



PLANNING DIVISION

INFORMATION FOR SUBDIVISION/RESUBDIVISION PRELIMINARY PLAT SUBMITTALS

The following is an overview of the information required to submit a preliminary plat application. Preliminary plat applications are approved by Planning Commission. 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 Planning Division staff for submittal deadlines.

Substantial modifications of the preliminary plat will require resubmittal of all plans and supporting information that changes with the revised plat. Check with staff to determine if the changes proposed are substantial. The review and approval process for substantial modifications is the same as it is for Preliminary plats.

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.

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

Step 1: Pre-Application Conference

A pre-application conference with Planning Division staff is required. The meeting is to define the scope of the project, alert the subdivider and the Town to any particular circumstances concerning the subdivision property. An informal site plan should show total acreage, landowners, land uses, streets, highways, utilities that will service the proposed development, major physical features including drainage ways, and the location of natural hazards.

Step 2: Preliminary Plat Submittal

After the pre-application conference, submit fifteen copies of the preliminary plat, the application form and associated fees to the Planning Division. *(Note: One copy may be submitted at first, but a total of 15 copies with all required changes must be submitted at end of the completeness check.)* Applications are 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 the 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. If it is determined to be incomplete, the applicant will have two days to submit the missing information. **Confirmation by Community Development Department staff that the application material has been found complete in no way implies that the submitted material meets the requirements of Town Codes.**

Review Process

Planning Commission hears preliminary plat applications. The Planning Commission may approve, conditionally approve, or disapprove the plat. Within ten calendar days after a preliminary plat is heard by Planning Commission, 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 Town Council.

Expiration of the Preliminary Plat

An approved preliminary plat shall expire if construction has not begun on the project within three years or if the project has not been finished within four years, or if application for the final plat has not been submitted within four year after the preliminary plat approval.



**PLANNING DIVISION
Subdivision/Resubdivision Preliminary Plat 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 _____

Type: Subdivision/Resubdivision (parcel) _____ Condominiumization _____ Townhouse _____

Property Address _____

Legal Description: Lot _____ Block _____ Subdivision _____

Total Site Area _____

Applicant's Signature _____ Date _____

CHECKLIST FOR SUBDIVISION/RESUBDIVISION PRELIMINARY PLATS

Name of Development _____

To file a preliminary plat application for a subdivision or resubdivision, the following information is necessary. This checklist is a summary of submittal requirements from section 157-11.

- _____ 1. Application form and associated fees \$500. Also, when applicable, 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 this checklist for more information on DRAs.
- _____ 2. Preliminary Plat shall be drawn in ink on a 24" by 36" sheet.
- _____ 3. The proposed subdivision name.
- _____ 4. The location of the boundaries of the subdivision as a part of some larger subdivision or tract of land.
- _____ 5. The names and addresses of the owner, subdivider, designer of the subdivision, and the engineers and surveyors (licensed by the State of Colorado) who prepared the plat.
- _____ 6. Date of preparation of the plat, scale (not less than 1"=60', written and graphic), vicinity map, and north arrow (designated as true North).
- _____ 7. The total acreage and legal description of the subdivision.
- _____ 8. Location and principal dimensions of all existing and proposed streets, driveways, alleys, easements, adjacent tracts of land, watercourses (top of bank), floodplains, lot lines, areas to be reserved or dedicated for public use, wetlands, and other important features within and adjacent to the tract to be subdivided. Any driveways adjacent to the project must be shown or a distance from the property line to the nearest edge of the driveway must be given.
- _____ 9. Zoning on and adjacent to the site.
- _____ 10. The topography at two-foot intervals that has been prepared by and sealed by a Registered Land Surveyor or Engineer within the last five (5) years. Topography should extend outside the property to the full dimension of any public property bordering the proposed subdivision such as streets and drainage easements. The survey shall also include 20 feet beyond the property on all other sides.
- _____ 11. Location of existing trees with a diameter of 6" or more and the location of wooded areas that are to remain.
- _____ 12. Exact elevations related to USGS at each property corner.
- _____ 13. Designated use for areas: multiple-family residential, business areas, industrial uses, public or dedicated open space or other and typical lot sizes.
- _____ 14. Names of abutting subdivisions or abutting unplatted property.
- _____ 15. Location and size of existing and proposed utilities within or adjacent to the tract.
- _____ 16. Location of all existing buildings to be retained on the site.

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- _____ 17. Areas subject to inundation of floodwaters with an intensity to occur, or a return frequency of once every 100 years.
- _____ 18. A land use information chart, for each lot, which includes (where applicable) the following:
 - a. Total square footage of the subdivision
 - b. Square footage & percentage of lot coverage (including paved area, decks, other projections from the structure, and eaves more than 2 feet in width) Non-vehicular pathways and eaves up to 2 feet in width may be excluded from lot coverage.
 - c. Square footage & percentage of paved surface coverage
 - d. Square footage & percentage of open space and landscaping in relation to total site area
 - e. Total number of units including number of bedrooms per unit
 - f. Total number & size of all lots proposed
 - g. Height of all structures, based on existing grade elevations
 - h. Density (units per acre)
 - i. Number of parking spaces provided
 - j. For commercial development – total square footage of proposed nonresidential floor space
 - k. Total square footage of snow storage provided
 - l. Floor area ratio (when applicable)

In addition to the preliminary plat, the following written material must be submitted:

- _____ 1. Use, ownership and manner of maintenance of common open space not otherwise reserved or dedicated for public use.
- _____ 2. Two (2) copies of draft covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings and structures.
- _____ 3. Proof that the subdivider has the right to subdivide certain real property. Evidence shall include but not be limited to an up to date title insurance commitment, or attorney's title opinion.
- _____ 4. Where development occurs on or near a designated wetland, documentation from the U.S. Army Corps of Engineers issuing, denying or not requiring a 404 permit.

The Community Development Department may request these additional materials:

- _____ 1. Such additional preliminary information as may be requested by the Planning Commission or the Community Development Director in order to adequately evaluate proposed drainage systems, surface improvements, economic feasibility, etc. Such additional information may include but is not limited to: geologic investigation reports regarding area suitability for the proposed development and tables of soil-type interpretations, as prepared for the sketch plan submission based on the National Cooperative Soils Survey, United State Department of Agriculture, Soil Conservation Service, and provided by the Soil Conservation District.
- _____ 2. Estimated total number of gallons per day of sewage and water system requirements.
- _____ 3. Where development abuts a state highway, location of access points to the highway shall be approved by the Highway Department.

- _____4. Estimated construction cost, proposed method of financing and construction schedule of the streets and related facilities, water distribution system, sewage collection system, storm drainage facilities, and such other utilities as may be required of the developer by the Town.
- _____5. Where a public water system is provided, the plan must show:
- a. The location of water source and a preliminary plan of the distribution system.
 - b. Adequate evidence that a water supply that is sufficient in terms of quality, quantity and dependability will be available to ensure an adequate supply of water for the type of subdivision proposed.
 - c. If water is to be supplied by an existing public purveyor, a statement from the purveyor stating:
 - (1) Willingness to extend service.
 - (2) The quantity of water to be provided.
 - (3) Existing commitments to be served.
 - (4) The quantity of water available to the purveyor.
 - (5) The feasibility of extending service into the subdivision.
 - d. If wastewater treatment is to be supplied by an existing public facility, the following must be submitted:
 - (1) The contract for service.
 - (2) An engineer's report showing:
 - (a) That existing capacity over and above commitments or ability to expand so as to create capacity.
 - (b) A study showing the feasibility of extending services into the subdivision.
 - (c) It shall be the responsibility of the subdivider to provide the appropriate utility companies with preliminary and final plats and any such plat revisions that in any way affect the type and design of the systems to be installed.

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.**