



SUBMITTAL REQUIREMENTS: MINOR SITE PLAN REVIEW

General Explanation:

The Minor Site Plan Application is submitted and circulated online to the Planning Division and relevant referral agencies who provide comments. Applications are administratively reviewed and approval is required. The application will be reviewed in accordance with the procedures and requirements as outlined in Section 2.5.2(C) of the Frisco Unified Development Code (UDC). **Please note that many of these projects require a separate building permit application with additional requirements.**

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 Minor Site Plan Review application. Before submitting online, ensure you have all of the below information. Please note that all outdoor lighting must be brought into compliance with any change to an existing structure, including lighting on a different portion of the building from where the rest of the work is being conducted.

1. General Application Information

- ☐ Project Street Address & Unit Number
- ☐ Property Legal Description
- ☐ Owner Name/Address
- ☐ Applicant Name/Address
- ☐ Description of Work
- ☐ Zoning District
- ☐ Lot Size (square feet)
- ☐ Lot Coverage Information (existing/proposed)
- ☐ Parking Spaces (existing/proposed)
- ☐ Lot Coverage (existing/proposed)
- ☐ Number of residential units (existing/proposed)
- ☐ 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)

Minor Site Plan	New Single-Family and Two-Household Homes: Including garages, additions, and associated accessory structures not considered “administrative”	\$660
	Multi-Family, Mixed-Use and Non-Residential: Additions and accessory buildings/ structures (decks, patios, sheds) maximum 1,000 sq. ft. GFA or 1,000 sq. ft. lot coverage)	\$330

5. **Project Drawings:** Each application shall include one (1) electronic copy of each required plan set submitted through CommunityCore. Please refer to the attached list for specific plan submittal requirements.

- **Engineered drawings** shall be dimensioned and have a minimum scale of 1":20'. All plans shall be submitted to the same scale.
 - **Topographic Survey:** Required for new construction projects.
 - **Site Plan:** Show the location of all existing structures and improvements proposed. Include a development calculation table with the lot size, lot coverage, number of parking spaces, building height, and lawn area calculations.
 - **Landscape Plan:** Include the plant types, quantities, sizes, locations, & method of irrigation. Additionally, refer to the Firewise Landscaping practices in accordance with Section 65-4, Amendments to the International Fire Code.
- **Architectural drawings** shall be dimensioned and have a minimum scale of 1/8":1'. All plans shall be submitted to the same scale.
 - **Floor Plan:** Include all walls, windows, doors, stairs, lighting, bedrooms, balconies, attached decks or patios with interior access.
 - **Roof Plan:** Include roof and roof overhangs.
 - **Elevation Drawings:** Show all sides of the building elevations. For additions to existing structures, be sure to clearly indicate which portions of the structure are existing and which are proposed.
 - **Construction Management Plan:** Required for all projects with over 500 sq. ft. of disturbance. Show construction fencing, erosion and sediment control measures, parking, equipment, storage, trailers, dumpsters, portable toilets, and any other items needed for the project.

6. Material Samples

- Samples of all colors and materials proposed (photograph, product specification sheet and/or brochure, etc.) that shows the proposed exterior building materials including, but not limited to, outdoor lighting, siding, trim, roof, windows, and/or doors.

☐ **Topographic Survey:**

- ☐ Wet stamp and signature of a licensed surveyor
- ☐ Date of survey
- ☐ Legal description and physical address
- ☐ Lot size and buildable lot area
- ☐ Ties to existing benchmark, either USGS landmark or sewer invert, clearly stated on the survey
- ☐ Property boundaries to the nearest hundredth (.01) of a foot accuracy. Distances and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.
- ☐ Show right of way and property lines including bearings, distances and curve information
- ☐ Indicate all easements
- ☐ Topographic conditions at two feet contour intervals (elevation datum NAVD 1988)
- ☐ Existing trees or groups of trees having trunks with diameters of 6" or more, as measured from a point of one foot above grade
- ☐ Rock outcroppings and other significant natural features (large boulders, intermittent streams, etc.)
- ☐ All existing improvements (including foundation walls, roof overhangs, building overhangs, etc.)
- ☐ Environmental features (e.g. wetlands, floodplain, high water line, steep slopes, etc.)
- ☐ Water quality setbacks
- ☐ Show all utility meter locations including any pedestals on site or in the right-of-way adjacent to the site. Exact location of existing utility sources and proposed service lines from their source to the structure.
- ☐ Size and type of drainage culverts, swales, etc.

☐ **Site Plan:**

- ☐ A vicinity sketch map showing the location of the site to be developed in relation to surrounding properties
- ☐ Property boundaries as depicted on the submitted topographic survey
- ☐ Topography at 2ft. contour intervals (elevation datum NAVD 1988) prepared by a surveyor or engineer licensed in the State of Colorado
- ☐ Location and dimensions of all existing streets, alleys, easements, drainage areas, floodplains, floodways, wetlands, steep slopes and other significant features within or adjacent to the site

- ☐ Location of all existing trees with a diameter of 6 inches or more measured 1 foot above grade. If the site is heavily wooded, a photograph or graphic indication on the site plan illustrating the density of the trees will suffice.
- ☐ Location and size of all existing and proposed utilities within or adjacent to the site
- ☐ Location, dimensions and setbacks to the exterior wall of the foundation and to the outermost edge of the structure, including roof eaves, decks and other projections
- ☐ Location of all roof ridge and eave lines with USGS height elevations (elevation datum NAVD 1988)
- ☐ Traffic circulation and parking plan including points of entry, exit, and delivery areas
- ☐ Non-vehicular circulation including size and type (including surface material) of pathway and points of connection
- ☐ Location, type, size and height of fencing, retaining walls and screen planting where required under provisions of the Town Code.
- ☐ Snow storage area(s) with dimensions and area calculations
- ☐ Location of dumpster enclosures
- ☐ Location of streetlights, parking lot lighting, and/or outdoor lighting
- ☐ Location of all signs
- ☐ Proposed open spaces with an indication as to use and ownership
- ☐ The number, use and location of construction trailers to be used on site
- ☐ The limit of work area fencing

☐ **Architectural Plans:**

- ☐ Floor plans with gross square footage, including a breakdown of gross floor area by use, if applicable
- ☐ All building elevations showing the natural grade elevations at all building corners and the elevations of rooflines using elevation datum NAVD 1988
- ☐ Building materials (type and color)
- ☐ Roof plan and materials (type and color)
- ☐ Refuse management enclosure plans, including size, access points, and materials
- ☐ Location, type and intensity of outdoor lighting
- ☐ The number of proposed certified solid-fuel burning devices (maximum 8 devices per acre), with the proposed type and location(s) indicated on the floor plans. No non-certified solid-fuel burning devices shall be installed in any new construction.
- ☐ Elevation drawings including a depiction of the bulk plane
- ☐ Construction management plan with construction fencing, erosion and sediment control measures (taken from engineered drainage plan), parking, equipment, storage, trailers, dumpsters, portable toilets, and any other items needed for the project. Equipment must be stored within the fenced area. Any trees to be protected must be identified with fencing or be outside the fenced work area.

☐ **Landscaping and revegetation plans (see Section 6.14):**

- ☐ Property lines and dimensions
- ☐ Existing and finished grade
- ☐ North arrow and both graphic and written scales
- ☐ Name of Applicant and landscape consultants, if any
- ☐ A legend indicating all proposed plant materials with common and botanical names, indication of drought tolerant plants, sizes, maximum spacing, caliper size, and quantities
- ☐ Method of irrigation
- ☐ Location of all plant material, other landscape features (including but not limited to wetlands, water bodies, rock outcroppings, detention areas, retaining walls) and buildings and paved areas (both existing and proposed)
- ☐ Ground surfaces and materials by type, such as paving, sod, mulch, edger, seed mixes, shrub and flower beds, etc., shall be clearly indicated with a note as to the percentage of plant coverage
- ☐ Clearly labeled locations and calculations for amounts for all of the required landscape vegetation, including the percentage of drought tolerant plantings and any required parking area landscaping
- ☐ A tree survey with the size and location of all existing coniferous trees with a diameter of six inches or more and all deciduous trees with a diameter of three inches or more measured one foot above the ground. The tree survey shall be prepared by a Colorado licensed surveyor.
- ☐ Identify which existing trees will remain on the property and how they will be protected from damage during construction
- ☐ If snow storage is required, the location of all snow storage areas in relation to proposed landscaped areas must be shown

- ☐ Identify construction debris storage and staging areas
 - ☐ Firewise Landscaping practices in accordance with Section 65-4, Amendments to the International Fire Code
 - ☐ Additional information may be required by the Town on a case-by-case basis if such information is deemed necessary to determine compliance with provisions of this Chapter
- ☐ **Lighting plan (see Section 6.16):**
- ☐ Site plan and/or building elevations with location and aiming directions of all light fixtures, as needed to show compliance with requirements
 - ☐ For each fixture: Fixture type, quantity, lumens, and correlated color temperature (CCT), as shown on a cut sheet showing the design and finishes of each fixture
 - ☐ Calculation of total site lumens
 - ☐ Whether adaptive controls are used (timers, motion sensors, dimmers, etc.)
- ☐ **Additional Materials May Be Requested:**
- ☐ 3D Model
 - ☐ Drainage Plan
 - ☐ Geological stability data
 - ☐ Detailed soils information
 - ☐ Fiscal impact analysis
 - ☐ Waste collection verification
 - ☐ Traffic report
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 - ☐ Traffic report
 - ☐ Development Review Account (DRA) deposit (see Section 2.3.2.D)
 - ☐ Any other special studies or information necessary or desirable for the Community Development Department, Planning Commission, or Town Council 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