



PLANNING DIVISION INFORMATION FOR SUBDIVISION/RESUBDIVISION FINAL PLAT SUBMITTALS

The following is an overview of the information required to submit a Final Plat application for duplex, condominium, townhouse or commercial pad projects. Final Plat applications are reviewed by the Community Development Department. Please contact the Planning Division for submittal deadlines.

To help answer questions related to the Town's subdivision 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/code.html.

Subdivision Definition

Subdivision is the division of any parcel of land into separate parcels, lots, units or building sites for the purpose (whether immediate or future) of sale or building development.

Resubdivision Definition

Resubdivision is the changing of any existing lot or lots of any subdivision plat previously recorded with the County Clerk. Resubdivision includes new townhouse or condominium projects, and townhouse or condominiums into private ownership of property previously occupied on a rental basis. Resubdivision also includes lots, parcels, units and real property converted to time-share units or estates.

Submittal Requirements

Applications will be reviewed on a first come, first serve basis. A checklist and summary of application submittal requirements are attached. The checklist is designed to aid you in submitting a reviewable application. Within two (2) 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 material has been found to be complete in no way implies that the submitted material meets the requirements of the Town Code.**

1. Submit fifteen copies of the final plat to the Planning Division. *(Note: One copy may be submitted initially for completeness check; a total of six 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 Planning Division review. Major revisions to the original submittal will require an additional fee.
3. All final plats must be accompanied by a completed Improvements Agreement.
4. A Development Review Account (DRA) of at least \$800 (\$1,500 for large projects) is required for technical review and to cover the cost of final recording fees. Please refer to page 3 of the attached checklist for more details.

Review Process

After the application has been found to be complete, staff will review the application for compliance with code standards and specifications and a staff report will be prepared within 30 days.

Recording of the Final Plat

Following approval of the final plat, but no more than thirty days after such approval, the applicant shall submit to the Planning Division two copies of the final plat on Mylar film and all associated documents with all appropriate signatures. Planning staff shall record the final plat and associated documents within five working days.



**Planning Division
Subdivision/Resubdivision Final Plat Application**

File Number _____

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 Engineer/Surveyor _____

Mailing Address _____

Street/P.O. Box

City

State

Zip Code

Telephone Number _____

Business

Fax

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

Mailing Address _____

Street/P.O. Box

City

State

Zip Code

Telephone Number _____

Business

Fax

PROJECT INFORMATION

Type of Minor Subdivision: Parcel Resubdivision _____ Plat Correction _____ Condominium/Townhouse Conversion _____ Two (2) Unit Structure: Condominiumization _____ Townhouse _____ Duplex _____

Name of Development _____

Property Address _____

Legal Address of Property: Lot _____ Block _____ Subdivision _____

Total Site Area _____

Applicant's Signature _____ Date _____

CHECKLIST SUBDIVISION/RESUBDIVISION FINAL PLATS

Name of Development _____

A final plat application for a subdivision/resubdivision final plat must include the following components, per Sections 157-12 and 157-14 of the Frisco Subdivision and Resubdivision Regulations.

- _____ 1. Application form and associated fees. A development review account of at least \$800 (\$1,500 for large projects) is required for technical review and to cover the cost of final recording fees. Refer to page 3 of this checklist for more details.
- _____ 2. Plat shall be drawn in ink on a 24" by 36" size sheet. (One copy needed for completeness check; total of fifteen copies needed at end of completeness check process.)
- _____ 3. Exact name of the resubdivision and of the original subdivision of which it is a part (include number of the filing, when applicable).
- _____ 4. The heading shall show section, range, township and principal meridian, Summit County, Colorado.
- _____ 5. Scale (not less than 1" = 60'). Scale to be designated in both written and graphic form.
- _____ 6. North arrow (designating true north) and a vicinity map.
- _____ 7. A utility plan (on a separate sheet) showing all utilities (including service lines), utility easements, water shut-off valves and sewer cleanouts. Bearings and distances of all utilities must be shown.
- _____ 8. Parking spaces (including a notation for garage spaces), driveways and access easements.
- _____ 9. All lots and blocks and/or units numbered in consecutive order for easy identification.
- _____ 10. Location and name of all existing streets, alleys, abutting subdivisions, unplatted property (labeled "unplatted") and adjacent lots.
- _____ 11. All easements shown in dashed lines in proper locations with appropriate line weights to differentiate items on the plat.
- _____ 12. Identify and clearly label all public or quasi-public areas, common elements, and limited common elements.
- _____ 13. Section, range, township, boundary and lot lines shall have exact lengths and bearings, which must close within the limits of one in 5,000.
- _____ 14. All curve data shall be shown in chart form on the fact of the plat. Curve data shall include radii, internal angles, points of curvature, and lengths of all arcs.
- _____ 15. Location of subdivision as a part of some larger subdivision of tract of land by reference to permanent survey monuments with a tie to a section corner or a quarter section corner (condominiumizations excepted).

Checklist pg. 1

- _____ 16. A reference to any protective covenants which shall be filed with the plat. This should be located within the Summit County Clerk's signature blocks. Plus, previous recording information for platted area – Reception Number _____.
- _____ 17. Certification of registered surveyor to the effect that the plan represents a survey by that person, that the monuments shown thereon exist as located, and that all dimensional and geodetic details are correct. Monuments should be shown and described as to type on the plat.
- _____ 18. Notarized Certificates of Approval.
- _____ 19. A warranty deed to the Town of Frisco, conveying to the Town all public lands other than streets shown on the plat, if applicable.
- _____ 20. Payment for any other fees applicable to the subdivision.

REQUIRED ACCOMPANYING DATA: All Final Plats, except duplexes, shall be accompanied by the following information:

- _____ 1. Two (2) copies of the Homeowners Association articles of incorporation and by-laws, if applicable, including a management plan, which states:
 - _____ a. Responsible party for managing the common area, lodging, etc.
 - _____ b. Provision for selecting, appointing and securing management.
 - _____ c. Responsibilities and duties of the management entity.
- _____ 2. Two (2) copies of any restrictive covenants, conditions or restrictions other than specified in the declaration, that shall be filed prior to the filling of the plat, if applicable, including a maintenance plan, which states:
 - _____ a. Responsible entity for repair and maintenance of common areas.
 - _____ b. What will be included in the maintenance program, including but not limited to provisions for snow removal, trash removal, maintenance of common areas and other amenities.
 - _____ c. The mechanism used to fund the management and maintenance activities of the development.
- _____ 3. An improvements agreement and method of financial guarantee for all required improvements not completed at the time of final plat submittal.
- _____ 4. Proof that the subdivider has the right to subdivide the property. Evidence shall include an up to date title insurance commitment or attorney's title opinion. Signature blocks must be provided on the plat for all mortgagees or other persons or corporations having interest in said property.
- _____ 5. The plat must show all common areas and uses of the buildings and grounds.
- _____ 6. Three (3) copies of the drainage plan stamped by an engineer certified in the State of Colorado.
- _____ 7. FOR CONDOMINIUMIZATIONS: A copy of the declaration applicable to the condominium project, as defined in 38-33-105 C.R.S. 1973 last amended.
- _____ 8. FOR COMMERCIAL PADS: A plat note that restricts the use and design of the commercial pad, and the building that will be constructed on that commercial pad, to that indicated on the previously town-approved development plan/preliminary plat.

ADDITIONAL REQUIREMENTS FOR DUPLEX RESUBDIVISION RESULTING IN A PARTY WALL:

- _____1. Two (2) copies of the party wall agreement. The party wall agreement shall contain, but is not limited to, the following:
 - _____a. Identification of the parties.
 - _____b. Identification of the party wall.
 - _____c. Provisions for repair and maintenance.
 - _____d. Easements for repairs to the party wall.
 - _____e. Restrictions, if any, pertaining to structural changes in the party wall.
 - _____f. Restrictive liens.
 - _____g. Utility easement (if any).

- _____2. Proof that the subdivider has the right to subdivide the property. Evidence shall include an up to date title insurance commitment. Signature blocks must be provided on the plat for all mortgagees or other persons or corporations having interest in said property.

- _____3. Any other documentation as may be reasonably required.

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.