



*Dedicated to building a  
desirable, resilient and safe  
community*

## PROPERTY VACATION APPLICATION

### General Explanation

The general policy of the town is to prohibit the vacation or divesting of any right, title, or interest of the town in and to any land, including any roadway or easement. A vacation of property may be granted if the Town Council finds an overriding public interest favors the vacation.

### Review Process

Requests are reviewed on a first come, first served basis. Staff will review the application for completeness. Once the application is considered complete, it will be scheduled for a public hearing before the Planning Commission. After the public hearing, the Planning Commission will recommend to approve, disapprove, or conditionally approve the vacation ordinance application to the Town Council. The Town Council will consider the proposed vacation ordinance (2 hearings required) and make a final decision to adopt or deny the ordinance.

### Submittal Deadlines

Complete applications must be submitted 52 days in advance of a Planning Commission meeting on which the application may be heard. Please contact the Planning Division for submittal deadlines.

### Application Materials

#### 1. Pre-Application Steps

- A. A pre-application conference with Planning Division staff is required. The purpose of the meeting is to define the scope of the project, alert the Town of any particular circumstances related to the proposal, and to provide a preliminary review of the proposed vacation.
- B. A work session with Town Council is required to propose the vacation concept. Council will determine if an appraisal is required.
- C. The application moves forward to a formal application if directed by Town Council at the work session.

#### 2. Application Form

Include the name, address, and signature of the current owner. If applicant is not the owner, a statement by the owner consenting to this application must be submitted with the application.

#### 3. Application Fee

- \$650 fee plus a development review account (DRA) for technical review with an initial deposit of \$800 or \$1,500 for large projects (See page 2 for more information).

#### 4. Written Materials

Refer to page 2 for the required written application materials.

**Community Development Department**  
Frisco Town Hall \* 1 Main Street  
PO Box 4100 \* Frisco, CO 80443  
Phone: 970-668-5276 \* Fax: 970-668-0677  
Email: [info@townoffrisco.com](mailto:info@townoffrisco.com)  
<http://www.frisco.gov/>  
**Office Hours:** Monday – Friday 8:00 a.m. to  
5:00 p.m.

## Written Materials

- Accurate legal description of the roadway or easement to be vacated.
- A survey showing the right-of-way roadway or easement to be vacated and abutting properties.
- Names and addresses of all record owners of property adjacent to that portion of the roadway or easement to be vacated. If possible, all such record owners should sign the application for vacation.
- Reasons for the requested vacation demonstrating a public benefit.
- An appraisal of the property at the expense of the applicant unless the requirement is waived by the Town Manager or Town Council. The appraisal must include the following:
  - Valuation of the property being vacated;
  - Valuation of any property that may be benefitted by the vacation, valued prior to vacation;
  - Valuation of any property that may be benefitted by the vacation, valued after vacation; and
  - Any other determinations requested by the town council

## DEVELOPMENT REVIEW ACCOUNT (DRA) INFORMATION

A development review account (DRA) is an account established for Planning Division applications that may incur legal, engineering or other similar technical fees for review and consultation incurred by the Town.

A DRA must be established at the time an application is filed, and an initial deposit of \$800 is required. For large project and annexation applications, a minimum deposit of \$1,500 is required. A large project is defined as any commercial or mixed use project occurring on a lot of 10,500 square feet or greater or occurring on a group of lots combined for a unified development project and contains collectively 10,500 square feet or greater or any residential development occurring on a lot of 21,000 square feet or greater or any development of 5 or more dwelling units.

The initial payment to set-up a DRA is not a guarantee of the final cost for legal and/or technical fees; it is only the minimum amount required to establish a DRA. The Town will notify the applicant of any deficiency in the DRA account balance as often as applicable. No plan approval will be given if the applicant does not have the minimum DRA balance, and no application shall be scheduled on an agenda or reviewed until such payment has been made.

Once costs have been incurred, there will be approximately four months from the date of the review activity for the Town records to reflect the actual costs. Descriptions of all review activities are available upon request.

After final approval of an application, including all associated conditions that may require site inspections and/or other follow-up review, or upon a request for return of DRA funds, the Town will determine the balance remaining in the account. This amount can only be calculated after all bills associated with the application are submitted to the Town. All funds in the account over the costs incurred by the Town will be returned to the applicant.



*For Office Use Only*

File Number:

Receipt #:

Application Fee \$:

DRA Fee \$:

**VACATION OF PROPERTY APPLICATION**

**Applicant Information:**

Applicant Name	Phone Number
Mailing Address	Email
Owner Name (if different than applicant)	Phone Number
Mailing Address	Email

**Project Location:**

Project Street Address	Lot	Block
Subdivision Name		

**Briefly describe the reason for the vacation of property:**

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**CERTIFICATION**

I, the undersigned authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

- A statement by the owner(s) with the owner's signature consenting to this application must be submitted with the application if applicant is different than the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date