



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



Community Development Department
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5:00 p.m.

MULTI-FAMILY RESIDENTIAL / COMMERCIAL DEVELOPMENT APPLICATION

General Explanation

A development application is required for all residential development projects with 3 or more units & all commercial development projects (unless the project disturbs 350sf or less).

Review Process

1. Pre-Application Conference

A pre-application conference with staff and referral agencies is required prior to development application submittal. The purpose of the meeting is to define the scope of the project and to provide a preliminary review of the proposed development prior to detailed project design. An informal plan must be submitted showing existing and proposed land uses, buildings, parking, number of living units, total acreage, streets, access, utilities, major physical features (including drainages), wetlands, and natural hazards.

2. Sketch Plan

After the pre-application meeting, the applicant is required to submit a Sketch Plan application at least 17 calendar days prior to a Planning Commission hearing. The purpose of the sketch plan is to allow staff and the Planning Commission to provide informed feedback on the project prior to development application submittal.

3. Development Application Pre-Application Meeting

A second pre-application meeting is required prior to the applicant submitting a development application. This gives the applicant, staff and referral agencies another chance to review the proposal in the event significant changes were made from the first pre-application meeting or sketch plan application.

4. Development Application Submittal

After the, Sketch Plan hearing and pre-application meeting, the applicant can submit a development application. The development application is reviewed by the Planning Commission (PC). Complete applications must be submitted a minimum of 52 days in advance of a PC meeting.. The PC may approve, conditionally approve, or deny the application.

Development Application Materials

1. Application Form

Include the name and address of the current owner. If the applicant is not the owner, a statement by the owner consenting to this application must be submitted.

2. Application Fee

- \$1,200 fee plus \$800 DRA account (multi-family, commercial, and mixed-use projects) Total: \$2,000
- \$1,600 fee plus \$1500 DRA account (for large projects. See Page 4 for more information.) Total: \$3,100

3. Plans

Applicants must submit 1 paper copy (24 x 36) and 1 electronic copy of the development plans for a completeness check. After completeness check, submit 5 copies (24 X 36) for agency review. See Pages 2 - 6 for submittal requirements.

Use the Checklist Below for Development Application Submittal Requirements:

- A vicinity sketch map showing the location of the site to be developed in relation to surrounding properties
- Written statement of the proposed project describing the proposal and how the proposal complies with applicable code criteria and standards.
- Provide a letter from the waste collection provider approving the collection facility and verification that the facility is adequately sized for the proposed use.
- Topographic Survey
- Site Plan
- Floor Plans
- Elevation Drawings
- Drainage Plan
- Landscape Plan
- Lighting Plan
- Material and Color Samples
- Traffic Report prepared by a professional engineer licensed in Colorado (See §180-20.J for more information)

Use the Checklists Below as a Guide of Elements to Illustrate Plans

Topographic Survey:

- Wet stamp & signature of licensed surveyor
- Physical address
- Lot size & buildable area
- Waterside setbacks
- Adjacent property information including legal description, owner's names and mailing address
- Property boundaries to the nearest hundredth (0.01) of a foot accuracy. Distance and bearings and a basis of bearing must be shown. Show existing pins or monuments found and their relationship to the established corner.
- Show right of way & property lines; including bearings, distances & curve information
- Indicate all easements recorded against the property as indicated in the title report. List any easement restrictions.
- Spot elevations at the edge of asphalt, along the street frontage of the property at 25' intervals.
- Standard scale (no less than 1 in. = 20 ft.)
- Legal address
- Labeled ties to USGS landmark
- Any adjacent sidewalks or trails

- Topographic conditions at two foot contour intervals. One foot contours may be required on flatter sites.
- Rock outcroppings and other significant natural features (large boulders, intermittent streams, etc.)
- Environmental hazards (wetlands, floodplain, soils, rockfall, avalanche, etc.)
- Wetland delineation & provide necessary approvals or permits from Colorado Department of Natural Resources and/or Army Corps of Engineers as applicable.
- All above ground utilities & below low grade utilities in all adjacent right of ways. Utilities to include: cable TV, sewer, gas telephone, water, electric, size & type of drainage culvers, swales, etc.
- Adjacent roadways labeled & edge of asphalt for both sides of the roadway show for a minimum of 250' in either direction from the property.
- A tree survey with the size and location of all existing coniferous trees with a diameter of 6 in. or more and all deciduous trees with a diameter of 3 in. or more measured 1 foot above the ground. The tree survey shall be prepared by a Colorado licensed surveyor.

Site Plan: Basic Elements

- North arrow
- Physical address
- Legal address
- Name of project
- Preparation date
- Plan preparer
- Plan legend
- Standard scale (no less than 1 in. = 20 ft.)
- Lot coverage calculations
- Use of land & structures
- Size of property (sq. ft. & acres)
- Property Boundary with Dimensions (Prepared by a surveyor or engineer licensed in the State of Colorado)

Site Plan: Existing Features on the Property

- Property boundary (dimensions)
- Existing structures including all eaves, decks, patios, fences & walls
- Easements (access, utility, etc.)
- Setbacks from property boundaries (include dimensions)
- On-site snow storage areas
- Location & size of all existing utilities
- Location & number of parking spaces
- Location of existing fire hydrants within or adjacent to the site
- Floodways (if applicable)
- Adjacent roadways, alleys, or other right-of-ways
- Wetlands (if applicable)
- Steep slope areas (15-30% & 30% & higher, if applicable)
- Location & type of light fixtures
- Location of top of stream bank/wetlands (if applicable)
- Drainage areas (if applicable)
- 100-year floodplain boundary (if applicable)
- Dumpster enclosures
- Location of 25 ft. water quality setback (if applicable)
- Location of all existing trees with a diameter of 6 inches or more measured 1 foot above grade
- Existing topography at 2 ft. contour intervals with reference to mean sea level, prepared by a surveyor or engineer licensed in the State of Colorado

Site Plan: Proposed Improvements

- Property boundary (dimensions)
- Location & size of all proposed utilities
- On-site snow storage areas
- Wetlands (if applicable)
- Floodways (if applicable)
- Location of dumpster enclosures
- Location of top of stream bank/wetlands
- Location & number of parking spaces
- Proposed topography at 2 ft. contour intervals with reference to mean sea level, prepared by a surveyor or engineer licensed in the State of Colorado.
- Provide grades of ADA parking and accessible routes to accesses requiring ADA accessibility
- Open spaces with an indication as to use & ultimate ownership
- Steep slope areas (15-30% & 30% & higher, if applicable)
- Finished roof ridge elevations in USGS meeting the height maximum of the zone district
- Traffic circulation & parking plan, including points of entrance & exit & delivery areas
- Driveways/parking areas: finished surface, heated or unheated, grade, percent slope, dimensions, site distances, parking spaces, ADA routes/grades, fire lanes & fire truck turning radii
- Non-vehicular circulation including size & type (including surface material) of pathway & points of connection
- Identify construction debris storage, staging area, construction fencing & limit of disturbance, access gates through the fencing, & location of construction trailers

Floor Plans:

- Standard architect scale (1/4"=1'-0")
 - Roof plan
 - Existing & proposed floor plans with gross square footage, including a breakdown of gross floor area by use, if applicable
 - Show all electrical, mechanical & fire protection system rooms
 - The number of proposed certified solid-fuel burning devices (maximum 8 devices per acre), with the proposed type and location(s) indicated on the floor plans.
- Easements (access, utility, etc.)
 - Setbacks from property boundaries (include dimensions)
 - Structures including all eaves, decks, patios, fences & walls
 - Adjacent roadways, alleys, or other right-of-ways
 - 100-year floodplain boundary (if applicable)
 - Location of 25 ft. water quality setback (if applicable)
 - Location of proposed fire hydrants within or adjacent to the site
 - Proposed finished floor elevations of all buildings & structures

Elevation Drawings:

- Standard architect scale (1/4"=1'-0")
- Show the natural grade elevations at all building corners & the elevations of rooflines based on USGS elevations
- Location & type of all building illumination

Drainage Plan:

Must be prepared by an engineer registered in the State of Colorado that meets the requirements set forth in §180-20-E (Drainage Plans) including a signature and seal

Grading and drainage plans shall address conditions both during and after construction and include the following:

- Two foot contours (If the slope across the site is 4% or less, the contour interval shall be shown at 1 ft.)
 - Spot elevations, slopes, wall elevations, building floor elevations, matching grades at property lines
 - Off-site and on-site drainage patterns, existing and proposed drainage facilities, storm profiles, ROW drainage conveyance, etc. All disturbed areas must be returned to a 2:1 grade or PE stamped details of slope protections and/or stable soils are required.
 - Show cross sections of specific structures and drainage ways to be constructed
 - Existing conditions and demolition plan
 - Erosion control plan
 - Show the manner in which drainage and runoff will be controlled and confined on-site, including all calculations
 - Provide for the diversion of runoff from snow storage areas, dumpsters and other trash storage areas into detention facilities
 - Provide adequately sized detention facilities where dewatering of excavations may be needed (such facilities may be temporary in nature)
 - Stamped engineering drawings are required for all walls over 4' in height (includes structural depth below grade) and all combination walls
 - Retaining walls with proposed elevations at the top and bottom of walls
- An engineer's drainage report describing and providing evidence of the following:
- Show the type, size and location of existing and proposed drainage structures such as infiltration galleries, dry wells, retention ponds and grassed channels
 - A plan identifying existing and proposed onsite/offsite drainage patterns; identified with drainage basins and respective design points. Identify detention and water quality calculations. Show existing and proposed drainage facilities, and include hydraulic calculations. Explain impacts to upstream and downstream properties and drainage facilities

Landscape Plan:

- North arrow
- Existing & finished grades
- Protection of existing vegetation fence
- Standard scale (no less than 1 in. = 20 ft.)
- Name of applicant & landscape consultants, if any
- Method of irrigation

- A legend indicating all proposed plant materials with common and botanical names, indication of drought tolerant plants, sizes, maximum spacing, caliper size, and quantities
- Location of all plant material and other landscape features (wetlands, water bodies rock outcroppings, detention areas, retaining walls)
- Ground surfaces and materials by type (paving, sod, mulch, edger, seed mixes, shrub and flower beds) clearly indicated with a note as to the percentage of plant coverage
- Required landscape areas and calculations
- Size and location of all existing trees that are six inches in diameter or more
- Location of all snow storage areas in relation to proposed landscaped areas must be shown

Lighting Plan:

- Site plan with location of all light fixtures and a numerical grid of lighting levels (in foot-candles) that the fixtures will produce on the ground (photometric report)
- Area of illumination Lamp types & proposed wattages
- Mounting height of all fixtures Cut sheets with design & finishes of all full cut-off fixtures
- Location of fixtures on elevation drawings indicating the aiming points of the fixtures

The Community Development Department May Request Additional Materials:

- Three-dimensional representation: The Community Development Department, Planning Commission or Town Council may require the applicant to prepare an accurate three-dimensional scale model, three-dimensional computer simulation, bulk plane encroachments or other similar graphical representation of the project.
- Geological stability data & percolation rates
- Detailed soils information
- Fiscal impact analysis
- Any other special studies or information necessary or desirable for the Community Development Department, Planning Commission, or Town Council to make an informed decision

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.



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

MULTI-FAMILY RESIDENTIAL / COMMERCIAL DEVELOPMENT APPLICATION FORM

Applicant Information:

Owner Name	Phone Number
Mailing Address	Email
Applicant Name (if different than owner)	Phone Number
Mailing Address	Email
Name of Engineer/Surveyor	Phone Number
Mailing Address	Email

Type:

- Multifamily
 Commercial
 Mixed Use
 Other: _____

Project Information:

Name of Development		Total Site Area (sq. ft.)
Property Physical Address	Lot	Block
Subdivision Name		Number of Lots or Units Proposed
Density Bonus Proposed (Mixed Use or Central Core Zone District Only) <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Use of the Property	Proposed Use of the property

Review Agencies:

The Town may solicit comments from the following review agencies or others as determined appropriate by the Community Development Department:

- Town of Frisco
 - Building Division
 - Frisco Town Attorney
 - Consulting Engineer
 - Frisco Water and Public Works Department

**Additions to the Town of Frisco water distribution system may only be installed between April 15th and October 31. No exceptions.
- Frisco Sanitation District
- Lake Dillon Fire Protection District
- Xcel Energy

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 the applicant is not the owner.

Applicant Name (Please Print)	Title
Applicant Signature	Date