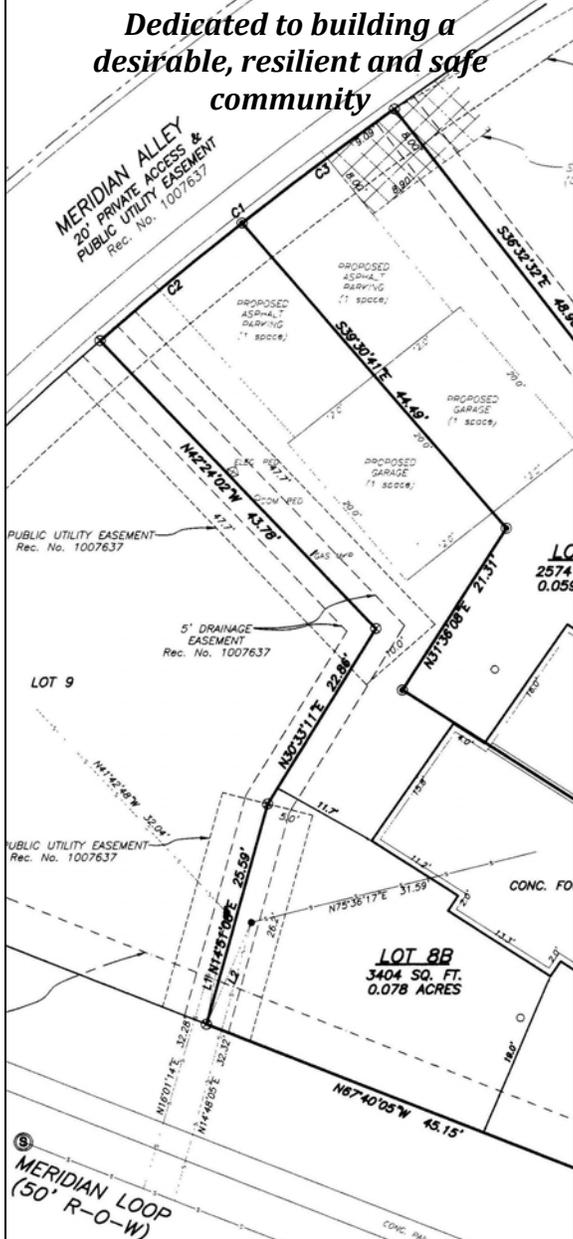




*Dedicated to building a
desirable, resilient and safe
community*



Community Development Department
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Phone: 970-668-5276 * Fax: 970-668-0677
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5:00 p.m.

PRELIMINARY PLAT APPLICATION

Review Process

Preliminary plat applications are approved by Planning Commission (PC). Complete applications must be submitted a minimum of 52 days in advance of a PC meeting on which the application may be heard. The Planning Commission may approve, conditionally approve, or disapprove the plat.

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

\$600 fee plus a development review account (DRA) for technical review with an initial deposit of \$800 or \$1500 for large projects (See page 4 for more information).

3. Pre-Application Conference

A pre-application conference with Planning Division staff is required. The meeting is to define the scope of the project and to alert the subdivider and the Town to any particular circumstances concerning the subdivision property. An informal sketch plan should show total acreage, landowners, land uses, streets, highways, utilities that will service the proposed development, major physical features including drainage ways, and the location of natural hazards.

4. Preliminary Plat

After the pre-application conference, submit 1 copy of the preliminary plat application. See page 2 for submittal requirements and checklists. Within 2 days of receipt of the application, staff will determine if it meets the checklist requirements, is complete and ready for review. After the completeness check, the applicant then must submit an additional 6 copies of the application for agency review.

5. Written Materials

In addition to the preliminary plat, written materials must also be submitted. See page 3 for details.

6. Additional Information

The Community Development Department or Planning Commission may request additional information in order to adequately evaluate the development application. See page 3 for details.

Use the Checklist Below for Preliminary Plat Submittal Requirements

- Preliminary Plat drawn in ink (24" by 36" sheet)
- Preparation Date
- The names & addresses of the owner, subdivider, designer of the subdivision, & the engineers & surveyors (licensed by the State of Colorado) who prepared the plat
- North arrow (designating true North)
- Standard scale (not less than 1"=60')
- Total acreage
- Legal description of subdivision
- Location of the boundaries of the subdivision as a part of some larger subdivision or tract of land
- Exact elevations (nearest tenth) related to USGS at each property corner
- Topography at 2 ft. intervals that has been prepared by and sealed by a land surveyor or engineer, registered in the State of Colorado, within the last 5 years. Topography shall extend outside the property to the full dimension of any public property bordering the proposed subdivision such as streets and drainage easements. The survey should also include 20 ft. beyond the property on all other sides
- Location & principal dimensions for all existing streets (including their names), alleys, easements, watercourses (top of bank), floodplains, wetlands & other important features within & adjacent to the tract to be subdivided
- Areas subject to inundation of floodwaters with intensity to occur, or a return frequency of once every 100 years
- Names of abutting subdivisions or abutting unplatted property
- Location & size of existing utilities within or adjacent to the tract
- Location of all existing buildings that are to be retained on the site
- Location of trees (6 inches in diameter or greater) or wooded areas which are to remain
- Zoning on & adjacent to the tract
- Vicinity map
- Proposed subdivision name
- Proposed locations, if any, for residential, commercial, industrial, churches & other nonpublic uses
- Location & principal dimensions for all proposed streets (including their names), alleys, easements, lot lines & areas to be reserved or dedicated for parks, schools, snow storage or other public uses

The subdivider shall provide evidence that provision has been made for facility sites, easements, & rights of access for electrical & natural gas utility service sufficient to ensure reliable & adequate service for the proposed subdivision

Land use information chart for each lot, which includes (where applicable) the following:

- Total square footage of the subdivision
- Square footage & percentage of total lot area of the subdivision comprised of lot coverage
- Square footage & percentage of total lot area of the subdivision comprised of paved surface coverage
- Square footage & percentage of open space in relation to total land area of the subdivision
- Square footage & percentage of landscaping in relation to total land area of the subdivision
- Total number of units (including number of bedrooms per unit)
- Total number & size of all lots proposed
- Height of all structures based on existing grade elevations
- Floor area ratio (when applicable)
- Density (units per acre)
- Number of parking spaces provided
- For commercial development, total square footage of proposed nonresidential floor space
- Total square footage of snow storage provided

Checklist for Required Written Materials

Use, ownership & manner of maintenance of common open space not otherwise reserved or dedicated for public use

2 copies of draft covenants, grants of easements or restrictions to be imposed upon the use of the land, buildings & structures

Proof that the subdivider has the right to subdivide certain real property. Evidence shall include but not be limited to an up to date title insurance commitment, or attorney's title opinion

Where development occurs on or near a designated wetland, documentation from the U.S. Army Corps of Engineers issuing, denying or not requiring a 404 permit

Completed & signed application form for rezoning, if required for the development of the subdivision

The Community Development Department May Request Additional Materials:

- Location of water source & a preliminary plan of the distribution system
- Adequate evidence that a water supply is sufficient in terms of quality, quantity & dependability will be available to ensure an adequate supply of water for the type of subdivision proposed
- If water is to be supplied by an existing public purveyor, a statement from the purveyor stating:
 - Willingness to extend service
 - The quantity of water to be furnished
 - Existing commitments to be served
 - The quantity of water available to the purveyor
 - The feasibility of extending the service into the subdivision
- If a wastewater treatment is to be accomplished by an existing public facility:
 - The contract for service
 - An engineer's report
- Geologic investigation reports regarding area suitability for the proposed development
- Tables of soil-type interpretations, as prepared for the sketch plan submission based on the National Cooperative Soils Survey, United States Department of Agriculture, Soil Conservation Service, and provided by the Soil Conservation District
- A comprehensive traffic study performed by a traffic engineer

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 \$:

PRELIMINARY 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