



For Planning Department Use Only

Date Received:
 PC Case Number:
 Planner:
 DRC Date:

Zoning Map Amendment Checklist

The following information shall be included as part of a zoning map amendment application when submitting to the Planning Division. Please include a copy of this checklist when submitting your application.

Project Name:	
Address/Location:	
Property Owner(s):	
Applicant:	

* denotes mandatory item for application to be considered complete. All other items are as applicable.

*	Item Description	Provided (✓)	Applicant comments <i>(attach sheet for additional comments)</i>
Submittal Requirements			
*	Complete application with related fees and agent authorization form.		
*	Digital submission of application. Acceptable formats include pdfs, CD, or USB drive. Please send pdfs to DRCDigital@cityoffrederickmd.gov		
*	Boundary Map with metes and bounds and existing conditions shown for subject property of rezoning.		
*	Comprehensive Land Use Map of subject property and neighborhood		
*	Current Zoning Map of subject property and neighborhood		
*	Justification statement to address Findings of Fact in accordance with Section 306(d)(3)(A)		
*	Justification statement to address findings relative to change or mistake in accordance with Section 306(d)(3)(B-D)		
*	Justification statement to address consistency with requested floating zone in accordance with Section 306(d)(3)(E)		
*	Justification statement to address compatibility with the Comprehensive Plan		
*	History of any rezoning in the identified neighborhood		
*	Evidence of compatibility to surrounding property zones		
Details to include on Boundary Map			
*	Title block containing name of plan, location of the property, scale, sheet number, tax map, block, and parcel, election district and street address of property, if applicable.		
*	Current zoning and any overlay or floating districts on subject property and neighborhood properties.		
*	1"=50' Scale for plan or less		
*	North Arrow (In MD State Grid)		
*	Adjoining property information within 100 feet of property and show these areas with dashed lines and shadowing.		
*	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference. An accurate field boundary line survey		
*	Vicinity Map (Frederick Zoning Map is recommended)		
*	Existing and proposed topography at two-foot contours; spot elevations, and datum used. Plans to be compiled using the State and City recommended coordinate system of NAD 83/91 Horizontal NAVD 88 Vertical.		

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*	All existing easements and recordation references		
*	Limits of the 100 floodplain and FEMA panel number; or other source; limits of nontidal wetlands		
*	Location and dimension of all existing structures.		
*	Road(s) on which the property fronts: name, location and the Comprehensive Plan designation.		
*	Existing utilities such as electric, sewer, water, and/or drainage. Specify sewer service jurisdiction (City or County)		