

Residential Design Standards

Administrative Review



Section 26.410.020.B. of the Land Use Code requires an Administrative Review for compliance with the Residential Design Standards (RDS) for all residential projects, unless otherwise exempted pursuant to Section 26.410.010.C.

All residential projects affecting the exterior of the building shall submit for RDS Administrative Review prior to building permit submittal. If exterior work is proposed, and the scope of work meets one of the exemptions listed above, staff will provide a signed exemption form to be included in the building permit application.

Application for RDS Administrative Review:

An application for RDS Administrative Review that **DOES NOT** require Alternative Compliance (**information on Page 2**) will be submitted to the Community Development Department via email to Planner of the Day at planneroftheday@gmail.com. Applicants will be notified of the received application by email and if additional documents are required. Certain application requirements may be waived by staff depending on the scope of work.

An application for RDS Administrative Review shall include the following documents in digital format:

- Site improvement survey certified by a registered land surveyor (no older than one year from submittal date)
- Proposed Site plan (scaled 24"x36") with RDS measurements labeled and measured out on the sheet
- Proposed Floor plans (scaled 24"x36") with RDS measurements labeled and measured out on the sheet
- Proposed Elevations (scaled 24"x36") with RDS measurements labeled and measured out on the sheet
- Existing Site plan, Floor plans, and Elevations if a remodel (scaled 24"x36")
- Complete scope of work noting all exterior areas affected by the proposed project
- Complete RDS applicant checklist (attached) addressing how each standard is met with sheet references for each standard

Please note that putting N/A in the notes section is not sufficient for completion of the RDS Checklist. List in the "Notes" section why it does not apply. Is it located outside of the Aspen Infill Area? Is it a remodel and you are not changing that standard? Does the lot have a required front yard setback of at least 10 vertical feet above or below street grade? Is the front setback twenty-five feet or greater?

Review Process:

The Community Development Department staff will review an application for applicability and compliance with Chapter 26.410, Residential Design Standards. If the application complies with all applicable standards as written, a signed Checklist and stamped plan set will be provided to the applicant to be included with building permit submission. If the application does not comply with one or more applicable standards, staff will provide feedback to the applicant on why the standard does not comply and next steps in the process. The applicant is provided the opportunity to revise and resubmit the design in response to the comments.

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If the project is not meeting any of the 'Options' under the individual standards or the standard itself then the project requires either Alternative Compliance (Flexible Standards only) or a Variation (Non-Flexible Standards).

Alternative Compliance or Variation:

Pursuant to 26.410.020.C, projects that do not meet the criteria for Administrative Review or Alternative Compliance (as determined by staff) may be reviewed by the Planning & Zoning Commission, or HPC if appropriate, at the applicant's request. An applicant may choose to apply directly for a Variation from the Planning & Zoning Commission or Historic Preservation Commission, pursuant to Chapter 26.410.020.C.

A pre-application summary will be required for an Alternative Compliance or Variation request.

Application for Alternative Compliance or Variation:

An application for Alternative Compliance or a Variation will require a pre-application summary provided by Community Development staff, and shall be submitted as a Land Use Application. Required application submittal items shall be outlined in the pre-application summary.

Staff determine if they believe a project meets the intent of the individual standards for Alternative Compliance. Even if an applicant team feels that a design choice meets Alternative Compliance, staff may disagree. If staff does not believe that a project meets those criteria, then the applicant may request a Variation from the Planning and Zoning Commission or Historic Preservation Commission.

Alternative Compliance and Variations should be utilized as a last resort, especially with scrape/replace or new construction projects that are not remodels or renovations.

Disclaimer: If an RDS submission does not provide sufficient information to determine if the project meets the standards, the RDS submission will not be reviewed until such time that information is provided.

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Administrative Compliance Review Applicant Checklist - Single Family and Duplex



Address: _____ Representative: _____

Parcel ID: _____ Email: _____

Zone District/PD: _____ Phone: _____

Instructions: Please fill out the checklist below, marking whether the proposed design complies with the applicable standard as written or is requesting Alternative Compliance (only permitted for Flexible standards). Also include the sheet #(s) demonstrating the applicable standard. If a standard does not apply, please mark N/A and include in the Notes section why it does not apply. If Alternative Compliance is requested for a Flexible standard, include in the Notes section how the proposed design meets the intent of the standard(s). Additional sheets/graphics may be attached.

Disclaimer: This application is only valid for the attached design. If any element of the design subject to Residential Design Standards changes prior to or during building permit review, the applicant shall be required to apply for a new Administrative Compliance Review.


| Standard | Complies | Alternative Compliance | N/A | Sheet #(s)/Notes |
|--|----------|------------------------|-----|------------------|
| B.1. Articulation of Building Mass (Non-flexible) | | | | |
| B.2. Building Orientation (Flexible) | | | | |
| B.3. Build-to Requirement (Flexible) | | | | |
| B.4. One Story Element (Flexible) | | | | |
| C.1. Garage Access (Non-flexible) | | | | |
| C.2. Garage Placement (Non-flexible) | | | | |
| C.3. Garage Dimensions (Flexible) | | | | |

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| Standard | Complies | Alternative Compliance | N/A | Sheet #(s)/Notes |
|--|----------|---|-----|------------------|
| C.4.Garage Door Design (Flexible) | | | | |
| D.1.Entry Connection (Non-flexible) | |  | | |
| D.2.Door Height (Flexible) | | | | |
| D.3.Entry Porch (Flexible) | | | | |
| E.1.Principle Window (Flexible) | | | | |
| E.2.Window Placement (Flexible) | | | | |
| E.3.Nonorthogonal Window Limit (Flexible) | | | | |
| E.4.Lightwell/Stairwell Location (Flexible) | | | | |
| E.5.Materials (Flexible) | | | | |