



SUBMITTAL REQUIREMENTS: WETLANDS DISTURBANCE PERMIT SUBMITTAL REQUIREMENTS

General Explanation:

The Water Quality Protection Standards are established to protect the beneficial functions and values of waterbodies and wetland areas by prohibiting soil disturbance in waterbodies, wetlands, and within 25 feet of a body of water or wetland, referred to as the wetland setback. Development and soil disturbance are generally prohibited in or within 25 feet of all waterbodies and wetlands. Development in these areas shall only be permitted in accordance with the standards in Section 180-6.7.1.

Disturbance Permit Required. The Town may allow disturbance of waterbodies, wetland areas, or wetland setbacks in conjunction with an approved Disturbance Permit. The area of disturbance shall be limited to the minimum amount necessary to achieve the intended purpose. Disturbance Permits for development in waterbodies, wetlands, and wetland setbacks shall be reviewed by the Town in accordance with the Site Plan Review process for the application as designated in Section 180-2.5.2. The permit review may be consolidated with other development applications as appropriate. Public notice, public hearing, and appeals requirements shall follow the requirements for the Site Plan Review process.

The Wetland Disturbance Permit 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 §180-2.5.2 and §180-6.7 of the Frisco Unified Development Code (UDC).

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 Wetland Disturbance Permit application. Before submitting online, ensure you have all the information below.

1. General Application Information

- ☐ Project Street Address & Unit Number
- ☐ Property Legal Description
- ☐ Owner Name/Address
- ☐ Applicant Name/Address
- ☐ Description of Work
- ☐ Zoning District

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)

- **\$1,320.00** non-refundable fee submitted with the application
- **\$800.00** Development Review Account (DRA) deposit (see [Section 2.3.2.](#))

5. Project Drawings: Each application shall include one (1) copy of each required plan set. Please refer to §180-6.7 for a

complete list of requirements and procedures regarding wetland disturbance.

- A narrative explaining how development in the wetland, waterbody, or wetland setback is consistent with one or more of the Permitted Disturbances and all of the Disturbance Criteria contained in Section 180-6.7.1.A.
- Independent wetlands and waterbody survey prepared by a qualified wetlands consultant depicting the surveyed boundary of all wetlands, waterbodies, and wetland setback areas and illustrating the amount, location and acreage of proposed disturbance to wetland, waterbody, and wetland setbacks, including fill, excavation, potential hydrologic modifications (intended and unintended), or other alterations.
- A grading and erosion control plan, utilizing soil stabilization measures and practices to minimize the impacts of the proposed disturbance, including a timeframe for installation and construction.
- Mitigation Plan. A plan to mitigate the impacts of proposed alterations of wetland, wetland setbacks, and waterbody areas showing the proposed on-site restoration improvements, including those wetland areas to be restored or created in accordance with Section 180-6.7.1.D.
- Alternative analysis. A statement and analysis of any practical on-site development configuration alternatives to the proposed development activity causing disturbance which reduce or avoid such disturbances, including reduction in the scale of the proposed development.
- Evidence of compliance with Section 404 of the Federal Clean Waters Act. If the site contains areas deemed jurisdictional wetlands by the U.S. Army Corps of Engineers, the applicant must present evidence of compliance with Section 404 of the Federal Clean Water Act. Documentation and compliance with all potential Section 404 matters shall remain the sole and ongoing responsibility of the applicant, and any failure to maintain such compliance may lead to suspension or revocation of any approvals provided under this Code.

☐ **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