



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



**Community Development Department**

Frisco Town Hall \* 1 Main Street  
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**Office Hours:** Monday – Friday 8:00 a.m. to  
5:00 p.m.

## Modification to an Approved Development Application

### General Explanation

Per Section 180-19.I, no substantial variation of the approved development application shall be permitted without the approval of the Community Development Department (CDD) or Planning Commission.

### Application Deadline

For commercial and multi-family projects where modifications are proposed for the entire project, complete applications must be submitted a minimum of 24 days in advance of a Planning Commission meeting on which the application may be reviewed.

### Application Materials

#### 1. Pre-Application Conference

For projects that require Planning Commission approval, a meeting between planning staff and the applicant, regarding the proposed modifications to the approved development application is required prior to submission of any modification application.

#### 2. Application Form

Include the name and address 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.

#### 3. Application Fee

- \$175 non-refundable fee plus a development review account (DRA) with an initial deposit of \$800 or \$1500 for large projects (See page 3 for more information).

#### 4. Application Materials

Provide a cover letter generally summarizing the specific modifications proposed to the approved development application. Also, include 8 copies of the site plan, architectural elevations, floor plans, material samples, and other documentation showing the proposed changes along with the existing approved plans, to clearly indicate the modifications being requested.

#### 5. Homeowners Association Consent

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



<i>For Office Use Only</i>	
File Number:	Receipt #:
Application Fee \$:	DRA Fee \$:

**Modification to an Approved Development Application -  
Planning Commission Review**

**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		

**Description of proposed changes to the original development application approval of project:**

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**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.

Applicant Name (Please Print)	Title
Applicant Signature	Date

## **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 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. A large project is defined as any commercial or mixed use project occurring on a lot of 10,500 square feet or greater or occurring on a group of lots combined for a unified development project and contains collectively 10,500 square feet or greater or any residential development occurring on a lot of 21,000 square feet or greater or any development of 5 or more dwelling units.

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, 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 activities 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.