



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

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

General Explanation

The purpose of PUD designation is to encourage flexibility and innovation in the development of land, provide the community with usable open spaces, and to promote a greater variety in design and layout of buildings.

Any PUD that proposes a change in type of use, beyond what is allowed in the underlying zone district, shall constitute a rezoning request. The proposed change in use shall be reviewed under the rezoning criteria in §180-48.B.

Review Process

A PUD application shall be processed in three stages: pre-application conference, preliminary plan and final plan. If subdivision is proposed, the subdivision review procedure shall be carried out concurrently as noted in Chapter 157 with the review of the PUD. The preliminary plan may be used in place of the preliminary plat, provided that the final plat, if necessary, is submitted and approved at the final plan stage.

1. Pre-Application Conference

The purpose of the pre-application conference is to discuss the overall concept of the proposal early and informally, before the applicant has made substantial financial commitments. Major problems may be identified and solved before formal application.

2. Sketch Plan

All applications for large projects, as defined in §180-5, must present an informal sketch plan of the development before a regularly scheduled meeting of the Planning Commission (PC). The applicant shall notify the Community Development staff in writing at least 10 days prior to the PC meeting at which the sketch plan is requested to be presented.

3. Preliminary Plan

A complete application shall be submitted to the Community Development Department a minimum of 45 days prior to an upcoming PC meeting. The Planning Commission shall recommend to the Town Council that it approve, conditionally approve, or disapprove the preliminary plan. At its next regularly scheduled meeting, unless there are conditions which must be met prior to Town Council review, the Town Council shall approve, conditionally approve, or deny the preliminary plan.

4. Final Plan

Following approval of the preliminary plan, the applicant shall submit the materials needed for a final PUD plan. A complete application shall be submitted to the Community Development Department a minimum of 45 days prior to an upcoming PC meeting. The Planning Commission shall review the plan and make a recommendation to Town Council. The Town Council shall approve, conditionally approve, or deny the final plan/plat and PUD agreement.

Submittal Requirements

1. Application Form

Include the name, address, and signature of the current owner.

2. Application Fee

- \$1,850 for new PUD plus a development review account (DRA) with an initial deposit of \$800 or \$1500 for large projects (See page 4 for more information).
- \$500 for PUD amendments plus \$800 for DRA

3. Written Materials

See pages 2-4 for additional submittal requirements. Not all submittal requirements may be necessary for PUD amendments. Contact the Community Development Department for more information.

**Community Development
Department**
Frisco Town Hall * 1 Main Street
PO Box 4100 * Frisco, CO 80443
Phone: 970-668-5276
Fax: 970-668-0677
<http://www.frisco.gov/>
Office Hours: Monday – Friday
8:00 a.m. to 5:00 p.m.

Sketch Plan Submittal Requirements

Submit 10 paper copies (Size 11 X 17) and 1 electronic copy (pdf) of the following at least 14 days before a scheduled Planning Commission hearing:

- Written project description that includes, but is not limited to, discussion of all uses within the PUD
- Site plan showing the location of the building(s)
- Existing and proposed topography
- Existing Conditions Map
- Parking and traffic circulation
- Proposed landscaping
- Scaled drawings of all building(s) elevations
- Samples of all colors and materials proposed
- Colored renderings and sketches are recommended for presentation

PUD Preliminary Plan Submittal Requirements

Submit the application, supporting documents and plans to the Community Development Department at 52 days prior to an upcoming Planning Commission hearing. Within 2 days of receipt of the application, staff will determine if the application is complete, and ready for review. Confirmation by Planning Division staff that the application has been found to be complete in no way implies that the submitted materials meet the requirements of the Town Code. The supporting application materials for a PUD preliminary plan shall include the following:

Submit 1 copy (24 x 36) of the preliminary plans for a completeness check. After completeness check, submit 7 copies (24 X 36) for agency review. Applicant must submit 1 electronic copy (pdf format) and 7 copies (11 X 17) for Planning Commission packets a week before the scheduled hearing.

- Existing site map indicating existing structures and their current uses.
- A written statement of intent containing the following information:
 - A statement of the present and future ownership and tenancy and a legal description of the land included in the planned unit development, including identification of all mortgages, liens and judgments that may affect the site, and easement or covenant restrictions on land use.
 - A development schedule indicating the dates when construction of the planned unit development, or stages of development, will begin and be completed.
 - Copies of any special agreements, conveyances, restrictions or covenants which will govern the use, maintenance and/or continued protection of the planned unit and any of its common areas.
 - Written consent from all owners within the PUD, unless an amendment to an existing PUD is sought, in which case proof of written notification to all owners is required.
 - An explanation of the objectives to be achieved by the development, including building descriptions, variations in building setbacks, height, parking or other characteristics that are sought, sketches of elevation or other information as may be required by the Commission to describe objectives.
 - Other information, justification or exhibits deemed by the Commission to be pertinent in evaluating the planned unit development application.

- Documentation by a licensed engineer(s) describing and/or providing evidence of:
 - Soil, geological and groundwater conditions.
 - Commitment from public utility and service agencies, municipal or otherwise, that adequate and dependable water, sewer, utilities and fire and police protection will be available prior to completion of construction.
 - Traffic analysis indicating anticipated average daily traffic volumes.

- Declaration of nightly rentals, time-sharing units or similar uses shall be included in the application.

- Basic project data:
 - Parcel size in gross acres and square feet.
 - Total number, type and density per type of dwelling unit and gross residential density.
 - Total bedrooms per each dwelling unit type, and total number of parking spaces.
 - Estimated total floor area and breakdown by land use.
 - Preliminary location and percentage as well as square footage of building coverage, parking, streets and drives, and open space and landscape area.

- Preliminary grading and drainage plan prepared and stamped by an engineer licensed in Colorado.
 - Contour map prepared by a land surveyor licensed in Colorado.
 - Storm water runoff calculations based on the twenty-five-year, twenty-four-hour storm that includes estimates of the rate of runoff before and after development.
 - Calculation of detention volume required to maintain historic runoff rates under post development conditions for the twenty-five-year, twenty-four-hour storm.
 - Preliminary location of all existing and proposed watercourses, drainage ways, the one-hundred-year floodplain and floodway location and elevation as delineated by the Federal Emergency Management Administration Flood Boundary and Floodway Maps.
 - Preliminary location of all proposed streets, drives, parking, buildings and other site improvements.
 - Preliminary location of all on-site retention detention basins, including volumes of each facility and storm water infiltration system.
 - If located in a flood hazard area as defined by the Federal Emergency Management Administration, preliminary location of all ground floor basement and garage elevations (in USGS) of all structures. USGS data shall be the same as that used for FEMA flood hazard elevations.

- Preliminary architectural elevations and floor plans of all buildings sufficient to convey the basic architectural intent of the proposed improvement, including the maximum building height of all buildings and architectural overlay including bulk plane, if applicable.

- A preliminary landscaping plan showing areas to be landscaped and type and general size of landscaping proposed. Location of existing trees with a diameter of six (6) inches or more for coniferous trees and three (3) inches or more for deciduous trees measured one (1) foot above grade should be shown. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of the trees will suffice.

PUD Final Plan Submittal Requirements

Final site plans on sheets twenty-four by thirty-six (24 x 36) inches at a scale no less than one (1) inch equals thirty (30) feet:

- Final PUD Plan meeting the requirements of § 180-19, §180-20, and showing: exact location of lot lines, easements, public rights-of-way, executed easements on dedications for any rights-of-way, property or facilities proposed for public ownership or maintenance; exact location of all buildings and structures.
- Final architectural drawings of all buildings and structures in accordance with any architectural overlay, if applicable, or at a minimum showing all four (4) elevations and floor plans with gross square footage indicated.
- The developer shall execute an agreement with the town in recordable form providing for the installation, construction, or completion of site improvements, in accordance with the approved plans, prior to the issuance of any building permit or certificate of occupancy.
- If a parcel subdivision is proposed with the Final PUD Plan, a Final plat shall be submitted that meets the requirements of Chapter 157-12.

PUD Amendments

In cases where an amendment to a previously approved PUD is requested, the application to amend the PUD may be made by any owner within the PUD, with written notice of the proposed application to be provided to all other property owners within the PUD.

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.



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

PLANNED UNIT DEVELOPMENT FORM

- New PUD PUD Amendment

Applicant Information:

Applicant Name	Phone Number
Mailing Address	Email
Owner Name (if different than applicant)	Phone Number
Mailing Address	Email

Project Location:

Project Street Address	Lot	Block
Subdivision Name		
Current Zoning	Proposed Use(s)	Total Site Area

Briefly describe the project:

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