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## PLANNING DEPARTMENT INFORMATION FOR APPEAL OF A PLANNING DECISION

The following is an overview of the information required to submit an appeal of a Planning Director or Planning Commission decision. An appeal of a Planning Director decision is heard by Planning Commission. An appeal of a Planning Commission decision is heard by Town Council.

Per Section 180-46 of the Town Code, Administration and Procedures, appeals shall be submitted no later than 10 calendar days from the date of the decision. Hearings on appeals shall be scheduled no sooner than 14 days and no later than 60 days from receipt of the appeal request. Code regulations can be found on-line at [www.townoffrisco.com](http://www.townoffrisco.com).

Complete the appeal application (on reverse of this sheet). Submit the application and any additional information to the Frisco Planning Department:

- A. An application fee of \$300 and \$50 noticing fee are required for an appeal of planning related decision. Also, when applicable, a development review account (DRA) of at least \$800.00 is required for attorney fees, engineering fees, etc. Please see the DRA information section below.
- B. Submit any additional information necessary for the appeal request.

### **DEVELOPMENT REVIEW ACCOUNT (DRA) INFORMATION**

A development review account (DRA) is an account established for Planning Department applications that may incur legal, engineering or other similar technical fees. The Frisco Town Code, Section 180-46D(4), Schedule of Fees, requires the applicant to pay the Town certain costs associated with an application, including without limitation, publication costs, 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. 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 for legal, engineering or other similar technical application review, 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 activity 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.



### Appeal of a Planning Decision Application

Pursuant to Article V, Administration and Procedures, Section 180-46, C, Appeals, the undersigned hereby requests consideration by the Frisco:

\_\_\_\_ Planning Commission (if staff decision)

\_\_\_\_ Town Council (if Planning Commission decision)

of a decision made on (date) \_\_\_\_\_ for a (subject) \_\_\_\_\_

\_\_\_\_\_ for the property identified as:

Physical Address: \_\_\_\_\_

Legal Address: \_\_\_\_\_

This appeal is a request to PERMIT or DENY the following development/request: \_\_\_\_\_

I am appealing this decision because: \_\_\_\_\_

I understand my objection may be given a hearing by the Planning Commission or Town Council and I will be present at that hearing to answer questions regarding this appeal.

\_\_\_\_\_  
Name (please print) Mailing Address

\_\_\_\_\_  
Physical Address Phone Fax

\_\_\_\_\_  
Signature Date Email