



*For Planning Department Use Only*  
 Date Received:  
 PC Case Number:  
 Planner:  
 DRC Date:

## Conditional Rezoning Checklist

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

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

\* 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>
<b>Submittal Requirements</b>			
*	Complete application with related fees and agent authorization form.		
*	The completed application form, supporting plans and other documentation in PDF form ONLY must be sent to <a href="mailto:DRCdigital@cityoffrederickmd.gov">DRCdigital@cityoffrederickmd.gov</a> .		
*	Master Plan application in accordance with <a href="#">Section 310</a> (see respective checklist)		
*	Preliminary Site Plan		
*	Comprehensive Land Use Map of subject property and neighborhood (Traffic Scope to identify neighborhood boundaries) and include any comprehensive features identified on the property, i.e. parks, roads, etc.		
*	Current Zoning Map of subject property and neighborhood		
*	Justification statement to address Findings of Fact in accordance with <a href="#">Sections 306(d)(3)</a> .		
*	Justification statement to address <a href="#">Section 307(c)</a> .		
*	Statement on proposed conditions of rezoning		
*	History of any rezoning in the identified neighborhood		