



SUBMITTAL REQUIREMENTS: DEVELOPMENT REVIEW COMMITTEE (DRC)

General Explanation:

The purpose of the Development Review Committee (DRC) is to provide applicants with informal comments on the overall concept of a development proposal before submitting a formal planning application. The Planning Division will review initial plans to ensure that proposed projects are consistent with the Town of Frisco Unified Development Code (UDC), community character, and adopted design standards. Referral agencies that may provide comments include Public Works, Summit Fire & EMS, Xcel Energy, Frisco Sanitation, Town of Frisco Building Division, and Summit County Environmental Health. Major problems may be identified and solved at DRC prior to the formal application. The Development Review Committee meets every Wednesday at 2:00 p.m. to review projects. For a project to be reviewed, the materials must be received by noon on the Wednesday before the desired meeting date.

Staff will review the materials to determine if there is enough information for the Development Review Committee. For the Development Review Committee to conduct a comprehensive review and provide comments, applicants should provide the following information.

1. General Application Information

- ☐ Project narrative (describe how the application could or would meet the UDC and 2025 Frisco Comprehensive Plan)
- ☐ List of questions the applicant wants answered during the review
- ☐ Project street address
- ☐ Owner name and address
- ☐ Number of units
- ☐ Number of parking spaces
- ☐ Applicant name and address
- ☐ One digital PDF copy of all materials, including color samples of the proposed materials

2. Site Plan

- ☐ North arrow and scale
- ☐ Property boundaries and dimensions
- ☐ Setbacks, easements, and rights-of-way
- ☐ Building footprints and locations of accessory structures
- ☐ Parking layout, driveways, and circulation
- ☐ Preliminary grading and drainage
- ☐ Preliminary utility locations (water, sewer, gas, electric, stormwater)
- ☐ Snow storage areas, trash and recycling enclosures, and other site amenities

3. Floor Plans

- ☐ Dimensioned plans for all levels of the structure
- ☐ Identification of use areas (residential units, commercial space, common areas, storage, mechanical, etc.)
- ☐ Gross floor area calculations

4. Building Elevations:

- ☐ Dimensioned elevations of all building sides
- ☐ Indication of building height and massing
- ☐ Roof slopes

5. Building Materials and Colors

- ☐ Proposed material and colors

6. Utilities and Service Infrastructure

- ☐ Preliminary locations for water, sewer, gas, electric, and stormwater connections
- ☐ Transformer and meter locations (if known)
- ☐ Trash/recycling enclosure location and design

7. Additional Information (as applicable)

- ☐ Preliminary signage concepts (if proposed). Signage will not be reviewed as a part of site plan applications.
- ☐ Phasing plan (for larger developments)