



# SUBMITTAL REQUIREMENTS: REZONING REQUIREMENTS

## General Explanation:

The Rezoning procedure is to provide a mechanism by which, and review procedures and criteria under which, the boundaries of zone districts may be changed or the zoning classification of any parcel of land may be changed. Rezoning may also be used to apply historic overlay designations or other overlay designations.

A pre-application conference shall be held in accordance with Section 2.3.1.

All applications for Rezoning requests are reviewed on a first come, first served basis once the application is considered complete. Materials to be presented in support of the Rezoning must be of sufficient nature to allow the Planning Commission and Community Development staff to provide informed feedback on the project. Please reference Section 2.4.1 in the Code for minimum submission requirements and additional information.

The applicant shall submit the application not less than 52 days prior to an upcoming Planning Commission meeting targeted as the application review date. 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. Town staff and the applicable referral agencies will review the Rezoning application and prepare a staff report and recommendation in accordance with Section 2.3.4.

The Rezoning application will be scheduled for a public hearing before the Planning Commission and noticed in accordance with Section 2.3.5. The Planning Commission will review the Rezoning application and approve, approve with conditions, or deny the Rezoning in accordance with Section 2.3.7 and the approval criteria in Subsection 2.4.1.D.

**[APPLY HERE: CommunityCore Online Permit Link](#)**

Review the below submittal list for applicable plans and documents which shall be submitted online with the Rezoning application. Before submitting online, ensure you have all of the below information.

### 1. General Application Information

- |                                                               |                                                                          |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Project Street Address & Unit Number | <input type="checkbox"/> Lot Size (square feet)                          |
| <input type="checkbox"/> Property Legal Description           | <input type="checkbox"/> Lot Coverage Information (existing/proposed)    |
| <input type="checkbox"/> Owner Name/Address                   | <input type="checkbox"/> Parking Spaces (existing/proposed)              |
| <input type="checkbox"/> Applicant Name/Address               | <input type="checkbox"/> Lot Coverage (existing/proposed)                |
| <input type="checkbox"/> Description of Work                  | <input type="checkbox"/> Number of residential units (existing/proposed) |
| <input type="checkbox"/> Zoning District                      | <input type="checkbox"/> Non-Residential GFA (existing/proposed)         |

2. **Property Owner Consent:** If the applicant is not the owner of the property, a statement by the owner consenting to this application must be submitted.

3. **Homeowners Association Consent:** Any improvements proposed in the common area as defined by the homeowners association and/or the Department require written permission from the homeowners association to which the property is a member.

4. **Application Fee** (major revisions to the original submittal may require additional fees)

- \$1,300 non-refundable application fee *and*;
- Development Review Account (DRA) deposit for technical review (see Section 2.3.2.D) with an initial deposit of:
  - o \$800 DRA for regular projects
  - o \$1,500 DRA for large projects

5. **Project Narrative** providing a detailed explanation of the request for rezoning, including all reasons for the request

6. **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.

- 7. Project Drawings:** Each application shall include two (2) scaled paper copies of each required plan set along with a scaled electronic plan submitted with the online application. Please refer to the attached list for specific plan submittal requirements.
- **Site Survey** with supporting documents and maps.
  - **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.

**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