



DEVELOPMENT SERVICES

CITY OF FRISCO

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## MEMORANDUM

**TO:** Project Applicants  
**FROM:** Anthony Satarino, AICP, Planning Manager *AS*  
**DATE:** April 7, 2020  
**RE:** **REVISED** Planning Division Coronavirus (COVID-19) Modified Service as of March 20, 2020

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We appreciate your patience and cooperation with the recent Submittals on March 30th. Because of the ongoing emergency, we will continue using the electronic submittal process. We have made some adjustments as a result of the recent submittals. Please review the following and make note of changes for the next Submittal and Resubmittal dates.

The City of Frisco Planning Division continues to operate and accept project submittals and review projects. Due to the COVID-19 emergency, we are, however, making changes in how we will be working with you for the immediate future. These changes will continue as needed to best maintain service.

### GENERAL

- Our hours of operation remain the same, from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- We are limiting face-to-face contact and rescheduling meetings. We are asking that meetings be deferred to a later date, when possible. When meetings are unable to be deferred, we ask that virtual meetings or teleconferences be used to continue communication.
- Inquiries by phone and email will be responded to within one (1) business day.

### SUBMITTALS:

**For Submittals**, we will use an electronic submittal process. A single Compressed Zip Folder (ZIP file) combining all required documents and plans shall be uploaded to the City's drop box site. If your firm is submitting multiple applications for a project, a separate ZIP file shall be submitted for each application. Failure to submit a separate ZIP file for each application will result in the application(s) not being accepted.

Beginning Thursday, March 26, the [Planning Division web page](#) will include a link for uploading project documents. Things to note for electronic submittals:

- **CHANGE!** All documents for an application must be combined into a single ZIP file. The submittal shall include all items as shown on the checklist(s). The City assigns project numbers to each application type. As an example, your developing project may require a Site Plan (SP), Open Space Plan (OS), and Façade Plan (FACP). In this case, you will have three (3) applications and will submit three (3) separate ZIP files containing the required documents for each specific application. Here is a quick reference on how to [create a ZIP file](#).

- The ZIP file must be uploaded by 12:00 noon on a designated Submittal Monday. Any submittals not received by this deadline will be rejected. Please note that this is a 'one shot' process and there will not be an opportunity to add any missed documents or make any modifications to the application(s).
- The ZIP file must be complete. All required documents must be included in the ZIP file. Incomplete submittals will be rejected.
- For these submittals, the requirement for a wet-signature application is waived. The digital copy of the application must be signed, notarized, scanned, and included in the ZIP file.
- **CHANGE!** Do not digitally sign or password protect any of the documents as that prevent us from adding the project number to the documents.
- **CHANGE!** When a Façade Sample Board is required, please include a quality color photo in JPG format in the application ZIP file. Planning staff will notify you if the physical sample is required.
- For Construction Set submittals, all required documents as listed on the required checklists must be submitted as individual files combined into a single ZIP file. Use the Required Documents Checklist to assist in the naming of the files. Construction sets shall be combined into one PDF (including all civil and landscape plans) and added to the ZIP file. Once the completeness check is done and the project is accepted for review, the application submitter will be notified to deliver five (5) hard copies of the construction sets directly to Engineering Services Department no later than noon on the following Tuesday. Please note, the PDF plan sets will be considered the official plans for review.

Staff will review the project files for completeness and accept or reject the submittal(s). For accepted projects, you will receive a notice with the assigned project number that can be used to pay the applicable fees via [eTRAKiT](#). You will need to set up an account in eTRAKiT to access your projects. Payment of fees must be made by noon on Tuesday after submittal. Online payments made through eTRAKiT will incur a 2% service fee. **Failure to pay** the full fee including service fee by the required deadline will result in the project being rejected.

#### **RESUBMITTALS:**

**CHANGE! For Resubmittals**, we will use a similar electronic process. Beginning Wednesday, April, 8, there will be a link for Resubmittals on the [Planning Division web page](#). A single ZIP file combining all documents and the comment response letter shall be uploaded to the City's drop box site. The file must be uploaded by 5:00 p.m. on the designated Resubmittal Tuesday. An automatic response will be sent when your file has been successfully uploaded.

You are receiving this email because you have submitted projects to the City in the past. Please forward this email to others in your firm. These changes are specific to Development Services. Other City departments may have their own policies, changes, and responses due to this national emergency.

Because we plan to transition to Electronic Plan Reviews (EPR) early next year, we are going to move forward with this interim electronic process until such time EPR is fully implemented. This is an opportunity to look at our processes and make improvements. We will continue to make updates to the process. The situation is dynamic and changing daily. Please check back frequently for current service modifications.

Sincerely,

**Anthony Satarino, AICP**  
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 Planning Division  
 City of Frisco  
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