



SUBMITTAL REQUIREMENTS: MODIFICATIONS TO APPROVED SITE PLAN APPLICATION

General Explanation:

The Modifications to Approved Site Plan review and approval procedure is intended to ensure compliance with the development and design standards of the Frisco Unified Development Code (UDC) and to encourage quality development. For projects requiring Modifications to Approved Site Plan review, building or other permits may be issued, only after a Modifications to Approved Site Plan showing the proposed development has been approved in accordance with the procedures and requirements of Section 2.5.2.(D). The site plan review procedures ensure that the Town has the ability to address and mitigate any adverse impacts that may result from development projects.

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

All applications for Modifications to Approved Major Site Plans shall present an informal sketch plan of the development before a regularly scheduled meeting of the Planning Commission. Materials to be presented in support of the development must be of sufficient nature to allow the Planning Commission and Community Development staff to provide informed feedback on the project. Please reference Section 2.5 in the Code for minimum submission requirements and additional information.

Following the review of the sketch plan but not more than 180 days after such review, the applicant shall submit the full Modifications to Approved Site Plan application materials. The applicant shall submit the application not less than 52 days prior to an upcoming Planning Commission meeting targeted as the application review date. Town staff and the applicable referral agencies will review the Major Site Plan application and prepare a staff report and recommendation in accordance with Section 2.3.4.

The Major Site Plan 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 Modifications to Approved Site Plan application and approve, approve with conditions, or deny the Modifications to Approved Site Plan in accordance with Section 2.3.7 and the approval criteria in Subsection 2.5.2.E.

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 Modifications to Approved Site Plan 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)

Modifications to Approved Site Plan	Minor – Administrative	\$30
	Major – Planning Commission Review	\$550 + DRA

5. **Project Narrative** describing the proposal and how it complies with applicable code criteria and standards
6. **Mailing Labels and Public Notice:** The applicant must provide adhesive mailing labels with addresses of property owners listed in the records of the Summit County tax assessor's office within 300 feet of the subject property, as measured from property boundaries. 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 for mailing. Please refer to Section 2.3.5 for additional information.
7. **Project Drawings:** Each application shall include one (1) scaled electronic plan submitted with the online application in 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, outdoor 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.
8. **Material Samples**
 - Samples of all colors and materials proposed (photograph, product specification sheet and/or brochure, etc.) that show the proposed exterior building materials including, but not limited to, outdoor lighting, siding, trim, roof, windows, and/or doors.

(Required for full application submission)

1. **Material Samples:** Samples of all exterior colors and materials proposed.
2. **3D Model:** An accurate three-dimensional scale model, computer simulation, or other similar graphical representation.
3. **Drainage Plan:** Prepared by a professional engineer licensed in the State of Colorado (see Section 6.6).
4. **Waste Collection Verification:** Provide a letter from the waste collection provider approving the refuse and recycling collection facility and verification that the facility is adequately sized for the proposed use.
5. **Traffic Report:** Prepared by a professional engineer licensed in the State of Colorado (see Section 6.12).
6. **Lighting Plan:** Provide a lighting plan showing compliance with Section 6.16.
7. **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.

A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

STEP 1: Sketch Plan

☐ **Sketch Plan Materials:**

- ☐ Written project description, including a synopsis of the proposed development program, and how the project will meet the principles of the Master Plan and the standards of the UDC
- ☐ Schematic architectural plans including elevations, floor plans, and roof plans
- ☐ Site plan showing the location of the building(s) and other improvements (retaining walls, berms, dumpster locations, open space, etc.) with dimensions to setbacks, property lines, easements, north arrow, scale, legend, vicinity map
- ☐ Existing and proposed utility lines (main and service)
- ☐ Existing and proposed topography at two-foot intervals including 50 ft. beyond boundary, existing easements, lot dimensions, lot size in square feet/acreage
- ☐ Existing site characteristics map with parking, vegetation, wetlands, unique natural features
- ☐ Parking space dimensions, locations, and counts
- ☐ Traffic circulation design with driveway dimensions and locations, points of access from right-of-way, preliminary grades, bike and pedestrian improvements
- ☐ Proposed landscaping, post-development grades, snow storage, preliminary stormwater plan showing approach to stormwater handling
- ☐ Samples of all colors and materials proposed

STEP 2: Full Application

☐ **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.
- ☐ Right of way and property lines including bearings, distances and curve information
- ☐ Indicate all easements
- ☐ Topographic conditions at two-foot contour intervals
- ☐ 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
- ☐ All utility meter locations including 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 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 two-foot contour intervals with reference to mean sea level as depicted on the submitted topographic survey
- ☐ 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 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 the outermost edge of the structure, including roof eaves, decks and other projections
- ☐ Location of all roof ridge and eave lines with USGS elevations stated
- ☐ 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
- ☐ Snow storage area(s) with dimensions
- ☐ Location of dumpster enclosures
- ☐ Location of streetlights, parking lot lighting, and/or outside lighting
- ☐ Location of all signs
- ☐ Proposed open spaces with an indication as to use and ultimate ownership
- ☐ The number, use and location of construction trailers to be used on site
- ☐ Location of the limit of work area fencing

☐ **Architectural Plans:**

- ☐ Floor plans with 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 based on USGS elevations
- ☐ Building materials (type and color)
- ☐ Roof plan and materials (type and color)
- ☐ Dumpster enclosure plans
- ☐ Location and type 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
- ☐ Construction management plan with construction fencing, erosion and sediment control measures (taken from civil plans), 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.

☐ **Drainage Plans (see Section 6.6):**

An engineer's report describing and providing evidence of the following:

- ☐ The type, size, and location of existing and proposed drainage structures such as infiltration galleries, dry wells, retention ponds and grassed channels
- ☐ Show the manner in which drainage and runoff will be controlled and confined on-site, including all calculations.
- ☐ Contours must be shown at two-foot intervals on the drainage plan. If the slope across the site is four percent or less, the contour interval shall be shown at one foot
- ☐ Cross sections of specific structures and drainage ways to be constructed
- ☐ Provide for the diversion of runoff from snow storage areas, dumpsters and other trash storage areas into detention facilities
- ☐ Provide adequately sized detention facilities where dewatering of excavations may be needed (such facilities may be

temporary in nature)

- ☐ Alternate methods shall be accepted only with prior approval by the Town Engineer

☐ **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 of all 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 existing coniferous trees with a diameter of six inches or more and 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:**

- ☐ If deed-restricted units are proposed, a signed covenant is required at the time of the full application
- ☐ Geological stability data
- ☐ Detailed soils information
- ☐ Fiscal impact analysis
- ☐ 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