



SMALL PROJECT APPLICATION

General Explanation

A small project is any development which disturbs 350 square feet or less of buildable area. Small projects include, but are not limited to: building additions, paving for driveways and parking, flagstone for patios or sidewalks, hot tub installations, decks, sheds, and changes to the outside of a building that substantially alter the building appearance or require structural modifications. 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

Hot tub installation with no other alterations: \$100

Single-Family/Duplex: \$175

Multi-Family/Commercial: \$275

3. Site Plan

Provide 1 copy of a drawing (size 11 x 17) of the lot showing the location of all improvements proposed. 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. Floor & Roof Plan

Provide 1 copy (size 11 x 17) which include all walls, windows, doors, stairs, lighting, bedrooms, balconies, attached decks or patios with interior access, roof and roof overhangs. Also indicate the type, location, and number of any proposed certified solid fuel burning devices.

5. Elevation Drawing

Provide 1 copy of drawings (size 11 x 17) 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.

6. 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, roof, windows, and/or doors and how these will be applied.

7. Homeowners Association Consent

Written permission from the homeowners association is required for any improvements proposed on common area.

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

Basic Elements of a Site Plan:

- | | | |
|---|---|---|
| <input type="checkbox"/> North Arrow | <input type="checkbox"/> Physical Address | <input type="checkbox"/> Legal Address |
| <input type="checkbox"/> Name of Project | <input type="checkbox"/> Preparation Date | <input type="checkbox"/> Plan Preparer |
| <input type="checkbox"/> Plan Legend | <input type="checkbox"/> Standard Scale | <input type="checkbox"/> Dimensions of Property |
| <input type="checkbox"/> Size of Property (sq. ft.) | <input type="checkbox"/> Use of Land and Structures | <input type="checkbox"/> Lot Coverage |

Existing Features on the Property:

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

Proposed Improvements:

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



SMALL PROJECT APPLICATION FORM

Applicant Information:

For Office Use Only

File Number:

Application Fee:

Approved Disapproved Date:

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		

Project Description:

- Building Addition
 Hot Tub Installation
 Paving
 Deck
 Modifications to Outside of Building
 Flatwork or Flagstone for Sidewalks or Patios
 Other: _____

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
- 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