



# APPLICATION: ADMINISTRATIVE SITE PLAN REVIEW

**For Office Use Only:** File Number: \_\_\_\_\_ Application Fee Paid: \_\_\_\_\_  
 Approved       Approved with Conditions       Denied      Date: \_\_\_\_\_

## PROJECT LOCATION

<b>Project Street Address:</b>	
<b>Legal Description:</b>	

## PROJECT DESCRIPTION

<b>Lot Size Information:</b>	Acres:	Sq. Feet:	<b>Zoning:</b>			
<b>Parking Spaces:</b>	Existing:	Proposed:	<b>Lot Coverage:</b>	Existing (Sq. ft. and %):	Proposed (Sq. ft. and %):	
<b>Residential Units:</b>	# of Units Existing:	# of Units Proposed:	# of Deed Restricted Units Proposed:	<b>Non-Residential Uses:</b>	Type of Use(s):	Gross Floor Area (Sq. Feet):

**Description of Work:**

## PROJECT TYPE *(check all that apply)*

<b>Decks, Patios, and Sheds</b> <small>(for single and two-family structures only)</small>		<b>Driveways, Parking Areas, and Sidewalks</b>
<b>Interior Remodels and Tenant Finishes</b>		<b>Landscaping and/or Tree Removal</b>
<b>Exterior Finishes</b> <small>(Siding, Roofing, Windows)</small>		<b>Trash Enclosures</b>
<b>Exterior Lighting</b>		<b>Hot Tubs</b>

## APPLICANT

Name:	Phone #:
Mailing Address:	City, State:
E-Mail:	Zip Code:

## OWNER *(if not the applicant)*

Name:	Phone #:
Mailing Address:	City, State:
E-Mail:	Zip Code:

## CERTIFICATION

I, the undersigned, authorize the Town of Frisco Community Development Department to proceed with this Administrative Site Plan Review Application under the requirements set forth by the applicable Town of Frisco Code(s), as they may be amended. I, the undersigned, understand and accept that the accuracy of the information contained within this application is the responsibility of me, the undersigned, and any information found to be incorrect or inaccurate by the Town of Frisco Community Development Department during the processing of this application, will cause this application to be delayed. I, the undersigned, also, understand and accept that **only complete applications will be processed**. Incomplete applications will be returned to me to fulfill the requirements for my respective application. If the applicant is not the owner of the Property, **a statement by the owner consenting to this application shall be submitted** with this application.

A statement by the owner(s) consenting to this application is included (required if the applicant is different from the owner).

**APPLICANT** \_\_\_\_\_  
Signature
Title
Date

# APPLICATION OVERVIEW AND SUBMISSION MATERIALS

The Administrative Site Plan Review application will be reviewed in accordance with the procedures and requirements as outlined in Section 2.5.2(C) of the Frisco Unified Development Code (UDC). **Please note that many of these projects require a separate building permit application with additional requirements.**

## APPLICATION MATERIALS

All applications are strongly recommended to have an accompanying e-copy with submission as applicable to the project. All applications must have existing and proposed project details.

### 1. Completed Application Form

Lot coverage calculations must be included; please reference the definition of Lot Coverage in Section 9.3 for more information.

### 2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

### 3. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

### 4. Application Fee: \$100.00

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

#### Exceptions:

Exterior Finish: \$25.00

Dead/Diseased Tree Removal: Free (*an application is still required; see attached checklist*)

### 5. Material Samples

Samples of all colors and materials proposed (photograph, product specification sheet and/or brochure, etc.) that show the proposed exterior building materials including, but not limited to, exterior lighting, siding, trim, roof, windows, and/or doors.

### 6. Project drawings

Required drawings for each type of project are outlined below and details are located in the attached pages. All drawings are required to depict existing and proposed conditions.

<b>Decks, Patios, and Sheds</b> (for single and two-family structures only)	Site plan Elevations Landscape plan	<b>Driveways, Parking Areas, and Sidewalks</b>	Site plan Landscape plan
<b>Interior Remodels and Tenant Finishes</b>	Floor plan	<b>Landscaping and/or Tree Removal</b>	Site plan Landscape plan Trees: Site plan only
<b>Exterior Finishes</b> (Siding, Roofing, Windows)	Elevations	<b>Trash Enclosures</b>	Site plan
<b>Exterior Lighting</b>	Elevations	<b>Hot Tubs</b>	Site Plan

## USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

### **Site Plan:**

- A vicinity map showing the location of the site to be developed in relation to surrounding properties
- Property boundaries as depicted on the submitted topographic survey
- Topography at 2 ft. contour intervals (elevation datum NAVD 1988) as depicted on the submitted topographic survey
- Location and dimensions of all existing streets, alleys, easements, drainage areas, floodplains, floodways, wetlands, steep slopes and other significant features within or adjacent to the site
- Location of existing trees with a diameter of 6 inches or more measured 1 foot above grade. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of the trees will suffice.
- Location and size of all existing and proposed utilities within or adjacent to the site
- Location, dimensions and setbacks to the exterior wall of the foundation and the outermost edge of the structure, including roof eaves, decks and other projections
- Location of all roof ridge and eave lines with elevations stated (elevation datum NAVD 1988)
- Traffic circulation and parking plan including points of entry, exit, and delivery areas
- Non-vehicular circulation including size and type (including surface material) of pathway and points of connection
- Location, type, size and height of fencing, retaining walls and screen planting
- Snow storage area(s) with dimensions and area calculations
- Location of dumpster enclosures
- Location of streetlights, parking lot lighting, and/or outside lighting
- Location of all signs
- Proposed open spaces with an indication as to use and ultimate ownership
- The number, use and location of construction trailers to be used on site
- Location of the limit of work area fencing

### **Architectural Plans:**

- Floor plans with square footage, including a breakdown of gross floor area by use (if applicable)
- Building materials (type and color)
- Roof plan and materials (type and color)
- Dumpster enclosure plans
- Location, type and intensity of building illumination
- The number of proposed certified solid-fuel burning devices (maximum 8 devices per acre), with the proposed type and location(s) indicated on the floor plans
  
- Elevation drawings
  - All building elevations showing the natural grade elevations at all building corners and the elevations of rooflines using elevation datum NAVD 1988
  - For some projects, elevations may be depicted with color photographs

### **Landscaping and/or Dead or Diseased Trees:**

- Landscaping (see Section 6.14):**
  - Property lines and dimensions
  - Existing and finished grade
  - North arrow and both graphic and written scales
  - Name of Applicant and landscape consultants, if any
  - A legend indicating all proposed plant materials with common and botanical names, indication of drought tolerant plants, sizes, maximum spacing, caliper size, and quantities
  - Method of irrigation

- Location of all plant material, other landscape features (including but not limited to wetlands, water bodies, rock outcroppings, detention areas, retaining walls) and buildings and paved areas (both existing and proposed)
- Ground surfaces and materials by type, such as paving, sod, mulch, edger, seed mixes, shrub and flower beds, etc., shall be clearly indicated with a note as to the percentage of plant coverage
- Clearly labeled locations and calculations for amounts of all the required landscape vegetation, including the percentage of drought tolerant plantings and any required parking area landscaping
- A tree survey with the size and location of existing coniferous trees with a diameter of six inches or more and deciduous trees with a diameter of three inches or more measured one foot above the ground. The tree survey shall be prepared by a Colorado licensed surveyor.
- Identify which existing trees will remain on the property and how they will be protected from damage during construction
- If snow storage is required, the location of all snow storage areas in relation to proposed landscaped areas must be shown
- Identify construction debris storage and staging areas

**Dead/Diseased Tree:**

- A site plan showing the location of the tree to be removed is required
- Demonstrate with documents and/or pictures to the Department's satisfaction that the tree in question is dead or diseased
- A letter of authorization from a qualified specialist that indicates the removal of the proposed trees is necessary and beneficial for safety and/or wildfire prevention
- Trees to be removed shall be in compliance with Section 6.14.5 H

**Lighting Plan (see Section 6.16):**

- Site plan with location of all light fixtures and a numerical grid of lighting levels (in footcandles) that the fixtures will produce on the ground (photometric report)
- Area of illumination
- Lamp type and wattage
- Mounting height of all fixtures
- Cut sheet showing the design and finishes of all fixtures and designation as IESNA "cut-off" fixtures
- Drawings of all relevant building elevations showing the location and aiming points of the fixtures

**Hot Tubs:**

- Site plan including:
  - Property boundary (include dimensions)
  - Building footprint, including all eaves, decks, and patios
  - Existing structures
  - Setbacks from property boundaries (include dimensions)
  - Easements
  - Location of all utilities
  - Location of the hot tub with dimensions
- If the hot tub is going on a new slab or pavers:
  - Location of the new slab/pavers with dimensions
  - Total lot coverage calculations including existing and proposed conditions

**Additional Materials May be Requested:**

- Topographic survey
- An accurate three-dimensional scale model, computer simulation, or other similar graphical representation
- Waste collector verification letter
- Any other special studies or information needed for the Community Development Department to make an informed decision

**Agency Contacts:**

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

**Town of Frisco:**

- Building Division: (970) 668-5276  
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) 668-0836  
Additions to the Town of Frisco water distribution system may only be installed between April 15th and October 31. A separate permit, including an excavation permit, may be required.

**Frisco Sanitation District**: (970) 668-3723

**Lake Dillon Fire Protection Authority**: (970) 262-5100

**Summit County Environmental Health**: (970) 668-4070

**Xcel Energy**: (970) 262-4050