



PLANNING DIVISION INFORMATION FOR CONDITIONAL USE SUBMITTALS

The following is an overview of the information required for the Planning Division's review of a Conditional Use application. 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.

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. Complete applications which only require Conditional Use review must be submitted a minimum of 37 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 Division staff that the application 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 Conditional Use application and associated documents to the Planning Department.
(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 \$1,150 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 the attached checklist for more details.

Review Process

Applications are 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 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 is submitted for review, a final staff report will be prepared and the application heard by Planning Commission for its recommendation to Town Council for approval, approval with conditions, or disapproval.

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.

Expiration of a Conditional Use Application approval

Unless a business license has been issued for the use, or a building permit issued for the project within a period of one year from the date of the conditional use approval, the conditional use approval shall expire.



PLANNING DIVISION
Conditional Use Application

File Number _____

APPLICANT INFORMATION

Applicant _____

Mailing Address _____ Email 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 the application.

PROJECT INFORMATION

Name of Development (if applicable) _____

Property Address _____

Legal Address of property: Lot _____ Block _____ Subdivision _____

Describe the type of conditional use _____

In addition to this application form, the applicant must submit information on how the proposed conditional use meets each of the following six conditions.

- a. 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.
b. That such use will neither, under the circumstances 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.
c. That the proposed use will comply with the regulations and conditions specified in the Town Code for such use.
d. That the proposed use conforms to the Master Plan for the Town of Frisco.
e. That the proposed use furthers the architectural qualities and the character of the community.
f. That the proposed use is compatible in function and design with surrounding land uses.

Applicant's Signature _____ Date _____

**CHECKLIST
CONDITIONAL USE PROPOSALS**

Name of Development (if applicable) _____

Applicant _____

A Conditional Use application must include the following components, per Section 180-30 of the Town Zoning Code, Conditional Uses.

- _____ 1. Application form and associated fees, along with a cover letter generally summarizing the Conditional Use proposal.
- _____ 2. 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.
- _____ 3. A written statement of how the proposed use addresses and meets the following six conditions:
 - a) 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.
 - b) 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.
 - c) That the proposed use will comply with the regulations and conditions specified in the Town Code for such use.
 - d) That the proposed use conforms to the Master Plan for the Town of Frisco.
 - e) That the proposed use furthers the architectural qualities and the character of the community.
 - f) That the proposed use is compatible in function and design with surrounding land uses.
- _____ 4. A completed development application and submittal, if a development application is a component of the proposed conditional use.

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.