



*Dedicated to building a
desirable, resilient and safe
community*

NEW DETACHED SINGLE-FAMILY / NEW DUPLEX / OR PROJECTS GREATER THAN 350

Review Process

Applications are administratively reviewed and approval is required including a ten day public notification period.

Application Materials

1. Application Form

Include the name, address, and signature of the current owner. If applicant is not the owner, a statement by the owner consenting to this application must be submitted with the application.

2. Application Fee

\$275 non-refundable fee submitted with the application. Major revisions to the original submittal may require an additional fee.

3. Site Plan

Provide 2 copies of a drawing of the lot showing the location of all proposed improvements. Drawings must be at a scale of no smaller than 1"=20'. Include a development calculation table with the lot size, lot coverage, number of parking spaces, building height, and lawn area calculations. See page 2 for additional information.

4. Landscape Plan

Include the plant types, quantities, sizes & locations, and method of irrigation.

5. Floor & Roof Plan

Provide 2 copies which include all walls, windows, doors, stairs, exterior lighting, bedrooms, balconies, attached decks and patios with interior access, roof, and roof overhangs. Also indicate the type, location, and number of any proposed certified solid fuel burning devices.

6. Elevation Drawing

Provide 2 copies of drawings that show all sides of the building elevations. For additions to existing structures, be sure to clearly indicate which portions of the structure are existing and which are new. The elevation drawings must show all required bulk plane envelopes with existing USGS grade elevations.

7. Topographic Survey

*Required for new construction projects.

8. Material Samples

A color and material sample (photograph, spec. sheet, cut sheet, etc.) that shows the proposed exterior building materials including exterior lighting, siding, trim, roofing, windows, and/or doors and how these will be applied.

Community Development Department

Frisco Town Hall * 1 Main Street
PO Box 4100 * Frisco, CO 80443

Phone: 970-668-5276 * Fax: 970-668-0677

Email: info@townoffrisco.com

<http://www.frisco.gov/>

Office Hours: Monday – Friday 8:00 a.m. to
5:00 p.m.

Use the Checklist Below as a Guide of Elements to Illustrate on Your Site Plan

Basic Elements of a Site Plan:

- North Arrow
- Physical Address
- Legal Address
- Name of Project
- Preparation Date
- Plan Preparer
- Plan Legend
- Standard Scale
- Dimensions of Property
- Size of Property (sq. ft.)
- Use of Land and Structures
- Lot Coverage

Existing Features on the Property:

- Property boundary (dimensions)
- Building perimeter (including eaves & decks)
- Existing structures (include building height)
- Setbacks from property boundaries (include dimensions)
- Easements
- Location of all utilities
- Location & number of parking spaces
- Adjacent roadways
- Existing topography at 2 ft. intervals
- Steep slope areas (15-30% & 30% & higher, if applicable)
- Existing vegetation
- On-site snow storage areas
- Location and type of exterior light fixtures
- Location of top of stream bank/wetlands (if applicable)
- 100-year floodplain boundary (if applicable)
- Location of 25 ft. water quality setback (if applicable)

Proposed Improvements:

- Proposed building footprint, including all eaves, decks, and patios (including a calculation of lot coverage)
- Finished roof ridge elevations in USGS meeting the height maximum of the zone district
- Building height
- Lot coverage
- Easements
- Location of all utilities
- Adjacent roadways
- On-site snow storage
- Location & number of parking spaces
- Distances from structures to lot lines
- Proposed topography at 2 ft. intervals
- Steep slope areas (15-30% & 30% & higher, if applicable)
- Location of limit of work area fence
- Protection of existing vegetation fence
- Landscape plan, including plant types, quantities, sizes & locations, and method of irrigation (if applicable)
- Type, location, and number of proposed certified fuel burning devices (if applicable)
- Location and type of proposed exterior light fixtures (must be dark sky/full cutoff fixtures, if applicable)
- Construction Trailers (if applicable): the number, use, and placement of construction trailers to be used on-site.



For Office Use Only

File Number:

Application Fee Paid:

Approved Disapproved Date:

NEW DETACHED SINGLE-FAMILY / DUPLEX / OR PROJECTS GREATER THAN 350 SQ. FT. APPLICATION FORM

Applicant Information:

Owner Name	Phone Number
Mailing Address	Email
Applicant Name (if different than owner)	Phone Number
Mailing Address	Email

Project Location:

Project Street Address	Lot	Block
Subdivision Name		

Property Type:

Detached Single-Family Duplex

Project Description:

New Residence New Accessory Structure Addition

Other Projects Larger than 350 sq. ft.: _____

Briefly describe the proposed project:

Agency Contacts:

Additional information and permits may be required by the following agencies:

- Town of Frisco
 - Building Division – (970) 668-9139
 - A building permit application may be required for these types of projects.
 - Town Clerk – (970) 668-9122
 - A business license is required for all contractors working in the Town of Frisco.
 - Frisco Water and Public Works Department – (970) 668-9156
 - Additions to the Town of Frisco water distribution system may only be installed between April 15th and October 31. No exceptions.
- Frisco Sanitation District –(970) 668-3723
 - If a duplex has a single sewer line then the whole building needs to have one billing entity.
- Lake Dillon Fire Protection Authority – (970) 262-5100
- Xcel Energy –(970) 262-4050

CERTIFICATION

I, the undersigned authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

- A statement by the owner(s) with the owner’s signature consenting to this application must be submitted with the application if applicant is different than the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date