



**CITY OF ASPEN ENGINEERING DEPARTMENT**  
**GRADING AND DRAINAGE REQUIREMENTS**  
**FOR MINOR DESIGN**

You need to apply for a Minor Grading and Drainage permit if:

- If you do **not** qualify for a Landscape / Grading Permit.
- If you increase impervious area more than 200 s.f. (this includes adding hard surface patios, increasing the footprint of the house, etc.).
- If you disturb more than 200 s.f. of land (this includes grading, even if a structure or hard surface is not added, as well as “scrape and replace”).
- If you add or repair snowmelt.
- If the total addition of impervious area or disturbance of land does not exceed 1,000 s.f.

Reports are required, unless determined by the Development Engineer to be unnecessary. One copy of the Report and one copy of the Plans is required for Sufficiency Review. Two copies of each will be required for Building Permit Application.

NOTE: A Professional Engineer is not required for preparation or submittal of a plan and report for a minor project.

REFERENCE: Use the Introduction and Chapter 8 of the Urban Runoff Management Plan to design for a minor project.

**DRAINAGE REPORT (Narrative) SHALL INCLUDE:**

The following should be included in a bound, narrative report.

- Description of the existing site, including common location, topography, land use, ground cover, soil type (if known), drainage pattern, and receiving system.
- Description of the proposed project, including changes to land use, topography, ground cover, soil type, drainage pattern and receiving system.
- Discussion of any drainage issues.
- Discussion of drainage basins and drainage alterations, including increases in flow, changes in direction, outfalls, etc. Note: Snowmelt cannot drain to the right-of-way.
- Description of downstream stormwater conveyance system – hard infrastructure (Minor (hard)) or “green” infrastructure (Minor (green)).
  - Minor (green) – Description of water quality improvements. Improvements must be made for at least the project area. Describe what efforts have been made to reduce runoff and increase infiltration (e.g. reduce impervious area, disconnect impervious area, route runoff via landscape rather than hard infrastructure).
  - Minor (hard) – Calculations to determine the WQCV and design a BMP that can treat that volume.

**GRADING AND DRAINAGE PLAN (Sketch Plan) SHALL INCLUDE:**

The following should be provided on at least 8.5"x11" paper (24"x36" preferred).

- Name of the subdivision or project, property map and parcel number.
- Date of preparation, scale, and symbol designating true north.
- Property lines, streets, and waterways (swales, irrigation ditches, streams, etc.).
- Boundary lines of project area including disturbance area, construction access, materials storage, etc.
- Sketch of proposed work (on topographic map if possible), including calculation of disturbed area.
- Drainage direction (with arrows), drainage facilities on site, existing and proposed.
- Location and size of BMP to treat WQCV (for Minor (hard) projects only).
- Erosion and sediment control measures and revegetation plan. Erosion must be controlled, sediment cannot be allowed to leave the site, and disturbed areas must be stabilized prior to completion.
- Start and finish dates.