



PLANNING DIVISION INFORMATION FOR COMMERCIAL (non-residential or mixed use) AND MULTIFAMILY DEVELOPMENT SUBMITTALS

The following is an overview of the information required for the Planning Division's review of a proposed commercial or multifamily development. Commercial and multifamily development applications are heard by Planning Commission. A pre-application meeting with Planning staff is required for all commercial and multi-family development applications (A sketch plan review by Planning Commission is also required). Complete applications must be submitted a minimum of 52 days in advance of a Planning Commission meeting on which the application may be heard. Please contact the Planning Division for submittal deadlines.

To help answer questions related to the Town's zoning requirements, contact a planner to discuss the project prior to the submission of any plans. Code regulations can be found on-line at www.townoffrisco.com.

Submittal Requirements

A checklist and summary of application submittal requirements are attached. The checklist is designed to aid you in submitting a complete application. Within two days of receipt of the application, staff will determine if the application meets the checklist requirements and is complete, and ready for review. Confirmation by Planning Department staff that the application materials has been found to be complete in no way implies that the submitted materials meet the requirements of the Town Code.

1. Submit 15 copies of the development plans to the Planning Division. (*Note: One copy may be submitted initially for completeness check; a total of 15 copies will be required at the end of the completeness check.*)
2. An application fee of \$1,100 (\$1,500 for large projects) and \$50 public noticing/publication fee are required for review. Major revisions to the original submittal will require an additional fee.
3. A Development Review Account (DRA) of at least \$800 (\$1,500 for large projects) is required for technical review. Please refer to page 3 of the attached checklist for more details.

A large project is defined as a) any commercial project occurring on a lot of 10,500 square feet or greater; or b) any residential development occurring on a lot of 21,000 square feet or greater or any development of five or more dwelling units.

Review Process

Applications will be reviewed on a first come, first serve basis. Staff will review the application and identify any missing items. Once the application meets the requirements of the checklist, staff will begin the review process. The application and plans will be reviewed by staff and a preliminary staff report will be prepared and submitted to the applicant. The preliminary staff report will identify any additional information or changes that are needed. Once any required changes or additional information are submitted for review, a final staff report will be prepared and the application will be heard by the Planning Commission and approval, approval with conditions, or denial will be made.

Within ten calendar days after a development application is approved, conditionally approved or disapproved, the applicant, an interested agency or an owner or lessee of property within the Town limits of Frisco may request, in writing, that an appeal be heard before the Town Council.

Business License

A business license is required for any contractor working in the Town of Frisco. Please contact the Frisco Town Clerk for more information.

***CONTACT THE BUILDING DIVISION FOR INFORMATION REGARDING ALL APPLICABLE BUILDING PERMITS.**



**PLANNING DIVISION
Commercial and Multifamily Development Application**

File Number _____

APPLICANT INFORMATION

Applicant _____ Email _____

Mailing Address _____
Street/P.O. Box _____ City _____ State _____ Zip Code _____

Telephone Number _____
Home _____ Work _____ Fax _____

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

Name of Engineer/Surveyor _____

Mailing Address _____

Telephone Number _____ Fax _____

Name of Agent (if represented by person other than self) _____

Mailing Address _____

Telephone Number _____ Fax _____

PROJECT INFORMATION

Name of Development _____

Property Address _____

Legal Description: Lot _____ Block _____ Subdivision _____

Existing Use of Property _____

Proposed Use of Property _____

Zoning of Property _____ Total Site Area _____

Number of Lots and/or Units Proposed _____

Applicant's Signature _____ Date _____

CHECKLIST
COMMERCIAL AND MULTIFAMILY DEVELOPMENT PROJECTS

Name of Development _____

A Development Application for a commercial and multifamily development project must include the following components:

- _____ 1. Completed Pre-application meeting with Planning staff.
- _____ 2. Completed Sketch Plan Review for large projects (10,5000 SF for commercial; 5 or more residential units).
- _____ 3. Application form and associated fees, along with a cover letter generally summarizing the development proposal and declaring whether or not the project will be resubdivided.
- _____ 4. A Development Review Account (DRA) of at least \$800.00 (\$1500.00 for large projects) is required for technical review. Refer to page 3 of this checklist for detailed information on DRAs.
- _____ 5. A vicinity sketch map showing the location of the site to be developed in relation to surrounding properties.
- _____ 6. One (1) copy of a site plan, architectural elevations, floor plans, and other documentation with the following information displayed at a scale of no less than 1" = 30'
 - _____ a. A boundary survey, prepared by a surveyor or engineer licensed in the State of Colorado.
 - _____ b. Existing and proposed topography at 2' contour intervals with reference to mean sea level (prepared by a surveyor or engineer licensed in the State of Colorado).
 - _____ c. Architectural elevations showing the natural grade elevations at all building corners and the elevations of rooflines based on USGS elevations.
 - _____ d. The building height envelope must be shown on the elevation drawings by showing the existing USGS grade elevations with a parallel line drawn to indicate the maximum allowable height per the zone district.
 - _____ e. Location and dimensions of the following:
 - _____ Existing streets, driveways, alleys, and easements.
 - _____ Drainage Areas. See Section 180-20.E (Drainage Plans).
 - _____ Floodplains or Floodways. See Chapter 97 (Flood Hazard Areas).
 - _____ Setbacks from all lakes, streams, intermittent streams, and wetlands. See Section 180-20.F. (Water Quality Protection).
 - _____ Wetlands. See Section 180-20.F Water Quality Protection).
 - _____ Steep slopes. See Section 180-20.P (Slope limitations).
 - _____ Other significant features within or adjacent to the site.
 - _____ f. Location and size of all existing and proposed utilities within and adjacent to the site. See attached sheet for information on Water Department requirements.
 - _____ g. Location and dimension of all existing and proposed structures, including dimensions to the exterior of the wall of the foundation and to the outermost edge of the structure

(including roof, eaves, decks and other projections). Gross floor area for all structures must also be shown.

- _____h. Traffic circulation and parking plan, including parts of entrance and exit, driveways, delivery areas and pedestrian circulation.
 - _____i. Location, type, size and height of fencing, retaining walls, and screen planting where required under provisions of the Town Code (Section 180-24, Fences, Hedges, and Walls; and Section 180-25, Outdoor Storage Areas).
 - _____j. Snow storage (delineate and calculate area).
 - _____k. Type of proposed refuse system and location of dumpster enclosures. See Section 180-20.W (Outdoor Storage Areas).
 - _____l. The number of proposed certified solid fuel burning devices (maximum 8 devices per acre), with the proposed type and location(s) indicated on the floor plans. No non-certified solid fuel burning devices shall be installed in any new construction.
 - _____m. Identification of historically significant structures located on the property.
 - _____n. Other _____
- _____7. One copy of the site plan for use during the Planning Commission meeting. This plan must be colored, enlarged, or otherwise drawn so that a distinction between structures, paving, landscaping, and other features may be made.
- _____8. A color board that shows the colors proposed for all exterior building materials including siding, trim, and the roof. The color board may be no larger than 8 ½ " by 14" in size.
- _____9. Three complete copies of a drainage plan with all proposed utility lines shown (meeting the requirements of Section 180-20.E.- Development Standards, Drainage Plans), prepared by a licensed engineer registered in the State of Colorado.
- _____10. Landscape and revegetation plan (meeting the requirements of Section 180-20.1 Landscape and Revegetation Requirements), that provide the following information:
- _____a. Location of all plant materials and other landscape features.
 - _____b. A legend indicating plant materials with common and botanical names, sizes and quantities.
 - _____c. Designation of flower and shrub bed areas.
 - _____d. Ground surfaces clearly indicated (paving, gravel, grading, woodchips, etc.).
 - _____e. Clearly labeled areas and calculations for all required landscape areas.
 - _____f. Size and location of all existing trees that are six inches in diameter or more. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of the trees will suffice.
 - _____g. Proposed method of irrigation.
- _____11. Preliminary lighting plan (meeting the requirements of Section 180-20.2) that provides the following:
- _____a. Site plan with locations of all light fixtures, a photometric report and area of illumination.
 - _____b. Lamp types and proposed wattages.
 - _____c. Mounting height of all fixtures.

- _____d. Cut sheets showing the design and finishes of all fixtures and whether they are IESNA “cut-off” fixtures.
- _____e. Location of fixtures on elevation drawings indicating the aiming points of the fixtures.

The following information shall be furnished upon request of the town. Such request shall be made when, in the opinion of the staff, Planning Commission, or Town Council, it is required for a complete evaluation of development impacts before the approval can be granted:

- ___ Geological stability data
- ___ Detailed soils information
- ___ Traffic analysis
- ___ Fiscal impact analysis
- ___ State Highway or Town Driveway Access Permit
- ___ Letters from Army Corps of Engineers
- ___ Any other special studies necessary to make an informed decision

Additional submittal requirements, if applicable.

- ___ Conditional Use Application (Section 180-30)
- ___ Variance Application (Section 180-32, must be submitted prior to any development application submittal)
- ___ Planned Unit Development Application (Section 180-28)
- ___ Subdivision Application (Chapter 157)
- ___ Floodplain Development Application (Chapter 97)
- ___ Sign Permit Application (Section 180-22)

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. 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.

TOWN OF FRISCO WATER DEPARTMENT

General Requirements

This regulation is adopted pursuant to Article IV of the Water Ordinance for the Town of Frisco, Colorado (Chapter 171 of the Town Code of Ordinances).

Additions to the Town of Frisco water distribution system may only be installed between April 15th and October 31. No exceptions.

This document is not intended to be a complete list of every requirement for construction in the Town of Frisco, Colorado, but is designed as a guide to the requirements for materials to be used, and for the installation of water lines (main and service), water meters, and backflow prevention devices.

This document in no way releases the owner, builder, contractor, or their agents from the responsibility to be familiar with the provisions of the water ordinance or other referenced documents and/or to meet the requirements of those documents.

It is hereby declared that the rules and regulations contained here are necessary to insure and protect the health, safety, prosperity, security, and general welfare of the residents of the Town of Frisco, Colorado.

Any area not specifically addressed will be determined by the Water Superintendent or the authorized agent inspecting the project identified.

At the time of application for any class of project, the owner or developer will be required to submit the following to the Water Department for approval:

- 1) Copy of a site plan showing proposed route of water service and sewer service.**
- 2) Copy of mechanical drawings showing building service connection(s).**
- 3) Copy of a floor plan showing proposed location of water meter assembly and proposed location of touch pad on building exterior.**