



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.

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		
*	Master Plan application in accordance with Section 310 (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 Sections 306(d)(3) .		
*	Justification statement to address Section 307(c) .		
*	Statement on proposed conditions of rezoning		
*	History of any rezoning in the identified neighborhood		