



FREDERICK

PLANNING

Development Review Digital Submittals:

The City of Frederick Planning Department **ONLY** accepts **digital** submittals of applications, plans and documents, unless otherwise directed by Staff.

The completed application package, consisting of application forms, plans, supporting studies and other documentation, must be sent **in PDF form ONLY** to drcdigital@cityoffrederickmd.gov.

- *Applications must be submitted by 3PM on the deadline date on the applicable Planning Commission Schedule. Any submission made that does not follow the below requirements and or does not meet the 3PM deadline will not be accepted and will have to be resubmitted for the next deadline date.*
- *Payment of fees by credit card is preferred via our [Citizen Access Portal](#). Your Citizen Portal account must be set up prior to submitting. If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline.*

REQUIREMENTS:

- **The subject line of the email must clearly state the project type, project name, and city file number assigned (if applicable). Example:** Final Site Plan – Dunkin Donuts – PC22-00020
- **All files sent must be clearly labeled. Examples:** Final Site Plan Application, Final Site Plan Checklist, Final Site Plan, APFO Application – Roads, etc.
- **The plan set must be combined into one PDF document.**
- **All development applications except Annexations and Forest Conservation Plans must be accompanied by either an APFO General Exemption Form or Facility Specific Applications for Roads, Water line, Sewer line, and Schools if the project is residential/mixed use projects.**
- **Any files that are too large to email may be sent via a shared link.**
- **Maximum file size is 20 MB.**
- **If you have multiple project applications, submit each application package as a separate submission.**
- **Initial application fees are due at the time of submission. All other fees will be invoiced and due prior to unconditional approval.**
- **If paying via the Citizen Portal, you must include your account name in the body of the email submission.**
- **You will need to remove your email signature image before submitting to avoid rejection.**
- **Do Not copy (Cc) individual staff members in your submittal emails.**

If you have any questions about **Development Review Digital Submittals**, please contact jmurphy@cityoffrederickmd.gov.

For **Archeological Applications**, the completed form and any supporting documentation must be sent to archdigital@cityoffrederickmd.gov as a PDF; **no other file types will be accepted**. If you have any questions, please contact spyles@cityoffrederickmd.gov.

For **Demolition Review Applications**, the completed form and any supporting documentation must be sent to hpcdigital@cityoffrederickmd.gov as a PDF; **no other file types will be accepted**. If you have any questions, please contact spyles@cityoffrederickmd.gov.

The City Planning Department reserves the right to reject any digital file submitted which is not compatible with the City's listed requirements for submittal. The Contractor, Developer or Consultant would then be required to resubmit the files in an acceptable format.

*Planning Department * 140 W. Patrick Street, Frederick, MD 21701 * 301-600-1499*