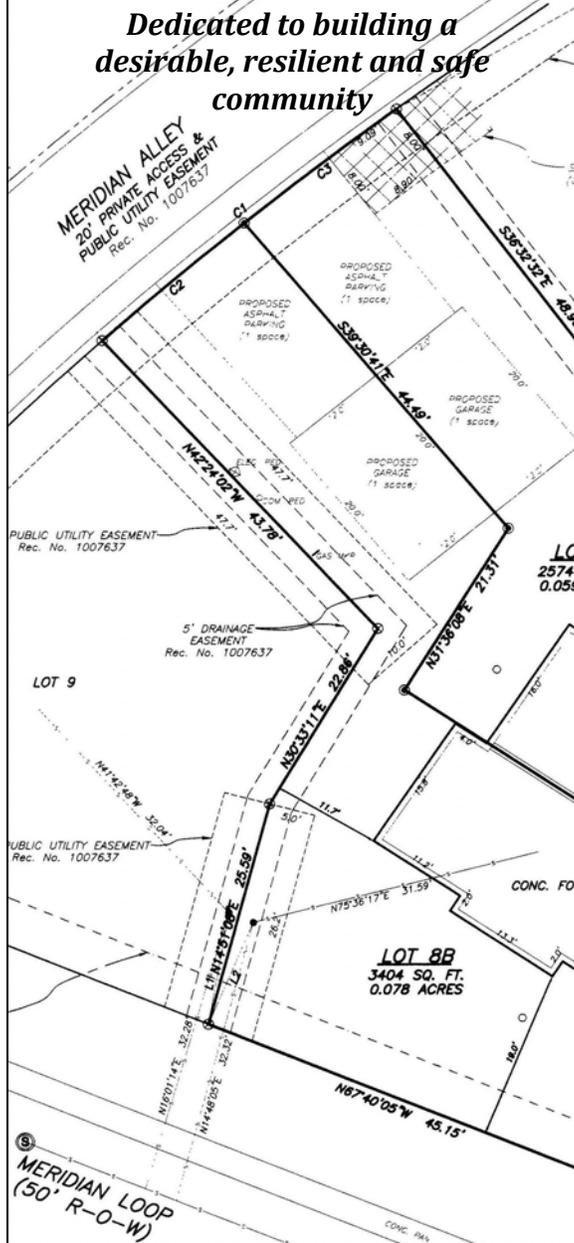




*Dedicated to building a  
desirable, resilient and safe  
community*



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

# FINAL PLAT APPLICATION

## Review Process

Final plat applications are reviewed and approved by the Community Development Department. A staff report outlining review of the plat will be issued within 30 working days of a complete submittal. Following approval of the final plat, but no more than 30 days after such approval, the applicant shall submit to the Planning Division 2 copies of the final plat on Mylar film and all associated documents with all appropriate signatures. Planning staff shall record the final plat and associated documents within 5 working days.

## Submittal Requirements

### 1. 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.

### 2. Application Fee

- \$400 for 4 units or less & duplexes
- \$1,250 for 5 or more units & parcel resubdivision
- A development review account (DRA) for technical review with an initial deposit of \$800 or \$1,500 for large projects is also required (See page 4 for additional information).

### 3. Preliminary Plat

Information furnished with the preliminary plat shall be embodied in the final plat. In the event that substantial changes have been made on the final plat, as determined by the Community Development Department, an additional preliminary plat review and application fee may be required.

*Note: Duplex resubdivisions, condominium and townhome conversions, and minor subdivisions may not be required to provide a preliminary plat.*

### 4. Final Plat

Use the checklist on page 2 for submittal requirements. Applicant must submit 6 paper copies of the proposed plat and utility plan for review. Additional copies may be required for further review.

### 5. Required Accompanying Data

The final plat shall be accompanied with the data listed on page 3.

## Use the Checklist Below for Final Plat Submittal Requirements

- Plat drawn in ink (24" by 36" sheet)
- Preparation Date
- Exact name of the resubdivision and of the original subdivision of which it is a part (include number of the filing, when applicable).
- The heading shall show section, range, township and principal meridian, Summit County, Colorado.
- North arrow (designating true North)
- Standard scale (not less than 1"=60') designated in both written and graphic form
- Vicinity map
- Section, range, township, boundary and lot lines shall have exact lengths and bearings, which must close within the limits of one in 5,000
- Parking spaces (including a notation for garage spaces), driveways and access easements
- All lots and blocks and/or units numbered in consecutive order for easy identification
- Total number of proposed dwelling units shall be indicated
- Location and name of all existing streets, alleys, abutting subdivisions, unplatted property (labeled "unplatted") and adjacent lots
- Identify and clearly label all public or quasi-public areas, common elements, and limited common elements
- All curve data shall be shown in chart form on the face of the plat. Curve data shall include radii, internal angles, points of curvature, and lengths of all arcs.
- All easements shown in dashed lines in proper locations with appropriate line weights to differentiate items on the plat
- A utility plan (on a separate sheet) showing all utilities (including service lines), utility easements, water shut-off valves and sewer cleanouts. Bearings and distances of all utilities must be shown.
- Location of subdivision as a part of some larger subdivision of tract of land by reference to permanent survey monuments with a tie to a section corner or a quarter section corner (condominiumizations excepted)
- A reference to any protective covenants which shall be filed with the plat. This should be located within the Summit County Clerk's signature blocks. Plus, previous recording information for platted area – Reception Number\_\_\_\_\_.
- Certification of registered surveyor to the effect that the plan represents a survey by that person, that the monuments shown thereon exist as located, and that all dimensional and geodetic details are correct. Monuments should be shown and described as to type on the plat.
- Notarized Certificates of Approval

**Required Accompanying Data (All final plats, except duplexes)**

- 2 copies of the Homeowners Association articles of incorporation and by-laws, if applicable, including a management plan, which states:
  - Responsible party for managing the common area, lodging, etc.
  - Provision for selecting, appointing and securing management
  - Responsibilities and duties of the management entity
  - The proposed allocation of homeowner dues. It is recommended such dues be allocated based on the square footage of each unit
  
- An improvements agreement and method of financial guarantee for all required improvements not completed at the time of final plat submittal
  
- A general warranty deed to the Town of Frisco, conveying to the Town all public lands other than streets shown on the plat, if applicable
  
- Proof that the subdivider has the right to subdivide the property. Evidence shall include an up to date title insurance commitment or attorney’s title opinion. Signature blocks must be provided on the plat for all mortgagees or other persons or corporations having interest in said property.
  
- 3 copies of the drainage plan stamped by an engineer certified in the State of Colorado
  
- Engineering plans, descriptions, and cost estimates for streets, drainage facilities, utility systems, paved parking and drives, landscaping, bridges and for other improvements proposed to be installed by the subdivider.
  
- FOR CONDOMINIUMIZATIONS: A copy of the declaration applicable to the condominium project, as defined in 38-33-105 C.R.S. 1973 last amended
  
- Any other documentation as may be reasonably required
  
- FOR CONDOMINIUM AND TOWNHOME CONVERSIONS: The following reports shall be provided and copies shall be provided to all prospective purchasers of the units.
  - A condominium or townhome conversion inspection report shall be submitted from the Lake Dillon Fire District Authority on the conditions of the building, identifying all current fire code violations, which are detrimental to health, safety and welfare of the public, the owners and occupants of the building.
  - A condominium or townhome conversion inspection report submitted (typically from a third party) on the conditions of the building, identifying all current building code violations, which are detrimental to health, safety and welfare of the public, the owners and occupants of the building.

**Additional Requirements for Duplex Resubdivision Resulting in a Party Wall:**

- 2 copies of the party wall agreement. The party wall agreement shall contain, but is not limited to, the following:
  - Identification of the parties
  - Identification of the party wall
  - Provisions for repair and maintenance
  - Easements for repairs to the party wall
  - Restrictions, if any, pertaining to structural changes in the party wall
  - Restrictive liens
  - Utility easement (if any)

## **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 \$:

**FINAL PLAT APPLICATION FORM**

**Applicant Information:**

Owner Name	Phone Number
Mailing Address	Email
Applicant Name (if different than owner)	Phone Number
Mailing Address	Email
Name of Engineer/Surveyor	Phone Number
Mailing Address	Email

**Project Information:**

Name of Development	Total Site Area	Type: <input type="checkbox"/> Subdivision/Resubdivision (parcel) <input type="checkbox"/> Condominiumization <input type="checkbox"/> Townhouse
Property Physical Address	Lot	Block
Subdivision Name		

**Review Agencies:**

The Town may solicit comments from the following review agencies or others as determined appropriate by the Community Development Department:

- Town of Frisco
  - Building Division
  - Frisco Town Attorney
  - Consulting Engineer
  - Frisco Water and Public Works Department
    - ☒\*\*Additions to the Town of Frisco water distribution system may only be installed between April 15th and October 31. No exceptions.
- Frisco Sanitation District
- Lake Dillon Fire Protection Authority
- Xcel Energy

**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