



APPLICATION: CONDITIONAL USE

Updated: 07/11/2019

PROJECT LOCATION

| | |
|--------------------------------|--|
| Project Street Address: | |
| Legal Description: | |

PROJECT DESCRIPTION

| | | | | | | |
|------------------------------|----------------------|----------------------|--------------------------------------|------------------------------|---------------------------|-------------------------------------|
| Lot Size Information: | Acres: | Sq. Feet: | Zoning: | | | |
| | | | | | | |
| Parking Spaces: | Existing: | Proposed: | Lot Coverage: | Existing (Sq. ft. and %): | Proposed (Sq. ft. and %): | |
| | | | | | | |
| Residential Units: | # of Units Existing: | # of Units Proposed: | # of Deed Restricted Units Proposed: | Non-Residential Uses: | Type of Use(s): | Gross Floor Area (Sq. Feet): |
| | | | | | | |

Briefly Describe the Type of Conditional Use:

APPLICANT

| | |
|------------------|--------------|
| Name: | Phone #: |
| Mailing Address: | City, State: |
| E-Mail: | Zip Code: |

OWNER *(if not the applicant)*

| | |
|------------------|--------------|
| Name: | Phone #: |
| Mailing Address: | City, State: |
| E-Mail: | Zip Code: |

CERTIFICATION

I, the undersigned, authorize the Town of Frisco Community Development Department to proceed with this Conditional Use Application under the requirements set forth by the applicable Town of Frisco Code(s), as they may be amended. I, the undersigned, understand and accept that the accuracy of the information contained within this application is the responsibility of me, the undersigned, and any information found to be incorrect or inaccurate by the Town of Frisco Community Development Department during the processing of this application, will cause this application to be delayed. I, the undersigned, also, understand and accept that **only complete applications will be processed**. Incomplete applications will be returned to me to fulfill the requirements for my respective application. If the applicant is not the owner of the Property, **a statement by the owner consenting to this application shall be submitted** with this application.

A statement by the owner(s) consenting to this application is included (required if the applicant is different from the owner).

APPLICANT _____
Signature
Title
Date

| | | | |
|-----------------------------------|---|---------------------------------|--------------------------|
| For Office Use Only: | | File Number: | Application Fee(s) Paid: |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Conditions | <input type="checkbox"/> Denied | Date: |
| | | | Staff Initials: |

APPLICATION OVERVIEW AND SUBMISSION MATERIALS

The Conditional Use application will be reviewed in accordance with the procedures and requirements as outlined in Section 2.5.1 of the Frisco Unified Development Code (UDC).

The conditional use process allows for the integration of certain land uses within the Town based on appropriate conditions imposed by the Planning Commission. Review is based primarily on compatibility of the use with its proposed location and with surrounding land uses and by reviewing the impacts a conditional use may have.

Conditional Use applications are heard by the Planning Commission. Their review will focus on the compatibility of the use with its proposed location and surrounding land uses, and on the basis of all zoning, subdivision or other standards applicable to the proposed location and zoning district. If a development application is a component of the proposed conditional use, a development application must be submitted concurrently for the Town to adequately review the proposal. Final approval or disapproval of Conditional Uses rests with the Planning Commission.

APPLICATION MATERIALS

1. Completed Application Form

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Application Fee:

- \$1,300 fee plus a development review account (DRA) for technical review with an initial deposit of:
 - \$800 DRA for regular projects
 - \$1,500 DRA for large projects (See page 3 for more information).

4. Pre-Application Conference

A pre-application conference with Planning Division staff is required so the applicant can become acquainted with the conditional use requirements & obtain a checklist of application materials.

5. Public Notice: **The applicant shall be responsible for providing accurate mailing labels as part of the complete project application and for posting the notice of the public hearing on the subject property,** and shall bear all costs incurred in connection with giving notice of the public hearing. The Community Development Department shall be responsible for writing the content of notices and mailing. Please refer to Section 2.3.5 for additional information.

6. Written Materials

Applicant must submit the additional submittal requirements listed on page 2 with the application.

USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

A completed site plan application and submittal, if a site plan application is a component of the proposed conditional use.

Two (2) paper copies and one (1) electronic copy of a site map indicating existing structures and their current uses (if application is not combined with a site plan application).

Additional Materials May be Requested:

- Topographic survey
- An accurate three-dimensional scale model, computer simulation, or other similar graphical representation
- Waste collector verification letter
- Any other special studies or information needed for the Community Development Department to make an informed decision

(Checklist continues on Page 3)

- Cover letter generally summarizing the conditional use proposal including the following information:**
- A written statement of intent explaining the objectives to be achieved by the use; a description of the possible impacts, both positive and negative; compatibility of use with its proposed location and surrounding land uses.
 - A written statement of how the proposed use addresses and meets the following five criteria:
 - The conditional use is consistent with the purpose and intent of the zone district in which it is proposed to be located, furthers the applicable goals of the Frisco Community Plan, and is a desirable use that will contribute to the general welfare of the community; and
 - The conditional use is compatible with the mix of development in the immediate vicinity of the parcel in terms of density, height, bulk, architecture, landscaping, and open space, as well as with any applicable adopted regulatory master plan or PUD; and
 - The conditional use is consistent and compatible with the character of the immediate vicinity of the parcel proposed for development and surrounding land uses and enhances the mixture of complimentary uses and activities in the immediate vicinity of the parcel proposed for development; and
 - The location, size, design and operating characteristics of the proposed conditional use minimizes adverse effects, including visual impacts, impacts on pedestrian and vehicular circulation, parking, refuse and recycling services/area, service delivery, noise, vibrations and odor on surrounding properties; and
 - There are adequate public facilities and services to serve the conditional use including but not limited to roads, potable water, sewer, solid waste, parks, police, fire protection, emergency medical services, hospital and medical services, drainage systems and schools; and
 - The Community Development Director may recommend and the Planning Commission may impose such conditions on a conditional use that are necessary to maintain the integrity of the Town's Zone Districts and to ensure the conditional use complies with this Chapter; is compatible with surrounding land uses; and is served by adequate public facilities. This includes, but is not limited to, imposing conditions on size, bulk, location, open space, landscaping, buffering, lighting, signage, off-street parking and other similar design features, the construction of public facilities to serve the conditional use and limitations on the operating characteristics and hours of operation.

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.