



PLANNING DIVISION

INFORMATION FOR PLANNED UNIT DEVELOPMENT (PUD) SUBMITTALS

The following is an overview of the information required for Town of Frisco review of a proposed planned unit development (PUD). The purpose of PUD designation is to encourage flexibility and innovation in the development of land, provide the community with usable open spaces, and to promote a greater variety in design and layout of buildings. More efficient use of land, a balance of housing mix and other public amenities, and preservation of natural and scenic features are also goals of PUD designation.

Any PUD that proposes a change in type of use, beyond what is allowed in the underlying zone district, shall constitute a rezoning request. The proposed change in use shall be reviewed under the rezoning criteria in Section 180-48.B.

The Planning Commission and Town Council hear PUD applications. Please contact the Planning Division for submittal deadlines. **To help answer questions related to the Town Code, contact a planner to review the proposal prior to the submission of any plans.** Code regulations can be found on-line at www.townoffrisco.com.

Review Process

A PUD application shall be processed in three stages: pre-application conference, preliminary plan and final plan. If subdivision is proposed, the subdivision review procedure shall be carried out concurrently as noted in Chapter 157 with the review of the PUD. The preliminary plan may be used in place of the preliminary plat, provided that the final plat, if necessary, is submitted and approved at the final plan stage.

1. **Pre-application Conference.** The purpose of the pre-application conference is to discuss the overall concept of the proposal early and informally, before the applicant has made substantial financial commitments. Major problems may be identified and solved before formal application. Community goals, plans and regulations that might affect the proposal can also be identified and discussed.
2. **Sketch Plans.** All applications for large projects, as defined in §180-5, shall present a sketch plan of the development before a regularly scheduled meeting of the Planning Commission. A PUD application smaller than the defined "large project" shall bypass the sketch plan step and go directly to preliminary plan. This is an opportunity for the Planning Commission and Community Development staff to provide informed feedback on the project. Materials to be presented must be submitted to the Community Development Department at least fourteen (14) days prior to the Planning Commission meeting at which the sketch plan is requested to be presented.
3. **Preliminary Plan.** The preliminary plan constitutes the major step in the review process. At this stage, the major substantive review of the proposal design takes place. A complete application containing all of the applicable information required shall be furnished to the Community Development Department a minimum of forty-five (45) days prior to an upcoming Planning Commission meeting. Once the application is considered complete, the application will be scheduled for a hearing before the Planning Commission. The Planning Commission shall recommend to the Town Council that it approve, conditionally approve, or disapprove the preliminary plan. At its next regularly scheduled meeting, unless there are conditions which must be met prior to Town Council review, the Town Council shall approve, conditionally approve, or deny the preliminary plan.
4. **Final Plan.** Following approval of the preliminary plan, the applicant shall submit the materials needed for a final PUD plan, which shall include the final PUD agreement and subdivision plat and any other materials together with the required review fee. A complete application containing all of the applicable information and in substantial conformance with the preliminary plan and conditions of that approval shall be furnished to the Community Development Department a minimum of forty-five (45) days prior to an upcoming Planning Commission meeting. Once the application is considered complete, the application will be scheduled for a hearing before the Planning Commission. The Planning Commission shall review the plan and make a recommendation to Town Council. The Town Council shall approve, conditionally approve, or deny the final plan/plat and PUD agreement.



**PLANNING DIVISION
Planned Unit Development (PUD) 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/Agent _____ Email Address _____

Mailing Address _____

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

PROJECT INFORMATION

Name of Development (if applicable) _____

Property Address _____

Legal Address of property: Lot _____ Block _____ Subdivision _____

Current Zoning _____ Proposed Use(s) _____

Total Site Area _____ Number of Lots Proposed _____ Total Useable Open Space _____

Lot Coverage, including all structures, decks, eaves, paving, etc. _____

Applicant's Signature _____ Date _____



**PLANNING DIVISION
PUD Preliminary Plan Checklist**

Project Name _____

Preliminary Plans: The preliminary plan(s) constitutes the major step in the review process. At this stage, the substantive review of the proposal takes place. Specific preliminary submittal requirements will be reviewed during the pre-application conference and not all items below will necessarily apply to smaller projects.

Complete the PUD Application form (attached). Submit the application, supporting documents and plans to the Frisco Community Development Department at least fifty two (52) days prior to an upcoming Planning Commission meeting. Within two days of receipt of the application, staff will determine if the application 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. The supporting application materials for a PUD preliminary plan shall include the following:

- A. _____ An application fee of \$1,700 (includes plat fee) and \$50 noticing fee are required for Planning Division review. Major revisions to submitted plans will require an additional fee. Also a development review account (DRA) of at least \$800 (\$1,500 for large projects) is required for attorney fees, engineering fees, etc. Please see the DRA information sheet for more details.
- B. _____ Proof that the applicant has an interest in the subject property (i.e. Title Insurance Commitment).
- C. _____ A vicinity map showing the location of the site to be developed in relation to surrounding properties.
- D. _____ Existing site map indicating existing structures and their current uses.
- E. _____ A written statement of intent containing the following information:
 - A statement of the present and future ownership and tenancy and legal description of the land included in the PUD, including identification of all mortgages, liens and judgements that may affect the site, and easement or covenant restrictions on land use.
 - A development schedule indicating the dates when construction of the PUD, or stages of development, will begin and be completed.
 - Copies of any special agreements, conveyances, restrictions or covenants which will govern the use, maintenance and/or continued protection of the PUD and any of its common areas.
 - Written consent from all owners within the PUD, unless an amendment to an existing PUD is sought, in which case proof of written notification to all owners is required.
 - An explanation of the objectives to be achieved by the development, including building descriptions, variations in building setbacks, height, parking or other characteristics that are sought, sketches of elevation or other information as may be required by the Commission to describe objectives.
 - Other information, justification or exhibits deemed by the Commission to be pertinent in evaluating the PUD application.
- F. _____ Documentation by a licensed engineer(s) describing and/or providing evidence of:
 - Soil, geological and groundwater conditions.
 - Commitment from public utility and service agencies, municipal or otherwise, that adequate and dependable water, sewer, utilities and fire and police protection will be available prior to completion of construction.
 - Traffic analysis indicating anticipated average daily traffic volumes.
- G. _____ Declaration of nightly rentals, time-sharing units or similar uses shall be included in the application.
- H. _____ The required information and documentation shall form the basis of and be incorporated into a PUD agreement.

- I. _____ Basic project data:
- Parcel size in gross acres and square feet.
 - Total number, type and density per type of dwelling unit and gross residential density.
 - Total bedrooms per each dwelling unit type, and total number of parking spaces.
 - Estimated total floor area and breakdown by land use.
 - Preliminary location and percentage as well as square footage of building coverage, parking, streets and drives, and open space and landscape area.
- J. _____ Preliminary grading and drainage plan prepared and stamped by an engineer licensed in Colorado.
- Contour map prepared by a land surveyor licensed in Colorado.
 - Stormwater runoff calculations based on the twenty-five-year, twenty-four-hour storm that includes estimates of the rate of runoff before and after development.
 - Calculation of detention volume required to maintain historic runoff rates under post development conditions for the twenty-five-year, twenty-four-hour storm.
 - Preliminary location of all existing and proposed watercourses, drainage ways, the one-hundred-year floodplain and floodway location and elevation as delineated by the Federal Emergency Management Administration Flood Boundary and Floodway Maps.
 - Preliminary location of all proposed streets, drives, parking, buildings and other site improvements.
 - Preliminary location of all on-site retention detention basins, including volumes of each facility and stormwater infiltration system.
 - If located in a flood hazard area as defined by the Federal Emergency Management Administration, preliminary location of all ground floor basement and garage elevations (in USGS) of all structures. USGS data shall be the same as that used for FEMA flood hazard elevations.
- K. _____ Preliminary architectural elevations and floor plans of all buildings sufficient to convey the basic architectural intent of the proposed improvement, including the maximum building height of all buildings and architectural overlay including bulk plane, if applicable.
- L. _____ A preliminary landscaping plan showing areas to be landscaped and type and general size of landscaping proposed. Location of existing trees with a diameter of six (6) inches or more for coniferous trees and three (3) inches or more for deciduous trees measured one (1) foot above grade should be shown. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of the trees will suffice.
- M. _____ Environmental preservation. To protect environmentally sensitive land minimize the impact of man-made changes to the natural environment, applications shall address the following matters:
- Water quality setbacks
 - Any grade elevation changes proposed to preserve natural and surrounding grades
 - Tree preservation
 - Wetland preservation
 - Air quality preservation
 - Wildlife habitat protection
- N. _____ Preliminary Plat, if applicable, meeting the requirements of Section 157-11.
- O. _____ One copy of the site plan for use during the Planning Commission meeting. This plan may be colored, enlarged, or otherwise drawn so that the distinction between structures, paving, landscaping, and other features may be made.



**PLANNING DIVISION
PUD Final Plan Checklist**

Project Name _____

Final Plans: Submit the application, supporting documents and plans to the Frisco Community Development Department at least Fifty two (52) days prior to an upcoming Planning Commission meeting. Within two days of receipt of the application, staff will determine if the application 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.** This submittal shall include all of the items under the preliminary plan submittal in final form, including:

- A. _____ Final site plans on sheets twenty-four by thirty-six (24x36) inches at a scale of one (1) inch equals thirty (30) feet. The Final PUD Plan shall meet the requirements of §180-19, §180-20, and showing:
- Exact location of lot lines, easements and public rights-of-way
 - Executed easements on dedications for any rights-of-way, property or facilities proposed for public ownership or maintenance
 - Exact location of all buildings and structures
- B. _____ Final utility plans consisting of final detailed engineering materials and specifications for sewer, water, and street improvements and other public improvements.
- C. _____ Final landscaping plan meeting the requirements of Section 180-20.1 and that provides the following information:
- Location of all plant materials and other landscaping features
 - A legend indicating plant materials with common and botanical names, sizes, and quantities
 - Designation of flower and shrub bed areas
 - Ground surfaces clearly indicated (paving, gravel, grading, woodchips, etc)
 - Size and location of all existing trees six (6) inches in diameter or more. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of trees will suffice
- D. _____ Final grading and drainage plan meeting the requirements of Section 180-20.E. and that provides the following information:
- All information required under the preliminary grading and drainage plan including all final contours and elevations
 - Final contours and elevations of all roadways and parking areas with ditches, sizing calculations width for all culverts and pans with construction elevations.
 - Final detailed construction drawings for all drainage related facilities, including sizes, materials of construction and specifications.
 - Temporary erosion and sediment control plan, prepared by an engineer registered in Colorado.
- E. _____ Final architectural drawings of all buildings and structures in accordance with any architectural overlay, if applicable, or at a minimum showing all four (4) elevations and floor plans with gross square footage indicated. The elevations should include the natural grade elevations at all building corners and the elevations of the rooflines based on USGS elevations.
- F. _____ The developer shall execute an agreement with the Town in recordable form providing for the installation, construction, or completion of site improvements, in accordance with the approved plans, prior to the issuance of any building permit or certificate of occupancy.
- G. _____ If a parcel resubdivision is proposed with the Final PUD Plan, a Final Plat shall be submitted that meets the requirements of Chapter 157-12.
- H. _____ Final PUD agreement.
- I. _____ Additional submittal requirements, if applicable:
- Conditional Use Application (Section 180-30)
 - Subdivision Application (Chapter 157)
 - Floodplain Development Application (Chapter 97)

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.**