



PLANNING DIVISION INFORMATION FOR SMALL PROJECT DEVELOPMENT SUBMITTALS

* A BUILDING PERMIT APPLICATION IS ALSO REQUIRED FOR THESE TYPES OF PROJECTS *

A small project is defined as, "Any development of 350 square feet or less." Small projects include, but are not limited to, building additions, paving for driveways and parking, sidewalks, patios, hot tub, and decks. Prior to receiving Planning's approval for a small project, a 10-day public notification period of the proposed development is required. If formal public objections are received during the 10-day period, the application will be scheduled for the next available Planning Commission meeting, subject to noticing and any other requirements.

Projects greater than 350 square feet will be processed as a single family development application and projects greater than 350 square feet added to multifamily (3 or more units) and commercial developments go to planning commission and other requirements apply to this type of development.

To help answer questions related to the Town's zoning codes, contact a planner to review your project prior to the submission of any plans. Code regulations can be found on-line at <http://www.friscogov.com/government/town-code>.

A complete submittal is critical to completing your project, saving you time, and money. Please complete each item on this checklist of requested information as well as the information requested on page two:

1. An application fee of \$125 (plus \$25 legal notice fee) is required for Planning Division review.
2. 3 set of plans, including site plan, elevation drawings, and floor plans is required:
3. The site plans shall be at a scale of no smaller than 1" = 30' and consist of the following information (as applicable to the project):
 - [Setbacks from property line boundaries.
 - [Building footprint, including all eaves, decks, and patios.
 - [Location of the driveway and parking spaces (if a new bedroom is proposed.)
 - [Width of the driveway at the street right of way.
 - [Location of utilities (including sewer clean-outs, water shut-off valves, gas and electric).
 - [Landscape plan, including plant types, quantities, sizes, & locations, and method of irrigation.
 - [Existing topography at 2 foot intervals.
 - [Steep slope disturbance calculations.
 - [Location of top of stream bank; along with location of the 25 foot streamside setback and
 - [Location of wetlands and high water mark, if applicable; along with location of the 25 foot wetland setback.
 - [Snow storage
 - [Any other information that is requested by staff.
4. The floor plans must indicate the number of new proposed bedrooms.
5. The elevation drawings must include the existing grade elevations at all building corners and the finished roofline elevations, based on USGS elevations.
6. The elevation drawings must show where the exterior siding and materials will be applied to the addition.
7. A color and materials board that shows the colors proposed for all exterior building materials including siding, trim and the roof. If the materials and colors will match the existing structure – please indicate this on the submittal.

***PLEASE CONTACT THE BUILDING DEPARTMENT 970.668.9139 FOR INFORMATION REGARDING BUILDING PERMITS. ***



**PLANNING DIVISION
Small Project Application**

File Number _____ (for staff use only)

APPLICANT INFORMATION

Applicant _____

Note: If applicant is other than the owner(s), a statement by the owner(s) consenting to this application must be submitted with the application.

Mailing Address: _____
Street or PO Box City State Zip Code

Phone Number(s): _____
(Cell) (Home) (Work)

Email(s): _____

Who is the best person to contact regarding this project? _____

What is the best way to communicate with you? _____

PROJECT INFORMATION

Please describe the proposed project in detail (Hot tub? Deck? Building Addition? Sq. Ft.): _____

Project Address: _____
(Physical Street address & Legal Address Lot, Block, Subdivision)

Please contact the agencies below for their requirements:

- Frisco Water Department – 970.668.9156
- Frisco Sanitation – 970.668.3723
- Excel Energy - 970-262-4050
- Frisco Building 970-668-9139
- Lake Dillon Fire 418-0968 & 262-5104

Applicant's Signature _____ Date _____

For staff use:

Approved _____ Denied _____ Date _____ Review Fee Paid _____
Staff Contact Information _____