



# Certificate of Occupancy and Temporary Certificate of Occupancy

## Engineering Final Inspection Requirements City of Aspen Engineering Department

Final Inspections are required as part of the Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) process. This checklist is only applicable for Engineering Department related reviews and does not encompass any other departments standards or requirements for CO or TCO. This checklist is a guiding document only and other requirements could be requested prior to CO or TCO.

### **Engineering Dev Inspection Requirements:**

All major projects within the City of Aspen are required to provide documentation showing that all Stormwater & Drainage, Utilities, and Public Improvements were installed per issued Building Permit(s). CO and TCO will not be issued until all documents have been submitted and approved by the Engineering Development Reviewer. The following are the minimum requirements:

1. Engineering Development As-Built Survey
2. Stormwater Best Management Practices (BMP) Operations and Maintenance Agreement
3. Stormwater BMP Operations and Maintenance Plan

Additional Items that may be needed:

1. Revocable Permanent Encroachment License(s).
2. Formalization of City of Aspen utility easement(s).
3. A video of the subsurface drainage systems.
4. Elevation Certificate if the site is in the FEMA 100-yr floodplain.

### **Engineering Water Inspection Requirements:**

1. Site Inspection for final fixture counts.
2. Final Utility Connection Permit signed and notarized by applicant.
3. Payment of any additional tap fees.

### **Engineering Erosion & Sediment Inspection Requirements:**

1. Site Inspection to verify site is properly vegetated and stabilized.
2. Smuggler Superfund Site Documentation if applicable.

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## Engineering Dev Inspection Requirements

Request the Engineering Dev Inspection on the Permit Portal and upload the following documents via the Permit Portal.

### Engineering Development As-Built Survey Requirements

An as-built survey is required to verify all drainage infrastructure and grading was installed per the approved permit plan set.

#### General

1. Title, purpose, and legal description of the property.
2. Survey must be in a 24" x 36" printable format.
3. List all documents used in the survey with recording information.
4. Vicinity map showing the property surveyed in reference to nearby highway(s) or major street intersections (shown at a legible scale).
5. Legend of symbols, scale, and north arrow. Scale of 1" = 10' to 1" = 40' or plan must be provided in sufficient detail and clarity to identify all relevant requirements.
6. One (1) foot contours and the datum of the elevations.

7. Monuments placed (or a reference monument or witness to the corner) at all corners of the boundary of the property, unless already marked or referenced by an existing monument witness to the corner.
8. Basis of bearing tied to two City (City of Aspen GPS Control Monumentation, dated 12-2- 2009 on the Engineering website) monuments and point of beginning graphically.
9. Overlaps and gores along the exterior of the boundaries.
10. All improvements associated with this permitted development extending beyond the property boundaries if applicable.
11. Show all roads (edge of pavement as applicable), right-of-way, and distance to the nearest intersecting street if within 200 feet of property.
12. Show extents of all alley disturbances, including utility trench backfill areas. Verify and show no adverse changes to alley drainage patterns.
13. Label easements and encroachments add reference numbers as applicable.
14. Names of adjoining platted lands or subdivision names.
15. Indication of access to a public right-of-way on land, such as curb cuts and driveways, and to & from waters adjoining the surveyed tract.
16. List setbacks and building envelopes. List any relevant top of slope and top of slope setback delineations. Flood zone designation, if applicable (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent, by scaled map location and graphic plotting only.)
17. Location, species, and trunk diameter of trees at four and a half (4 ½) feet from the ground, as well as the current extent of drip lines. Include neighboring trees whose driplines extend onto subject property.
18. All ponds, ditches (including irrigation ditches), springs, and rivers.
19. Location of all utilities existing on or serving the surveyed property, as determined by observed evidence (including locates and potholing) and with evidence from plans obtained from utility companies or provided by the client, along with markings by utility companies and other appropriate sources (with reference as to the source of information).
  - a. For any main utility line work that was performed, follow as-built regulations from the utility provider. City of Aspen Utilities must be submitted to the Engineering Development Reviewer. This may be required to be a separate document.
20. Material, size, shape, slope, and location of all drainage infrastructure that is critical to the drainage system must be included; examples of required information are listed below.

a. Drainage Facilities	e. Roadside Ditches/Swales	i. Inlets/outlets
b. Drainage Structures	f. Culverts	j. Spillways
c. Conveyance Systems	g. Drainage Ways	k. Gutter flows
d. Storm Sewers	h. Access/Clean out holes	l. Cross Pans
21. Call out all volume capacities of each BMP on site. Verify built condition meets or exceeds permitted design volume.
22. Finished floor and grade at foundation elevations of all buildings. In residential developments also provide lot corner elevations and any grade break elevations critical to the grading

concept. Show positive drainage away from structures as required by Building Code (IRC – R401.3 and IBC – 1805.3.4).

#### As-built Survey Certificates

1. Signature, date, and stamp of Colorado Professional Engineer on each survey plan sheet. Include the following professional certificate:

“I, the undersigned Registered Professional Engineer, certify that I have inspected the as-built survey data for project site: \_\_\_\_\_ and have concluded that the property will drain adequately in conformance with the drainage plan submitted and approved by the City on date: \_\_\_\_\_.”

By:

Date:

\_\_\_\_\_

PE License No. \_\_\_\_\_

2. Signature, date, and stamp of the Registered Land Surveyor on each survey plan sheet. Include the following professional certificate:

“I, the undersigned Registered Land Surveyor, hereby certify that the elevations, grading and drainage features shown of the property described as: \_\_\_\_\_ were developed from surveying the

property on the date of: \_\_\_\_\_ and accurately depict the elevations existing during the survey. The elevations may change subsequent to the survey due to subsidence, upheaval, erosion, acts of man or other factors. Therefore, this certificate may not accurately depict elevations, grading and drainage pattern after the date of the survey. Easements are shown per the plat unless noted otherwise. No part of this lot lies within the 100- year floodplain as defined by FEMA, except as noted.”

By:

Date:

\_\_\_\_\_

PLS seal

### Stormwater BMP Operations and Maintenance Agreement Requirements

1. Completed Stormwater BMP Operations and Maintenance Agreement.
  - a. Document shall be signed by the homeowner of the property. Each owner of the property(s) on a parcel or the HOA who will be responsible for all drainage infrastructure maintenance needs to complete a maintenance agreement.
  - b. Document must be notarized by a Notary Public.

### Stormwater BMP Operations and Maintenance Plan

1. The Stormwater BMP Operations and Maintenance Plan is a written document typically prepared by the Civil Engineer of record. The document shall clearly outline what drainage

infrastructure is on the site, how to maintain all infrastructure including BMPs, and how frequently maintenance or replacement shall occur.

2. Must contain all stormwater facilities and infrastructure on site that require maintenance. Reference to guidelines outlined in the Urban Runoff Management Plan is preferred.
3. Detail maintenance schedule, equipment, and repair processes.
4. Maintenance plan shall be written so that someone unfamiliar with the system and technology could repair, maintain, and understand the system. Include explanation of how to tell the system has failed and how to fix.
5. Include an 8.5" x 11" copy of the Engineering Development as-built survey for recordation as Appendix A.
6. Include an inspection schedule and log as Appendix B.

## Permanent Revocable Encroachment License

1. A permanent revocable encroachment license is required for any private infrastructure located in the City Right of Way (ROW) such as snowmelt. The encroachment license verifies and legalizes infrastructure placed within the City ROW which is the property owner's responsibility to maintain.
2. The permanent revocable encroachment license is a separate application. Detailed requirements can be found here: <https://aspen.gov/DocumentCenter/View/8904/2022-Permanent-Encroachment-Application---UPDATED?bidId=>

## City of Aspen Utility Easements

1. Utility Easement agreement(s) need to be signed, notarized, and recorded prior to issuance of a CO or TCO.
2. List all easement recordation numbers on the as-built survey.

## Subsurface Drainage Video

1. A video of the subsurface drainage system is required if the site drains via a private pipe into the City of Aspen's storm sewer infrastructure. The purpose of the video is to verify proper installation and to ensure that during project construction no pollutants such as concrete, sediment, or construction debris entered the system. A video must be submitted in a digital downloadable format.

## Elevation Certificate for Properties in the FEMA 100-yr floodplain.

1. An elevation certificate is required for all properties within the floodplain. The most up to date version that can be found at [www.fema.gov](http://www.fema.gov)

# Engineering Water Inspection Requirements

## Site Inspection

1. Follow the standard inspection request process on the Permit Portal for site inspections. A member of staff will meet onsite to verify final water fixture counts.

## Final Utility Connection Permit

1. Staff will create a final UCP and send to the applicant to be signed and notarized.

2. Once the signed notarized UCP is received and any outstanding tap fees paid the Utilities Inspection will be signed off.
3. Find a full description of the process at the following site:
  - a. <https://aspen.gov/DocumentCenter/View/9137/Water-Utility-Review-and-Inspection-Sign-Off-Process>

## Engineering Erosion and Sediment Inspection Requirements

### Site Inspection

1. Follow the standard inspection request process on the Permit Portal for site inspections. A member of staff will walk the site to verify all vegetation is installed and the site is properly stabilized.

### Smuggler Superfund Site Documentation

1. If the project is located in the Smuggler Superfund Site than Affidavit #2 from the Smuggler Superfund Permit shall be submitted via the Permit Portal.
2. All tipping tickets from the landfill must be provided as an attachment to Affidavit #2.
3. More information on the Smuggler Superfund requirements can be found here:  
<https://www.aspen.gov/351/Smuggler-Superfund-Site>

## Temporary Certificate of Occupancy

A TCO is only applicable if being applied for outside of planting season as determined by Water Efficient Landscaping Standards (WELS) Reviewer or as deemed appropriate by the Chief Building Officer. All Engineering CO requirements must be met with the exception of fully established plantings. The site must be temporarily stabilized via mulch, straw blankets, or other approved temporary erosion control measures for the duration of the winter season.

The site must be brought up to finished grade, all drainage infrastructure installed, and the site must drain as designed in the final built out configuration. No interim as-builts will be accepted. All as-built requirements must be met. Variances will be granted at the discretion of the City Engineer.

For projects that bond final landscaping per WELS, final grading components essential to the drainage concept must be installed to plan prior to TCO.