



SUBMITTAL REQUIREMENTS: APPEAL OF PLANNING DECISION

General Explanation:

The Appeal of Planning Decision review and approval procedure is intended to ensure compliance with the standards of the Frisco Unified Development Code (UDC). In accordance with the procedures and requirements of Section 2.7.1. of the Town Code, Appeals shall be submitted no later than 10 calendar days from the date of the decision. Hearings on appeals shall be scheduled no sooner than 14 days and no later than 60 days from receipt of the appeal request. Code regulations can be found on-line at <https://www.frisco.gov/>.

Any owner or lessee of property within the Town limits may appeal a decision made in the administration or enforcement of this Chapter. Appeals shall be made as follows:

- Appeals from decisions of the Community Development Director or other administrative officials or agencies shall be to the Planning Commission.
- Appeals from decisions of the Planning Commission shall be to the Council.
- Appeals of decisions by the Town Council shall be made in accordance with applicable law

The review procedures for Appeals are taken from the common review procedures in Section 2.3 that apply to the review of applications for appeals.

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

The Appeal of Planning Decision application shall be considered de novo public hearings and 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 Appeal of Planning Decision application and approve, approve with conditions, or deny the Appeal of Planning Decision in accordance with Section 2.7.1. Appeals from decisions of the Planning Commission may be to the Council. Appeals of decisions by the Town Council shall be made in accordance with applicable law

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

Review the below submittal list for applicable plans and documents which shall be submitted online with the Appeal of Planning Decision 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

- o **\$1000** non-refundable application fee *and*;
- o **\$800** Development Review Account (DRA) deposit for regular projects (see Section 2.3.2.D)

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. **Project Drawings:** Each application shall include a site map indicating existing structures and their current uses (if application is not combined with a site plan application).
7. **Upload Appeal of a Planning Decision form stating objection.**
8. **Submit any additional information necessary for the appeal request.**

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 Planning Commission to make an informed decision.