



SUBMITTAL REQUIREMENTS: HOUSING RESTRICTIVE COVENANT & NOTICE OF LIEN APPLICATION

General Explanation: Through Resolution 19-27, adopted September 10, 2019, Property Owners with an existing form of Housing Restrictive Covenant and Notice of Lien "Covenant" recorded on their property are permitted to apply to replace the existing covenant on their property. This is a voluntary application process which requires signatures from all property owners on record.

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 below submittal requirements for applicable plans and documents which shall be submitted online with the Housing Restrictive Covenant and Notice of Lien application. Before submitting online, ensure you have all of the below information.

Prior to submitting the application, a pre-application conference with Community Development Staff is required so the applicant can become acquainted with the modifications being made in the proposed Covenant.

1. **General Application Information.** Name, address and contact information of the current owner. If applicant is not the owner, a statement by the owner consenting to this application must be submitted with the application. All owners of record must sign the application form.
2. **Application Fee:**
\$220 application fee. This fee includes the \$133.00 cost of recording the Restrictive Covenant at the Summit County Clerk and Recorder's office. (<http://www.co.summit.co.us/125/Recording>)
3. **Certification:**
Submission of this application authorizes the Town of Frisco to process this Residential Housing Restrictive Covenant and Notice of Lien Application. I, the applicant understands and accepts that the accuracy of the information contained within this application is my responsibility, the applicant, and any information found to be incorrect or inaccurate by the Town of Frisco during the processing of this application, will cause this application to be delayed. I, the applicant, also, understands and accepts that **only complete applications will be processed**. Incomplete applications will be returned to me to fulfill the requirements for my respective application.
4. **Existing Covenant recorded on the property**
 - Copies can be obtained from the Summit County Clerk & Recorder's Office, 208 East Lincoln Avenue, Breckenridge, CO 80424. 970.453.3470
5. **Completed and Signed Residential Housing Restrictive Covenant and Notice of Lien dated September 10, 2019 must be uploaded with online application.**