



# FREDERICK

PLANNING

For Official Use Only	
PC Case Number:	
Hearing Date:	
Amount Paid: \$200	\$
Date Paid:	

## MODIFICATION OF PARKING DUE TO TRANSIT AVAILABILTY

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to [drcdigital@cityoffrederickmd.gov](mailto:drcdigital@cityoffrederickmd.gov) on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

\*Payment of fees by credit card is preferred via our [Citizen Access Portal](#). 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. Questions, please contact Jess Murphy at [jmurphy@cityoffrederickmd.gov](mailto:jmurphy@cityoffrederickmd.gov).

<b>APPLICANT INFORMATION - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.</b>	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>OWNER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:

<b>PROJECT INFORMATION</b>	
Project location: (Street Address)	Project name:
Current zoning:	Parking spaces required by 607-1:
Current use:	Parking spaces requested:
Distance from transit station or bus stop (please specify):	
Associated site plan number:	

<b>CRITERIA FOR MODIFICATION OF PARKING</b>
Section 607(c)(2) states that "If there are uses in the Downtown districts that are located the following distance from a public transit station or bus stop, the total number of required off-street parking spaces may be reduced by the Planning Commission through the site plan review process up to the following percentage of total spaces that are otherwise required by subsection (b), as follows:

Table 607-2 Parking Reductions for Transit Availability

Distance (feet)	Transit Station	Bus Stop	Reduction in required off-street parking spaces
500	√		70%
500		√	50%
1,320	√		50%
1,320		√	30%

*(Please respond to each condition statement in the area provided - use additional paper if necessary.)*

Section 309(m)(4) states that "No modification may be granted unless the Planning Commission or Department finds that:  
*(Please respond to each condition statement in the area provided - use additional paper if necessary.)*

A. The modification will not be contrary to the purpose and intent of the Code; and

B. The modification is consistent with the Comprehensive Plan; and

C. The application includes compensating design or architectural features so as to meet overall objectives of the particular requirement.

Section 607(c)(2)(B) states: *The Planning Commission may modify the required-on site parking spaces if the applicant makes payment in lieu of parking spaces.*

**I understand that if this request is approved, the property owner must pay a fee in lieu of the parking spaces not provided on site at the rate established by the mayor and board of aldermen: \_\_\_\_\_ (initial)**

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

I hereby attest that the information provided on and attached to this application is complete and correct.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date