



SUBMITTAL REQUIREMENTS: OUTDOOR COMMERCIAL ESTABLISHMENT

The Town of Frisco has recently received applications for Outdoor Commercial Establishments (OCE) that do not meet the Town Code requirements. Recognizing that this slows the permit review time and frustrates applicants, we are providing key elements to consider before applying for an OCE permit.

General Explanation:

An OCE permit allows a transient or mobile commercial use and/or structure to locate within the Town on any non-residential property with the owner's written consent. The intent is to allow outdoor commercial establishments that contribute to the pedestrian and small mountain town atmosphere of Frisco. OCEs may include, but are not limited to, community festivals, mobile food vendors, sale of merchandise such as sidewalk sales, temporary art and craft fairs and temporary tents/structures. These uses are intended to be **temporary and mobile in nature**.

Permit Requirements & Review Process:

No outdoor commercial activity or structure is allowed without an **approved permit** from the Community Development Department (CDD), unless the outdoor commercial establishment is part of any Town-sponsored outdoor community-wide events and festivals, held on Town-controlled property or on private property with permission of the property owner, are exempt from the regulations under this section. Applications are administratively reviewed by Planning Division staff. At the discretion of the CDD, any application for an OCE permit may be referred to the Planning Commission for approval. Agencies such as Public Works, Frisco Sanitation, Police, Summit Fire & EMS, and the Town of Frisco Building Department may be consulted during review.

Permitted Uses

- Mobile food and merchandise vendors (carts and trucks)
- Sale of merchandise (e.g., sidewalk sales, seasonal sales)
- Temporary/seasonal events: farmers markets, craft fairs, holiday events, community festivals
- Note: Town-sponsored events on public or private property are exempt from these regulations

Key Requirements & Limitations

- Location: Permitted only in nonresidential zones and cannot displace required parking or snow storage. If you are unsure of the parking requirements for the property, please contact a planner before assembling your application
- Mobile Vendors: In addition to meeting all other requirements of this section, mobile vendors must provide structures or equipment for daily trash disposal and removal
- Mobile vendor structure or equipment may not exceed 100 sq.ft in area
- Main Street Limit: Only one mobile vendor per block between Madison Ave and Summit Blvd. A "block" is defined as both sides of Main Street between any two cross streets
- Time Limit: Mobile vendors are limited to operating for no more than 180 days per calendar year
- No tents or formal seating are allowed for mobile vendors; structures must be secure and under 100 sq.ft.
- Signage: Limited to 10 sq.ft., Balloons, flags, and attention-getting devices are prohibited
- Lighting: Must comply with Town lighting standards—no spotlights permitted
- Cleanliness: Vendors must remove trash and food items daily; provide on-site trash receptacles
- Fire Safety: Vendors using heat or electricity must have a 2-A:10B:C fire extinguisher
- Business License: Before an OCE involving the sale of merchandise or food may begin, the applicant's business must have a valid business license from the Town Clerk's office
- Property owner permission: Written permission from the property owner is required with the application

Important Disclaimers

- Failure to comply with conditions may result in permit revocation and removal of operations
- Permit expires if the annual business license is not renewed within six months
- Relocation or change in use requires a new application

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.

Please review the below submittal requirements for applicable plans and documents which shall be submitted online with the OCE application. Before submitting online, ensure you have all of the below information.

1. General Application Information

- | | |
|---|---|
| ☐ 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) |
| ☐ Zoning District | ☐ Description of Work |

2. Property Owner Consent

If the applicant is not the owner of the property, a written statement by the owner consenting to this application must be submitted.

3. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

4. Application Fee: \$100.00

A non-refundable fee submitted with the application. Revisions to the original submittal may require an additional fee.

5. Site Plan

A site plan drawing of the OCE is required that depicts all property lines of the subject location, existing and proposed features relevant to the OCE, the location of the OCE in relationship to uses and structures on the property, setbacks from property lines, fencing or screening, lighting, trash receptacles, sign locations, parking, and circulation patterns. If you are unsure of the parking requirements for the property, please contact a planner before assembling your application.

6. Elevation Drawings

Pictures and/or drawings of the OCE structures including elevations, dimensions, and a description of colors and materials proposed.

7. Letter

A written narrative of the project shall be submitted which outlines the request for OCE and demonstrates compliance with Frisco Town Code, Section 180-5.2.4. Additionally, the narrative shall include:

- ☐ The time period requested
- ☐ Hours of operation
- ☐ Will the OCE encroach into rights-of-way or required parking?
- ☐ Will the OCE impede vehicular or pedestrian traffic?
- ☐ Will the OCE sign hang from a building façade/door or foliage?
- ☐ Will the OCE block any window or door?

☐ Do you have a current Town of Frisco business license for the location?

☐ Is food or drink going to be sold?

If yes, provide written approval from the Summit County Environmental Health Department.

8. Other Applicable Materials

The Community Development Department may require additional information as needed for review of this application.