\_\_\_\_

**REQUIRED INFORMATION AND DOCUMENT CHECKLIST**

<b>PROJECT INFORMATION</b>	
Date:	
Project Address:	
Project Type (New Construction, Redevelopment, Remodel, or Addition):	
Total Property in Sq. Ft.:	*Disturbance Area in Sq. Ft.:
<p><b>*Disturbance Area is defined as the external area of the building site where the ground is disturbed, which includes—but is not limited to—soil grading, landscaping, removing impervious area, adding impervious area, replacing impervious area, layback areas, and stock pile areas.</b></p>	
Total Landscaped Area in Sq. Ft.:	Total Irrigated Area in Sq. Ft.:
**Affected Area in Sq. Ft.:	**Affected Area is the building square footage plus the disturbance area, with the building square footage equaling the building footprint alteration plus the new square footage.
Zone District:	Non-irrigated, Undisturbed Native Area:
Irrigated Right-of-Way Area:	Non-Irrigated Native Area:
Exterior Hardscape (Impervious) Area:	Structure(s) Footprint Area:
What is the water using capacity of new water using devices or fixtures installed on the property, as measured by the ECU rating of the existing and proposed structure(s):	
<b>AUTHORIZED PROJECT/ OWNER REPRESENTATIVE</b>	
Project/Owner Representative Name:	Project/Owner Rep. Ph:
	Project/Owner Rep. Email:
Irrigation Designer Name:	Irrigation Designer Email:
Landscape Designer Name:	Landscape Designer Email:
<b>PROPERTY OWNER INFORMATION</b>	
Owner Name:	
Mailing Address:	City Water Acct. Number:
Phone:	Email:

## WELS Application Package Checklist Continued

PLAN & DOCUMENT REQUIREMENTS	DESCRIPTION/QUESTIONS	SUBMITTAL COMPLIANCE Checked by Plan Reviewer:
<b>Site Development Plan</b>	Identify Development/Disturbance Area	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Landscape Design Plan, and Soils/Soil Amendment Information</b>	Required Components Listed in the WEL Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Irrigation Design Plan, and Hydrozone Information</b>	Required Components Listed in the WEL Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Outdoor Water Budget Worksheet</b>	Required Component Listed in the WEL Standards	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Swimming Pools and Spas</b>	Is there an existing or proposed pool or spa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are pool and spa covers proposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## APPLICANT ACKNOWLEDGEMENT

I/we agree to comply with the requirements of the City of Aspen Water Efficient Landscaping Standards and submit a complete Site Plan, Landscape Plan, Soils Standards, Irrigation Plan, Hydrozone Plan, and Water Budget Documentation Packet for review by the City of Aspen.

Applicant Signature

Date

Print Name

***FOR INTERNAL USE ONLY:***

**CHECKLIST REVIEWED BY:** \_\_\_\_\_ (City Staff)

DATE: \_\_\_\_\_

**WELS REVIEW IS NOT REQUIRED AT THIS TIME (Documentation reviewed by the signatory below)**

**AUTHORIZED BY:** \_\_\_\_\_ **(City Staff)**

DATE: \_\_\_\_\_

\*Please be advised that even though this signature confirms a WELS review is not required at this time, a WELS review may be required at a later date if either of the above thresholds related to disturbance area (WELS Section 2.1.1) or increased water use capacity (WELS Section 2.1.2) on the Subject Property is met or exceeded during the course of the permit review or construction processes. Please plan accordingly.