



**PLANNING DIVISION
INFORMATION FOR OUTDOOR COMMERCIAL ESTABLISHMENT
SUBMITTALS**

An Outdoor Commercial Establishment (OCE) permit allows a transient or mobile commercial use and/or structure to locate within Town on any non-residential property with the owner's written consent. The intent is to allow outdoor commercial establishments that contribute to the pedestrian and small mountain town atmosphere of Frisco. Outdoor Commercial Establishments may include, but are not limited to, community festivals, food vendors, outdoor commercial displays, and temporary tents/structures.

- ┌ Outdoor Commercial Establishments are limited to a maximum of 10 square feet of signage, including banners.
- ┌ Vendor carts must provide for trash removal and cannot exceed 100 square feet in area.
- ┌ Town Council approval is required if the Town of Frisco is the landowner.
- ┌ Adequate parking must be provided for the OCE (OCE's cannot take up required parking)
- ┌ Financial security may be required.
- ┌ An approved Business License is required for Outdoor Commercial Establishments.

Please contact a planner with any questions regarding proposed Outdoor Commercial Establishments 970.668.5276.

Submittal Requirements

Complete the development application (on reverse of this sheet). Submit the application and plans to the Frisco Community Development Department:

- A. An application fee of \$75 is required for Planning Division review. If the nature of the OCE changes over time, a new application must be submitted and new permit approval is required.
- B. A letter describing the nature of the outdoor commercial establishment, including hours of operation and pedestrian/vehicular circulation patterns.
- C. A site plan drawing of the Outside Commercial Establishment is required that depicts all property lines of the subject location, existing and proposed features relevant to the OCE, the location of the OCE in relationship to uses and structures on the property, setbacks from property lines, fencing or screening, lighting, trash receptacles, sign locations, and parking.
- D. Pictures and/or drawings of the OEC structures including elevations and a description of colors and materials proposed.

- E. Written approval from the property owner. In addition, more information may be required based on staff's initial review of the submittal.

Review Timeframe

Planning staff will review the application for compliance with code standards. The department will aim to act on an OCE application within 10 days of receiving the completed application. At the discretion of the Community Development Department, any application for an Outdoor Commercial Establishment Permit may be referred to the Planning Commission for approval. Agencies such as Public Works, Frisco Sanitation, Police, Lake Dillon Fire and Rescue, and the Town of Frisco Building Department may be consulted during review.



PLANNING DIVISION
Outdoor Commercial Establishment (OCE) Permit Application
(Up-to-date TOF Business Licenses are required for
Outdoor Commercial Establishments)

Planning File Number _____ (for staff use only)

APPLICANT INFORMATION

Applicant _____

Email Address _____

Mailing Address _____

Street/P.O. Box

City

State

Zip Code

Phone Number _____

Home

Work

Cell

OCE INFORMATION

Property Physical and Legal Address _____

Describe the type of establishment/display(s) and what will be occurring in specific detail _____

Exact Location of Display(s) _____

Proposed Signage _____

The following are criteria for outside commercial establishments.

Will display encroach into rights-of-way or required parking? _____ Yes _____ No

Will display impede vehicular or pedestrian traffic? _____ Yes _____ No

Will display hang from building façade/door or foliage? _____ Yes _____ No

Will display block any window or door? _____ Yes _____ No

Do you have a valid business license for the location? _____ Yes _____ No

Is food or drink to be sold? _____ Yes _____ No -- If yes, provide written approval from Summit County Environmental Health Department.

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.

Applicant's Signature _____ Date _____

For Staff Use Only:

Approved _____ Disapproved _____ Date _____ Fee _____ Staff _____