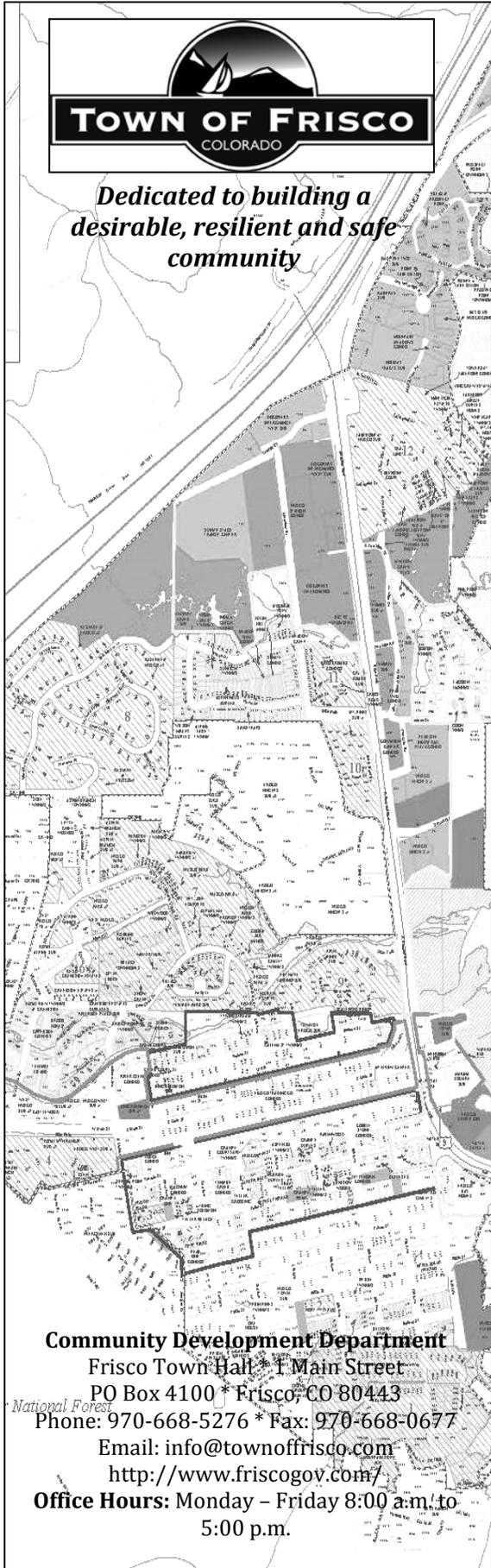




*Dedicated to building a
desirable, resilient and safe
community*



Community Development Department
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<http://www.frisco.gov/>
**Office Hours: Monday – Friday 8:00 a.m. to
5:00 p.m.**

REZONING APPLICATION

General Explanation

The purpose of rezoning is to establish and maintain sound, stable, and desirable development with the town. Rezoning applications must establish at least one of the criteria listed in §180-48.

Review Process

Requests are reviewed on a first come, first served basis. Once the application is considered complete, it will be scheduled for a preliminary hearing before the Planning Commission. After the preliminary hearing, the application will be scheduled for a public hearing before the Planning Commission and the Commission will recommend to approve, disapprove, or conditionally approve the application to the Town Council. The Town Council will consider the proposed rezoning application and make a final decision.

Submittal Deadlines

Complete applications must be submitted 52 days in advance of a Planning Commission meeting on which the application may be heard. If a development application is a component of the proposed rezoning, a development application must be submitted concurrently for the Town to adequately review the proposal. Please contact the Planning Division for submittal deadlines.

Application Materials

1. Application Form

Include the name, address, and signature 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.

2. Application Fee

- \$1,300 fee plus a development review account (DRA) for technical review with an initial deposit of \$800 or \$1,500 for large projects (See page 2 for more information).

3. Written Materials

Refer to page 2 for the required written application materials.

Written Materials

Submit 1 copy for the completeness check. After completeness check, submit 15 copies and 1 electronic copy (pdf).

- The names and addresses of all adjacent property owners within a radius of three hundred (300) feet of the property requesting the rezoning.
- A detailed explanation of the request for rezoning, including all reasons for the request.
- Supporting documents and maps, including a site survey.
- Proof of ownership. Evidence shall include but not be limited to an up to date title insurance commitment, or attorney's title opinion.
- Submit information on how the rezoning meets at least one of the following criteria:
 - The land to be rezoned was initially zoned in error or the rezoning is of a technical or corrective nature in order to conform zone district boundaries to lot lines.
 - Because of changed or changing conditions in a particular area or in the Town generally, it is in the public interest and reasonably necessary in promotion of the public health, safety or welfare to rezone a property to encourage development or redevelopment;
 - The rezoning is necessary to conform to the Town of Frisco Master Plan; or
 - The rezoning is necessary to provide land for a community related use that was not anticipated at the time of adoption of the Town of Frisco Master Plan, but which use is generally consistent with the policies of said plan, is in the public interest, and is reasonably necessary in promotion of the public health, safety or welfare.

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.



For Office Use Only

File Number:

Receipt #:

Application Fee \$:

DRA Fee \$:

REZONING APPLICATION

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 Zoning	

Briefly describe the reason for the vacation of property:

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