



SUBMITTAL REQUIREMENTS: SPECIAL USE PERMIT FOR TELECOMMUNICATION FACILITIES

General Explanation:

The Special Use Permit for Telecommunication Facilities Application will be reviewed in accordance with the procedures and requirements as outlined in Section 180-5.2 of the Frisco Unified Development Code (UDC). The purpose and intent of this Section 180-5.2.11 is to accommodate the telecommunication needs of residents and businesses while protecting the public health, safety, and general welfare of the community. The Town Council finds that these regulations are necessary in order to (1) facilitate the provision of wireless telecommunication services to the residents and businesses of the Town; (2) minimize adverse visual effects of towers through careful design and siting standards; (3) avoid potential damage to adjacent properties from tower failure through structural standards and setback requirements; and (4) encourage and maximize the use of existing and approved towers, buildings and other structures to accommodate new wireless telecommunication antennas in order to reduce the number of towers needed to serve the community.

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

Special Use Permit for Telecommunication Facilities applications are heard by the Planning Commission. Their review will focus on the compatibility of the use with its proposed location and surrounding land uses, and on the basis of all zoning, subdivision or other standards applicable to the proposed location and zoning district. If a development application is a component of the proposed Telecommunication use, a development application must be submitted concurrently for the Town to adequately review the proposal. Final approval or disapproval of Telecommunication Uses rests with 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.

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 Special Use Permit for Telecommunication Facilities 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. 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.

4. **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.
5. **Application Fee** (major revisions to the original submittal may require additional fees)
 - **\$1,430** non-refundable application fee *and*;
 - **\$800** Development Review Account (DRA) deposit for regular projects (see Section 2.3.2.D)
 - **\$1,500** Development Review Account (DRA) deposit for large projects (see Section 2.3.2.D)
6. **Project Narrative** describing the proposal and how it complies with applicable code criteria and standards

USE THE CHECKLIST BELOW AS A GUIDE OF ELEMENTS TO INCLUDE IN YOUR APPLICATION

- ☐ Cover letter generally summarizing the Telecommunication use proposal including the following information:
 - ☐ Demonstrated need for a facility that exceeds the height limitation for the zoning district
 - ☐ Proximity of the tower to residential structures and residential district boundaries
 - ☐ Nature of uses on adjacent and nearby properties
 - ☐ Surrounding topography
 - ☐ Surrounding coverage and tree foliage
 - ☐ Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness
 - ☐ Proposed ingress and egress to the property
 - ☐ An evaluation of the applicant's plans for development of its telecommunication facilities within the Town, as well as those plans on file from other telecommunication providers
 - ☐ An evaluation of the criteria set forth in Sections 180-5.2.11.C and 180-5.2.11.D above
 - ☐ Availability of suitable existing towers and other structures as discussed in Subsection 180-5.2.11.C.6
 - ☐ Any other information that the Town deems reasonably necessary in connection with the review of the application

Freestanding telecommunication facilities shall not be artificially lighted, unless required by the FAA or other applicable governmental authority. If lighting is required, the Town may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views. Lighting must be shielded or directed to the greatest extent possible so as to minimize the amount of light falling onto nearby properties, particularly residences.

☐ **Site Plan** A completed site plan application and submittal if a site plan application is a component of the proposed Telecommunication use.

☐ **Site Map** indicating existing structures and their current uses (if application is not combined with a site plan application).

☐ **Additional Materials May Be Requested:**

- ☐ Any information of an engineering nature that the applicant submits, whether civil, mechanical, structural, or electrical, shall be certified by a licensed professional engineer, or a qualified radio frequency engineer.
- ☐ Topographic survey
- ☐ An accurate three-dimensional scale model, computer simulation, or other similar graphical representation
- ☐ Any other special studies or information needed for the Community Development Department 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