



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
<http://www.frisco.gov/>
Office Hours: Monday - Friday 8:00 a.m. to
5:00 p.m.

CONDITIONAL USE APPLICATION

General Explanation

Frisco's Zoning Code lists permitted and conditional uses for each zoning district. Permitted uses are considered to be generally suitable in a particular district as long as they meet the standards for that district. Conditional uses, however, are uses that due to their character, size and potential impacts may or may not be appropriate in a particular zoning district.

Submittal Deadlines

Complete applications which only require Conditional Use review must be submitted a minimum of 37 days in advance of a Planning Commission meeting. If a application is associated with a development application, then both applications must be submitted 52 days in advance of a Planning Commission meeting. Please contact the Planning Division for submittal deadlines.

Review Process

Conditional use applications are heard by the Planning Commission and Town Council. Their review will focus on the compatibility of the use with its proposed location and surrounding land uses, and on the basis of all zoning, subdivision or other standards applicable to the proposed location and zoning district. If a development application is a component of the proposed conditional use, a development application must be submitted concurrently for the Town to adequately review the proposal.

Final approval or disapproval of Conditional Uses rests with the Town Council. The decision will be made on the basis of a recommendation by the Planning Commission and the review and testimony at the Town Council meeting.

Application Materials

1. Application Form

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

2. Application Fee

- \$1,300 fee plus a development review account (DRA) for technical review with an initial deposit of \$800 or \$1500 for large projects (See page 2 for more information).

3. Pre-Application Conference

A pre-application conference with Planning Division staff is required so the applicant can become acquainted with the conditional use requirements & obtain a checklist of application materials.

4. Written Materials

Applicant must submit the additional submittal requirements listed on page 2 with the application.

Submittal Requirements

- Cover letter generally summarizing the conditional use proposal including the following information:
 - A written statement of intent explaining the objectives to be achieved by the use; a description of the possible impacts, both positive and negative; compatibility of use with its proposed location and surrounding land uses
 - A written statement of how the proposed use addresses and meets the following six conditions:
 - That the proposed use in its location is necessary or desirable to provide a service or facility that will contribute to the general welfare of the community.
 - That such use will neither, under the circumstance of the particular case and the conditions imposed, be detrimental to the health, safety, and general welfare of persons nor injurious to property or improvements in the community.
 - That the proposed use will comply with the regulations and conditions specified in the Town Code for such use.
 - That the proposed use conforms to the Community Master Plan for the Town of Frisco.
 - That the proposed use furthers the architectural qualities and the character of the community.
 - That the proposed use is compatible in function and design with surrounding land uses.
- A completed development application and submittal, if a development application is a component of the proposed conditional use.
- 15 copies of a site map indicating existing structures and their current uses (if application is not combined with a development application).

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.



<i>For Office Use Only</i>	
File Number:	Receipt #:
Application Fee \$:	DRA Fee \$:

CONDITIONAL USE APPLICATION FORM

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 type of conditional use:

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