



*Dedicated to building a
desirable, resilient and safe
community*



Community Development Department
Frisco Town Hall * 1 Main Street
PO Box 4100 * Frisco, CO 80443
Phone: 970-668-5276 * Fax: 970-668-0677
Email: info@townoffrisco.com
<http://www.frisco.gov/>
Office Hours: Monday – Friday 8:00 a.m. to
5:00 p.m.

SKETCH PLAN APPLICATION

General Explanation

All development applications for commercial and residential projects consisting of three or more units are required to present an informal plan of the proposed development at a regularly scheduled Frisco Planning Commission meeting.

Review Process

There is no approval associated with a sketch plan presentation. A sketch plan presentation allows the applicant to explain the design of the proposed project, the proposed use, and how the proposed project meets the Town of Frisco Master Plan. Feedback received from the Planning Commission, the public, and planning staff regarding the proposed project is then used by the applicant in preparing a formal development application submittal.

The presentation of a sketch plan does not bind the Planning Commission and/or Town Council to approve a preliminary plan or plat; nor does it confer on the applicant any vested rights. If necessary, the Planning Commission may require that an applicant return for additional sketch plan presentations if sufficient information is not received or if substantial changes to a proposal are recommended.

Submittal Deadlines

In order to be placed on a Planning Commission meeting agenda, the applicant must submit to the Community Development Department at least 17 days in advance of the meeting date that a sketch plan is to be presented. A sketch plan presentation must be made prior to submission of a formal development application.

Application Materials

- 1. Application Form**
- 2. Application Fee**
 - \$150 non-refundable fee
- 3. Written Materials**

Applicant must provide a written project narrative, site plan, building elevations, and material and color samples. It is recommended that an existing conditions plan and artist renderings or sketches be presented. See page 2 for more information.

Use the Checklist Below for Sketch Plan Submittal Requirements

- 5 copies of a written synopsis of the proposal and how the project description fits with the authentic mountain town character of Frisco.
- 5 copies of a site plan showing the following (size: 11 x 17):
 - North arrow
 - Location of proposed buildings, trails, and wetlands (if applicable)
 - Existing structures
 - Lot dimensions
 - Public and private spaces
 - Existing and proposed topography
 - Parking areas and traffic circulation; including non-vehicular (e.g. bike and pedestrian) access
 - Proposed landscaping
 - Easements, utility lines, rights-of-way, and snow storage
- 5 copies of scaled and labeled drawings of all building elevations (size: 11 x 17)
- 1 copy of proposed materials and color samples
- Artist renderings, conceptual plans, and sketches are strongly encouraged to be presented to help staff and the Planning Commission envision the project clearly.
- 1 electronic copy of all application materials in pdf format



<i>For Office Use Only</i>	
File Number:	Receipt #:
Application Fee \$:	

SKETCH PLAN APPLICATION FORM

Applicant Information:

Applicant Name	Phone Number
Mailing Address	Email

Type:

- Multifamily
 Commercial
 Mixed Use
 Other: _____

Project Information:

Proposed Project Name	Total Site Area (sq. ft.)	Property Physical Address
Subdivision Name	Lot	Block
Underlying Zone District	Number of Residential Units	Amount of Commercial Square Footage
Building(s) Height	Gross Floor Area of Building(s)	Number of Building(s)

CERTIFICATION

I, the undersigned, authorize the Community Development Department to proceed with processing this application under the requirements set by the Town of Frisco Zoning Ordinance and other pertaining Town codes. The accuracy of this information is the responsibility of the applicant and any improper notification caused by incorrect information can result in delayed processing of this application. Only complete applications will receive consideration for approval.

- A statement by the owner(s) with the owner's signature consenting to this application must be submitted with the application if applicant is different than the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date