Minor Engineering Design

Permit Submittal Requirements
City of Aspen Engineering Department

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

A project is classified as a minor design if the disturbance area of the project is 200-1,000 sf.

Disturbance is defined by the exterior area of the building where the ground is disturbed. This includes but not limited to the following:

1. Alterations to existing hardscape and softscape
2. Change in soil grade
3. Change in drainage pattern – including alterations to roof downspouts
4. Change in impervious surface material
5. Addition of hard surface patios
6. Increase in the footprint of a structure
7. Addition of new snowmelt

Exemptions to disturbance area include the following:

1. Snowmelt repair in the same footprint as existing
2. Plantings with no change in grade
3. Reroofing that does not change roof drainage patterns

Any work, regardless of amount or size, performed on historic properties, in environmentally sensitive areas, geologic hazard areas, in jurisdictional or non-jurisdictional floodplains, or work that impacts trees may be required to submit information for permit review and may be required to provide a more detailed drainage analysis and design than required by a Minor Design submittal.

Stormwater and Drainage Requirements

1. Drainage Narrative:

The drainage narrative is a written document which includes the following:

1. Call out area of land disturbance.
2. Describe the existing site, include common location, topography, land use, ground cover, and existing drainage pattern.

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3. Describe the proposed project, include changes to land use, topography, ground cover, soil type, and drainage pattern.
4. Describe any existing drainage issues.
5. Describe existing drainage basins and proposed drainage alterations. Include increases in flow, changes in direction, new outfalls, etc.
6. 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).
7. Describe downstream stormwater conveyance system. Where does runoff go when it leaves the site? Verify no impacts to neighboring properties.
8. Describe any proposed stormwater infrastructure or BMPs.
9. All new or altered hardscape must drain to greenspace or a constructed BMP.

2. Site Plan:

The existing and proposed site plans shall include the following:

1. All new or altered impervious areas must drain to greenspace or a constructed BMP.
2. Sketch of proposed work, including calculation of disturbed area (on topographic map if possible).
3. Existing and proposed drainage facilities on site.
4. Existing and proposed stormwater drainage direction (with arrows),
5. Property lines, minimum setbacks, streets, and waterways (swales, irrigation ditches, streams, etc.).
6. Boundary lines of project area included in the disturbance area,
7. Construction access, materials storage, etc.
8. Date of preparation, scale, and symbol designating true north.
9. Location and size of BMP to treat WQCV if a BMP is required.
10. Erosion and sediment control measures plan. Erosion must be controlled, sediment cannot be allowed to leave the site, and disturbed areas must be stabilized prior to completion.
11. Proposed snowmelt cannot drain to the right-of-way.

Utilities

Refer to the COA Engineering Department Utility Checklist if the project proposes any alterations to existing utilities.

Public Improvements

Public Improvements are not required for Minor Designs that disturb an area less than 1,000 sf. If a project elects to improve a sidewalk, ramp, or section of curb and gutter refer to the COA Engineering Design Standards for design requirements.

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