



WATER UTILITY REVIEW & INSPECTION EXTRATERRITORIAL (Pitkin County Water Permit) SIGN-OFF PROCESS

STEP 1

CoA WATER PERMIT REQUIRED (EXTRATERRITORIAL PARCEL)

- A Utilities Review is required for parcels outside City of Aspen limits but served by City of Aspen Water.
- Applicant will submit a Pitkin County Water Permit (PCWP) through the City of Aspen's permit portal (Salesforce). An ECU calculator and Architectural plans are required. Water Efficient Landscaping Standards (WELS) plan and Civil-Utility Plan may be required.
- The appropriate Reviewer(s) will use submitted documents from the Pitkin County Water Permit to assess City tap fees and confirm compliance with City standards.
- Upon approval of all required reviews, a Review Utility Connection Permit (UCP) document and associated tap fees will be sent from the Engineering Water Reviewer to the Applicant.

STEP 2

OWNER ACKNOWLEDGMENT

- Owner needs to sign and have notarized the Review Utility Connection Permit (UCP) document including the Terms and Conditions and Fixture Count Sheet pages.

STEP 3

TAP FEE AND UCP SUBMITTAL

PAYMENT OPTION 1: ONLINE THROUGH SALESFORCE

- Upload scanned, signed & notarized, two-page UCP with Fixture Count Sheet as a PDF (photos not accepted).
- Pay tap fees via Salesforce.
- Once completed send note through Salesforce Chatter to:
@Robert Gregor
@Cole Langford
@Drew Kimbrell

STEP 3

TAP FEE AND UCP SUBMITTAL (CONTINUED)

For quicker payment processing, this option is not recommended.

PAYMENT OPTION 2: GO TO THE COMMUNITY DEVELOPMENT WINDOW LOCATED ON FIRST FLOOR OF ASPEN CITY HALL - 427 RIO GRANDE PLACE

- Bring in signed & notarized, two-page UCP with Fixture Count Sheet
- Tap Fee Payment (separate check made to City of Aspen)

STEP 4

PITKIN COUNTY WATER PERMIT ISSUANCE

- After all reviews are approved and all documents and payment are received, Utilities will issue a PCWP to applicant and will cc the Pitkin County Staff.
- Allow two business days for staff completion.

STEP 5

INSPECTION AFTER CONSTRUCTION COMPLETION

- Applicant requests applicable Inspections on the PCWP via City of Aspen's permit portal (Salesforce).
- Staff will conduct a site visit and create a Final Utility Connection Permit (UCP) to account for any changes during construction.
- The Final UCP showing associated tap fees will be sent from the Engineering Water Reviewer to the Applicant.
- The Final UCP Document (signed and notarized), and payment of additional tap fees, will need to be submitted as described in Step 3 above.
- The Utilities Final Inspection sign-off will mirror Step 4 above.

FOR MORE INFORMATION:

Aspen.gov/water

970.920.5080