



FREDERICK

PLANNING

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

PLANNING COMMISSION OFF-SITE PARKING APPLICATION

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 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.

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

PROJECT INFORMATION	
Project Location: (Street Address)	Project Name and site plan case number:
Total number of parking spaces required:	Number of spaces proposed off-site:
Location of off-site parking:	Distance from project site:
Current Zoning:	
Current Use:	Proposed Use:

CRITERIA FOR APPROVAL OF OFF-SITE PARKING
Subsection 309(m)(4) states: "No modification may be granted unless the Planning Commission or Department finds that:

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.
Subsection 607(c)(5) states: <i>"Off-street and off-site parking may be authorized by the Planning Commission provided all the following conditions are met:"</i> <i>(Please respond to each condition statement in the area provided - use additional paper if necessary.)</i>
1. Off-site parking areas may be no more than 1,320 feet from a site as measured from the nearest point of the off-premise parking lot to the nearest point of the building, structure or use served by such parking lot. <i>(Please attach a scale rendering of the proposed off-site parking in relation to the subject site).</i>
2. Except in the DR, DB or DBO districts, such off-premise parking spaces shall not exceed fifty (50) percent of the required parking.
C. The off-site parking property owner must have sufficient parking for all uses on the off-site lot in addition to the subject site.
D. If such off-premise parking spaces are not in the same ownership as the use being served by said parking spaces, then a duly executed and acknowledged written agreement between the owner of the off-site parking area and the owner of the use shall be submitted to the Planning Department. Said agreement shall assure the continued availability and usability of the off-premise parking for as long as required by the use and shall be recorded at the expense of the applicant with the Frederick County Register of Deeds.
E. Loss of the minimal number of committed off-site or on-site parking spaces will void any applicable zoning or occupancy certificate.

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