



SUBMITTAL REQUIREMENTS: OUTDOOR COMMERCIAL ESTABLISHMENT

General Explanation:

An Outdoor Commercial Establishment (OCE) permit allows a transient or mobile commercial use and/or structure to locate within the Town on any non-residential property with the owner’s written consent. The intent is to allow outdoor commercial establishments that contribute to the pedestrian and small mountain town atmosphere of Frisco. Outdoor Commercial Establishments may include, but are not limited to, community festivals, mobile food vendors, sale of merchandise such as sidewalk sales, temporary art and craft fairs and temporary tents/structures.

Review Process:

Applications are administratively reviewed by Planning Division staff. At the discretion of the Community Development Department, any application for an Outdoor Commercial Establishment permit may be referred to the Planning Commission for approval. Agencies such as Public Works, Frisco Sanitation, Police, Summit Fire & EMS, and the Town of Frisco Building Department may be consulted during review.

APPLY HERE: [CommunityCore Online Permit Link](#)

Review the below submittal requirements for applicable plans and documents which shall be submitted online with the Outdoor Commercial Establishment application. Before submitting online, ensure you have all of the below information.

1. General Application Information

- Project Street Address & Unit Number
- Property Legal Description
- Owner Name/Address
- Applicant Name/Address
- Zoning District
- Lot Size (square feet)
- Lot Coverage Information (existing/proposed)
- Parking Spaces (existing/proposed)
- Lot Coverage (existing/proposed)
- Description of Work

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. Homeowners Association Consent

For any improvements proposed on the common area as defined by the homeowners association and/or the Community Development Department require written permission from the homeowners association to which the property is a member.

4. Application Fee: \$100.00

A non-refundable fee submitted with the application. Revisions to the original submittal may require an additional fee.

5. Site Plan

A site plan drawing of the OCE is required that depicts all property lines of the subject location, existing and proposed features relevant to the OCE, the location of the OCE in relationship to uses and structures on the property, setbacks from property lines, fencing or screening, lighting, trash receptacles, sign locations, and parking.

6. Elevation Drawings

Pictures and/or drawings of the OEC structures including elevations and a description of colors and materials proposed.

7. Letter

A written narrative of the project shall be submitted which outlines the request for Outdoor Commercial Establishment and demonstrates compliance with Frisco Town Code, Section 180-5.7.4. Additionally, the narrative shall include:

- Will the OCE encroach into rights-of-way or required parking?
- Will the OCE impede vehicular or pedestrian traffic?

- Will the OCE hang from a building façade/door or foliage?
- Will the OCE block any window or door?
- Do you have a current Town of Frisco business license for the location?
- Is food or drink going to be sold?

If yes, provide written approval from the Summit County Environmental Health Department.

8. Other Applicable Materials

The Community Development Department may require additional information as needed for review of this application.