



## PLANNING DIVISION

### INFORMATION FOR MINOR SUBDIVISION/RESUBDIVISION FINAL PLAT SUBMITTALS

The following provides an overview of the information required for the Planning Division's review of a minor subdivision/resubdivision final plat application. Minor subdivision applications may be approved by Planning staff, however, Planning Commission and Town Council review may be required at staff's discretion.

**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](http://www.townoffrisco.com).

#### Definition

A Minor Subdivision/Resubdivision is any one of the following activities:

- (a) Subdivision of a structure into no more than two (2) units.
- (b) Minor relocation or adjustments of a lot line, property line or easement, provided that written consent is furnished from all affected property owners.
- (c) Correction of an engineering or survey error or other minor change to a recorded plat which has no effect on the conditions applied to the approval of the plat and does not violate any requirement of the Frisco Town Code.
- (d) Conversion of an existing structure (in existence at least 5 years from the date of the Certificate of Occupancy) to condominium or townhome units regardless of the number of units.

#### Submittal Requirements

Applications will be reviewed on a first come, first serve basis. A checklist and summary of the 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 six (6) copies of the minor subdivision/resubdivision 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 \$250 and \$50 public noticing/publication fee are required for Planning Division review. Major revisions to the original submittal will require an additional fee.
3. A Development Review Account (DRA) of at least \$800 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 Procedures

Staff will review the application and identify any missing items. Once the application has been found to meet the requirements of the checklist, staff will review it.

1. The application and plat will be reviewed by Planning staff and a staff report will be prepared. The staff report will identify any additional information or changes that are needed. Once any required changes or additional information is submitted for review, a decision of final approval, approval with conditions, or disapproval will be made.
2. Once the application is approved by staff, two mylars of the final plat with the appropriate signatures must be submitted. Staff will arrange for the Town signatures (Mayor, Planning Commission Chair, and Town Clerk) once all conditions of the plat have been met and all other signatures have been obtained.
3. After the Town signatures are obtained, the mylars and any accompanying documents shall be recorded with the Summit County Clerk and Recorder. Planning staff will oversee this process.

#### Review Time

Applications will be reviewed on a first come, first serve basis. **The review time for a minor subdivision/resubdivision application takes a minimum of 14 calendar days.** Time needed for review of an application by other agencies or departments may lengthen the review time.

#### Recording of the Final Plat

Following approval of the final plat, but no more than 30 days after approval, two copies of the final plat on Mylar film shall be submitted, with all appropriate signatures. Planning staff will record the final plat within five working days.



PLANNING DIVISION
Minor 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**  
**MINOR SUBDIVISION/RESUBDIVISION FINAL PLATS**

Name of Development \_\_\_\_\_

To file a final plat application for a minor subdivision/ resubdivision the following information is necessary. This checklist is a summary of submittal requirements from 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 the DRA information section on page 3 of this checklist for more details.
- \_\_\_\_ 2. Plats shall be drawn in ink on a 24" by 36" size sheet. One copy is needed for the completeness check. A total of 6 copies are needed at the end of the completeness check process and of the 6 copies, at staff's discretion, some or all may not need to be 24" x 36" in size but may be able to be at a smaller sheet size, still to scale and still legible.
- \_\_\_\_ 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 vicinity map.
- \_\_\_\_ 7. Names and addresses of the surveyor or engineer preparing the plat and the date of preparation.
- \_\_\_\_ 8. 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.
- \_\_\_\_ 9. Parking spaces (including a notation for garage spaces), driveways and access easements.
- \_\_\_\_ 10. All lots and blocks and/or units numbered in consecutive order for easy identification.
- \_\_\_\_ 11. Location and name of all existing streets, alleys, abutting subdivisions, unplatted property (labeled "unplatted") and adjacent lots.
- \_\_\_\_ 12. All easements shown in dashed lines in proper locations with appropriate line weights to differentiate items on the plat.
- \_\_\_\_ 13. Section, range, township, boundary, and lot lines shall have exact lengths and bearings, which close within the limits of one in 5,000.
- \_\_\_\_ 14. All curve data shall be shown in chart form on the face 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 or tract of land by reference to permanent survey monuments with a tie to a section corner or a quarter section corner (condominiumizations excepted).

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- \_\_\_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 block. 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 show 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.
- \_\_\_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.
- \_\_\_2. A management plan which states:
  - \_\_\_a. Responsible party for managing the common area, lodging, etc.
  - \_\_\_b. Provisions for selecting, appointing and securing management.
  - \_\_\_c. Responsibilities and duties of the management entity.
  - \_\_\_d. Responsible party for coordinating the use and rental unit occupancy of those units that are used for short-term lodging.
- \_\_\_3. 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 pools, hot tubs, common areas and other amenities.
  - \_\_\_c. Mechanism used to fund the management and maintenance activities of the development.
- \_\_\_4. Two (2) copies of any restrictive covenants, conditions or restrictions other than specified in the declaration, that shall be filed prior to the filing of the plat, if applicable.
- \_\_\_5. An improvements agreement and method of financial guarantee for all required improvements not completed at the time of final plat submittal.
- \_\_\_6. 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.
- \_\_\_7. The plat must show all common areas and uses of the buildings and grounds.
- \_\_\_8. FOR CONDOMINIUMIZATIONS: A copy of the declaration applicable to the condominium project, as defined in 388-33-105 C.R.S. 1973, last amended.

Additional Requirements for Duplex Resubdivision Resulting in a Party Wall:

- \_\_\_\_\_ 1. Two (2) copies of a party wall agreement, which states:
  - \_\_\_\_\_ 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 to 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 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.
  
- \_\_\_\_\_ 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.

# 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.**