



## PLANNING DIVISION SUBMITTAL REQUIREMENTS FOR DUPLEX & 2-UNIT STRUCTURES

The following is an overview of the information required for the Planning Division's review of a proposed duplex or 2-unit structure. **Prior to receiving Planning's approval for a duplex or 2-unit structure, a 10-day public notification period of the proposed development is required.** This includes posting the property and mailing of notices to adjacent property owners. Duplex or 2-unit structure applications may be approved by Planning staff, however, Planning Commission review may be required at staff's discretion. In addition, if formal public objections are received during the 10-day public noticing period, the application will be scheduled for the next available Planning Commission meeting, subject to noticing and other requirements.

**To help answer questions related to the Town's zoning requirements, contact a planner to review the project prior to the submission of any plans.** Code regulations can be found on-line at [www.townoffrisco.com](http://www.townoffrisco.com).

Note: A business license is required for any contractor doing work in the Town of Frisco. Please contact the Frisco Town Clerk for more information.

- A. An application fee of \$250 is required for Planning Department review. A \$25 legal noticing fee is also required. Major revisions to the submitted plans will require an additional fee. Also, when applicable, a development review account (DRA) of at least \$800.00 is required for attorney and engineering review fees, etc. Please see the DRA information sheet for more details.
- B. A set of plans, including the site plan, elevation drawings, and floor plans is required:
- The floor plans must indicate the type, location, and number of any proposed certified solid fuel burning devices. No non-certified solid fuel burning device(s) shall be installed in any new development.
  - The elevation drawings must include the existing grade elevations at all building corners and the finished roofline elevations, based on USGS elevations.
  - 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.
  - The elevation drawings must show all required bulk plane envelopes.
  - 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 8½" by 14" in size.
  - The site plans shall be at a scale of no smaller than 1" = 30' and consist of the following information:
    - Property boundaries with dimensions.
    - Proposed party wall and property line.
    - Setbacks from property boundaries with dimensions.
    - Building perimeter, including all eaves, decks, and patios (including calculation of building coverage) for each duplex lot.
    - Location of the driveway and parking area (including calculation of paved area) for each duplex lot.
    - Width of the driveway within the street right of way.
    - Location and calculation of on-site snow storage areas, for each duplex lot.
    - Location of utilities (including sewer clean-outs and water shut-off valves).
    - Landscape plan, including plant types, quantities, sizes, locations, and method of irrigation.
    - Existing topography at 2 foot intervals.
    - Steep slope disturbance calculations, if applicable.
    - Location of top of streambank, if applicable.
    - 100 year floodplain boundary, if applicable.
    - Location of wetlands and high water mark, if applicable.
    - Finished floor elevations in USGS.

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



**PLANNING DIVISION  
Duplex & 2-Unit Structure Application**

File Number \_\_\_\_\_

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APPLICANT INFORMATION

Applicant \_\_\_\_\_

Email Address \_\_\_\_\_

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 the application.*

Name of Primary Contact: \_\_\_\_\_

Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

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PROJECT INFORMATION

Name of Development (if applicable) \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Address of property: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Total Site Area \_\_\_\_\_ Floor Area of Proposed Development \_\_\_\_\_

Lot Coverage, including all structures, decks, eaves, etc. and paving \_\_\_\_\_

Describe the proposed project in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only:**

Posted at the property, Date: \_\_\_\_\_ Ten days from posting: \_\_\_\_\_ Opposition, YES \_\_\_ NO \_\_\_

Mailed to adjacent property owners, Date: \_\_\_\_\_ Ten days from mailing: \_\_\_\_\_ Opposition, YES \_\_\_ NO \_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Posted in Town Hall (or other place of public assembly) on the date of decision (above)

Removed 10 calendar days after decision (remove no sooner than, date: \_\_\_\_\_)

Planning Commission date, if opposition received \_\_\_\_\_

# TOWN OF FRISCO WATER DEPARTMENT

## General Statement

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.**