



SUBMITTAL REQUIREMENTS: PRELIMINARY PLAT

General Explanation:

The Preliminary Plat application will be reviewed in accordance with the procedures and requirements as outlined in Section 2.6.2 of the Frisco Unified Development Code (UDC). The Town may solicit comments from review agencies determined to be appropriate by the Community Development Department and may incorporate any comments received in a staff report. A Preliminary Plat of the subdivision will be reviewed by the Community Development Department. If the Preliminary Plat does not substantially conform to the approved preliminary plat, as determined by the Community Development Department, the Director may require an additional preliminary plat review and filing fee not to exceed the amount specified for the preliminary plat.

Following approval of the preliminary plat, but not more than four years after such approval (unless an extension of time is granted pursuant to Section 180-2.6.1.C.3), the subdivider shall submit an application for Preliminary Plat approval to the Community Development Department. The application shall be prepared in a form containing such support materials as determined by the Director.

Following approval of the Preliminary Plat by the Town Manager or his designee, but no more than 30 days after such approval, the applicant shall submit to the Community Development Department two copies of the Preliminary Plat on mylar film and all associated documents with all appropriate signatures, or such Preliminary Plat shall be null and void.

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 Preliminary Plat application and prepare a staff report and recommendation in accordance with Section 2.3.4.

The Preliminary Plat 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 Preliminary Plat application and approve, approve with conditions, or deny the Major 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 below submittal requirements for applicable plans and documents which shall be submitted online with the Preliminary Plat application. Before submitting online, ensure you have all of the below information.

1. General Application Information

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| ☐ Project Street Address & Unit Number(s) | ☐ Applicant Name/Address |
| ☐ Property Legal Description | ☐ Zoning District |
| ☐ Name of Development | ☐ Engineer Name/Address |
| ☐ Property Owner Name/Address | ☐ Surveyor Name/Address |

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. Application Fee:

- \$660.00 non-refundable fee
- Development review account (DRA) for technical review with an initial deposit of:
 - \$800 DRA for regular projects
 - \$1,500 DRA for large projects

4. Preliminary Plat

Information furnished with the preliminary plat shall be embodied in the Preliminary Plat. In the event that substantial changes have been made on the Preliminary Plat, as determined by the Community Development Department, an additional preliminary plat review and application fee may be required.

Note: Duplex resubdivisions, condominium and townhome conversions, and minor subdivisions may not be required to provide a preliminary plat.

5. Preliminary Plat:

Use the list below for submittal requirements. Applicant must submit two (2) paper copies of the proposed plat and utility plan for review. One electronic copy shall be submitted with the online submittal. Additional copies may be required for further review.

6. 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.

7. Required Accompanying Data

The Preliminary Plat shall be accompanied with the data listed below.

USE THE LIST BELOW FOR PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

- ☐ Plat drawn in ink (24" by 36" sheet)
- ☐ Preparation Date
- ☐ Exact name of the resubdivision and of the original subdivision of which it is a part (include number of the filing, when applicable).
- ☐ The heading shall show section, range, township and principal meridian, Summit County, Colorado.
- ☐ North arrow (designating true North)
- ☐ Standard scale (not less than 1"=60') designated in both written and graphic form
- ☐ Vicinity map
- ☐ Section, range, township, boundary and lot lines shall have exact lengths and bearings, which must close within the limits of one in 5,000
- ☐ Parking spaces (including a notation for garage spaces), driveways and access easements
- ☐ All lots and blocks and/or units numbered in consecutive order for easy identification
- ☐ Total number of proposed dwelling units shall be indicated
- ☐ Location and name of all existing streets, alleys, abutting subdivisions, unplatted property (labeled "unplatted") and adjacent lots
- ☐ Identify and clearly label all public or quasi-public areas, common elements, and limited common elements
- ☐ All curve data shall be shown in chart form on the face of the plat. Curve data shall include radii, internal angles, points of curvature, and lengths of all arcs.

- ☐ All easements shown in dashed lines in proper locations with appropriate line weights to differentiate items on the plat
- ☐ A utility plan (on a separate sheet) showing all utilities (including service lines), utility easements, water shut-off valves and sewer cleanouts. Bearings and distances of all utilities must be shown.
- ☐ Location of subdivision as a part of some larger subdivision of tract of land by reference to permanent survey monuments with a tie to a section corner or a quarter section corner (condominiumizations excepted)
- ☐ A reference to any protective covenants which shall be filed with the plat. This should be located within the Summit County Clerk's signature blocks. Plus, previous recording information for platted area – Reception Number _____.
- ☐ Certification of registered surveyor to the effect that the plan represents a survey by that person, that the monuments shown thereon exist as located, and that all dimensional and geodetic details are correct. Monuments should be shown and described as to type on the plat.

☐ Notarized Certificates of Approval

REQUIRED ACCOMPANYING DATA (all Preliminary Plats, except duplexes)

Two (2) paper copies and one (1) electronic copy of the Homeowners Association articles of incorporation and by-laws, if applicable, including a management plan, which states:

- ☐ Responsible party for managing the common area, lodging, etc.
- ☐ Provision for selecting, appointing and securing management
- ☐ Responsibilities and duties of the management entity
- ☐ The proposed allocation of homeowner dues. It is recommended such dues be allocated based on the square footage of each unit

☐ An improvements agreement and method of financial guarantee for all required improvements not completed at the time of Preliminary Plat submittal

☐ A general warranty deed to the Town of Frisco, conveying to the Town all public lands other than streets shown on the plat, if applicable

☐ Proof that the subdivider has the right to subdivide the property. Evidence shall include an up-to-date title insurance commitment or attorney's title opinion. Signature blocks must be provided on the plat for all mortgages or other persons or corporations having interest in said property.

☐ Two (2) paper copies and one (1) electronic copy of the drainage plan stamped by an engineer certified in the State of Colorado

☐ Engineering plans, descriptions, and cost estimates for streets, drainage facilities, utility systems, paved parking and drives, landscaping, bridges and other improvements proposed to be installed by the subdivider.

☐ FOR CONDOMINIUMIZATIONS: A copy of the declaration applicable to the condominium project, as defined in 38-33-105 C.R.S. 1973 last amended

☐ Any other documentation as may be reasonably required

☐ FOR CONDOMINIUM AND TOWNHOME CONVERSIONS: The following reports shall be provided, and copies shall be provided to all prospective purchasers of the units.

- ☐ A condominium or townhome conversion inspection report shall be submitted by the Lake Dillon Fire District Authority on the conditions of the building, identifying all current fire code violations, which are detrimental to health, safety and welfare of the public, the owners and occupants of the building.
- ☐ A condominium or townhome conversion inspection report submitted (typically from a third party) on the conditions of the building, identifying all current building code violations, which are detrimental to health, safety and welfare of the public, the owners and occupants of the building.

ADDITIONAL REQUIREMENTS FOR DUPLEX RESUBDIVISION RESULTING IN A PARTY WALL:

Two (2) paper copies and one (1) electronic copy of the party wall agreement. The party wall agreement shall contain, but is not limited to, the following:

- ☐ Identification of the parties

- ☐ Identification of the party wall
- ☐ Provisions for repair and maintenance
- ☐ Easements for repairs to the party wall
- ☐ Restrictions, if any, pertaining to structural changes in the party wall
- ☐ Restrictive liens
- ☐ Utility easement (if any)

DEVELOPMENT REVIEW ACCOUNT (DRA) INFORMATION

A Development Review Account (DRA) is an account established for Planning Division applications that may incur legal, engineering or other similar technical fees for review and consultation incurred by the Town.

A DRA must be established at the time an application is filed, and an initial deposit of \$800 is required. For large project and annexation applications, a minimum deposit of \$1,500 is required. A large project is defined as any commercial or mixed use project occurring on a lot of 10,500 square feet or greater or occurring on a group of lots combined for a unified development project and contains collectively 10,500 square feet or greater or any residential development occurring on a lot of 21,000 square feet or greater or any development of 5 or more dwelling units.

The initial payment to set-up a DRA is not a guarantee of the final cost for legal and/or technical fees; it is only the minimum amount required to establish a DRA. The Town will notify the applicant of any deficiency in the DRA account balance as often as applicable. No plan approval will be given if the applicant does not have the minimum DRA balance, and no application shall be scheduled on an agenda or reviewed until such payment has been made.

Once costs have been incurred, there will be approximately four months from the date of the review activity for the Town records to reflect the actual costs. Descriptions of all review activities are available upon request.

After final approval of an application, including all associated conditions that may require site inspections and/or other follow-up review, or upon a request for return of DRA funds, the Town will determine the balance remaining in the account. This amount can only be calculated after all bills associated with the application are submitted to the Town. All funds in the account over the costs incurred by the Town will be returned to the applicant.