



## PLANNING DEPARTMENT

### INFORMATION FOR OBJECTING TO A PLANNING DEPARTMENT REVIEWED APPLICATION

The following is an overview of the information required to submit an objection of a Planning Department reviewed application (including single family, duplex, small project, sign, banner, outdoor commercial establishment, minor resubdivision applications). An objection to a Planning Department reviewed application is heard by Planning Commission.

Per Section 180-19 of the Town Code, Development Application Regulations, once a Planning Department reviewed application is submitted for review, staff shall wait 10 calendar days for the date of notice for the return of public comments. If a formal public objection is received during this time, the objection application will be scheduled for the next available Planning Commission meeting. Within 10 calendar days of a Planning Department decision on any Planning Department reviewed application, an appeal may be filed. Code regulations can be found on-line at [www.townoffrisco.com](http://www.townoffrisco.com).

Complete the objection application (on reverse of this sheet). Submit the application and any additional information to the Frisco Planning Department:

- A. An application fee of \$400 is required for an objection application.
- B. Submit any additional information necessary for the objection request.

### DEVELOPMENT REVIEW ACCOUNT (DRA) INFORMATION

A development review account (DRA) is an account established for Planning Department 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.

\*NOTE: A development review account (DRA) will only be required by the applicant if the Planning Commission deems it necessary that there be a legal, engineering, or other similar technical review or consultation concerning the objection. The objection applicant's DRA shall be charged for such legal, engineering or other similar technical review only if, after a final determination by the Planning Commission concerning the objection application, the objector does not prevail.



**PLANNING DEPARTMENT**

**Objection to a Planning Department Reviewed Application**

Pursuant to Section 180-19.D, Development Application Regulations, Objections, the undersigned hereby requests consideration by the Frisco Planning Commission.

Of a project application submitted on (date) \_\_\_\_\_ for a (type of project)

\_\_\_\_\_

\_\_\_\_\_ on the property identified

as:

Physical Address:

\_\_\_\_\_

Legal Address:

\_\_\_\_\_

This objection is to DENY the following development/request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am objecting to this project because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand my objection may be given a hearing by the Planning Commission and I will be present at that hearing to answer questions regarding this objection application.

I, THE UNDERSIGNED AUTHORIZES THE LAND USE ADMINISTRATOR(S) 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.

\_\_\_\_\_  
Name (please print) Mailing Address

\_\_\_\_\_  
Physical Address Phone Fax

\_\_\_\_\_  
Signature Date Email