



SUBMITTAL REQUIREMENTS: CONDITIONAL USE REVIEW

General Explanation:

The Conditional Use review and approval procedure is intended to ensure compliance with the standards of the Frisco Unified Development Code (UDC). For projects requiring Conditional Use review, building or other permits may be issued, only after a Conditional Use showing the proposed development has been approved in accordance with the procedures and requirements of Section 2.5.1. 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.

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

The Conditional Use 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 Conditional Use application and approve, approve with conditions, or deny the Conditional Use in accordance with Section 2.5.1 and the approval criteria in Subsection 2.5.1.D.

HOW TO APPLY FOR PERMIT:

1. **Request your [CommunityCore](#) login: Email TOFPermits@townoffrisco.com with your name, email, phone number, and address.** Community Development staff will send you an activation link that must be clicked within 5 days to set up your account. Once your account is set up, you can submit your planning application (see step 2).
2. **Submit your planning permit application through [CommunityCore](#) and upload all pertinent documents in PDF format.**

Community development staff will email you when fees are assessed.

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

1. General Application Information

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| ☐ Project Street Address & Unit Number | ☐ Lot Size (square feet) |
| ☐ Property Legal Description | ☐ Lot Coverage Information (existing/proposed) |
| ☐ Owner Name/Address | ☐ Parking Spaces (existing/proposed) |
| ☐ Applicant Name/Address | ☐ Lot Coverage (existing/proposed) |
| ☐ Description of Work | ☐ Number of residential units (existing/proposed) |
| ☐ Zoning District | ☐ 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)
- **\$1,430** non-refundable application fee *and*;
 - **\$800** Development Review Account (DRA) deposit for regular projects (see Section 2.3.2.D)
 - **\$1,500** Development Review Account (DRA) deposit for large 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. **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 six 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.

☐ **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.

☐ **Agency Contacts:**

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

Town of Frisco:

- Building Division: (303) 910-2966
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