

## **ADMINISTRATIVE ADJUSTMENT**

The administrative adjustment procedure is intended to allow minor modifications or deviations from the dimensional or numeric standards of this Chapter with approval by the Director. Administrative adjustments are intended to provide greater flexibility when necessary, without requiring a formal zoning amendment or variance. The administrative adjustment procedure is not a waiver of Chapter standards and shall not be used to circumvent the variance procedure. Frisco Town Code, 180-2.7.2, regulates the Administrative Adjustment process.

### **REVIEW PROCEDURES**

1. An application for an administrative adjustment shall be submitted and reviewed concurrently with an application for a conditional use permit, site plan approval (administrative, minor, or major), or plat approval (preliminary or final).
2. Where the concurrently reviewed application requires review and approval by the Planning Commission and/or Town Council, the Planning Commission and/or Town Council shall review and decide the administrative adjustment application.
3. The Community Development Department shall review the administrative adjustment application and shall approve, approve with conditions, or deny the adjustment based on the criteria below.

### **APPROVAL CRITERIA**

The application may be approved if the requested adjustment meets all of the following criteria:

1. Is consistent with the purpose statement set forth in the Unified Development Code (UDC) for the applicable zoning district(s);
2. Meets all other applicable building and safety codes; and
3. The requested modification is necessary to either: (a) compensate for some practical difficulty or some unusual aspect of the site of the proposed development not shared by landowners in general; or (b) accommodate an alternative or innovative design practice that achieves to the same or better degree the objective of the existing design standard to be modified. In determining if "practical difficulty" exists, consideration shall be given to any unique circumstances of the property.

### **APPLICATION MATERIALS**

All applications are required to have an e-copy accompanying submission of hard copies. All applications must have existing and proposed project details.

#### **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. Homeowners Association Consent**

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

#### **4. Application Fee: \$100.00**

A non-refundable fee submitted with the application. Revisions to the original submittal may require an additional fee.

#### **5. Project drawings**

Project drawings shall include site plan, elevations and architectural drawings.

#### **6. Narrative**

A written narrative of the project shall be submitted which outlines the request for Administrative Adjustment and demonstrates compliance with Frisco Town Code, Section 180-2.7.2.

#### **7. Other Applicable Materials**

The Community Development Department may require additional information as needed for review of this application.

**Agency Contacts:**

Additional information and permits may be required by the following agencies:

**Town of Frisco:**

- Building Division: (970) 668-5276  
A building permit application may be required for these types of projects.
- Town Clerk: (970) 668-9122  
A business license is required for all contractors working in the Town of Frisco.
- Frisco Water and Public Works Department: (970) 668-0836  
Additions to the Town of Frisco water distribution system may only be installed between April 15th and October 31. A separate permit, including an excavation permit, may be required.

**Frisco Sanitation District:** (970) 668-3723

**Summit Fire & EMS:** (970) 262-5100

**Summit County Environmental Health:** (970) 668-4070

**Xcel Energy:** (970) 262-4050



# APPLICATION: ADMINISTRATIVE ADJUSTMENT

Updated: 12/28/2018

| PROJECT LOCATION   |                             |                             |   |                              |                        |                                     |
|--|-----------------------------|-----------------------------|---|------------------------------|------------------------|-------------------------------------|
| <b>Project Street Address:</b>   |                             |                             |   |                              |                        |                                     |
| <b>Legal Description:</b>  |                             |                             |   |                              |                        |                                     |
| PROJECT DESCRIPTION  |                             |                             |   |                              |                        |                                     |
| <b>Lot Size Information:</b>   | <b>Acres:</b>               |                             | <b>Sq. Feet:</b>                            |                              | <b>Zoning:</b>         |                                     |
|  |                             |                             |   |                              |                        |                                     |
| <b>Parking Spaces:</b>   | <b>Existing:</b>            |                             | <b>Proposed:</b>                            |                              | <b>Lot Coverage:</b>   | <b>Existing (Sq. ft. and %):</b>    |
|  |                             |                             |   |                              |                        |                                     |
| <b>Residential Units:</b>  | <b># of Units Existing:</b> | <b># of Units Proposed:</b> | <b># of Deed Restricted Units Proposed:</b> | <b>Non-Residential Uses:</b> | <b>Type of Use(s):</b> | <b>Gross Floor Area (Sq. Feet):</b> |
|  |                             |                             |   |                              |                        |                                     |
| <b>Request for Administrative Adjustment:</b>  |                             |                             |   |                              |                        |                                     |
|  |                             |                             |   |                              |                        |                                     |
| APPLICANT  |                             |                             |   |                              |                        |                                     |
| <b>Name:</b>   |                             |                             |   | <b>Phone #:</b>              |                        |                                     |
| <b>Mailing Address:</b>  |                             |                             |   | <b>City, State:</b>          |                        |                                     |
| <b>E-Mail:</b>   |                             |                             |   | <b>Zip Code:</b>             |                        |                                     |
| OWNER (if not the applicant)   |                             |                             |   |                              |                        |                                     |
| <b>Name:</b>   |                             |                             |   | <b>Phone #:</b>              |                        |                                     |
| <b>Mailing Address:</b>  |                             |                             |   | <b>City, State:</b>          |                        |                                     |
| <b>E-Mail:</b>   |                             |                             |   | <b>Zip Code:</b>             |                        |                                     |
| CERTIFICATION  |                             |                             |   |                              |                        |                                     |
| <p>I, the undersigned, authorize the Town of Frisco Community Development Department to proceed with this Administrative Site Plan Review 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 <b>only complete applications will be processed</b>. 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, <b>a statement by the owner consenting to this application shall be submitted</b> with this application.</p> |                             |                             |   |                              |                        |                                     |

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

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