



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

### Final Site Plan (Minor) Checklist

The following information shall be included as part of a final site plan 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 (attach sheet for additional comments)
<b>Related Documents</b>			
*	Complete application with related fees and agent authorization form. Health Department fees must be included with each application.		
*	Digital submission of application. Acceptable formats include pdfs, CD, or USB drive. Please send pdfs to <a href="mailto:DRCDigital@cityoffrederickmd.gov">DRCDigital@cityoffrederickmd.gov</a>		
*	Adequate Public Facilities Ordinance Application or exemption form as well as supporting analysis including Traffic Impact Studies and water and sewer analysis.		
*	Site Development Plan (28 copies) Max sheet size 24"x36" folded into 8 1/2" x 11"		
*	Landscape Plan (28 copies) See <a href="#">Section 1113</a>		
*	Lighting Plan (28 copies) See <a href="#">Section 1114</a>		
	Modification Justification Letter and related fees, if applicable		
	Request for Demolition Review		
	Archeological Assessment Request as applicable per <a href="#">Section 603</a> .		
<b>Details to include on Plan</b>			
*	Applicant's name, address and telephone number		
*	Owner's name, address, and telephone number.		
*	Developer's name, address, and telephone number.		
*	Contract Purchaser's name, address, and telephone number.		
*	Surveyor, attorney, engineer or architect name, address, and telephone number.		
*	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.		
*	Revision block for dates.		
*	1":50' Scale for plan or less		
*	North Arrow (in MD State Plan Grid)		
*	Vicinity Map (Frederick Zoning Map is recommended)		
*	Property plan history (previous plan application numbers, including waivers or modifications). Identify property by plat book and page and/or deed reference		
*	Zoning and proposed use of property		

*	Item Description	Provided (✓)	Applicant comments <i>(attach sheet for additional comments)</i>
*	Project data table that total site area, density, building setbacks, building floor area, building height, total paved area, required parking		
*	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.		
*	Adjoining property information within 100 feet of property.		
*	All existing easements and recordation references and a note indicating the purpose of the easement.		
*	Limits of the 100 floodplain and FEMA panel number; or other source; limits of nontidal wetlands if present; all streams, ponds, existing trees		
*	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference. An accurate field boundary line survey.		
*	Limits of disturbance (LOD)		
*	Location and dimension of all proposed and existing structures, and label structures to be demolished.		
*	Parking areas, showing location, angle, dimensions and type of parking spaces and aisle		
*	Road(s) on which the property fronts: name, location, centerline, the Comprehensive Plan designation, and recommended Right of Way (ROW). Label existing and proposed streets, driveways, and entrances within 600 feet. Centerline and dimensions should be shown on streets, drives, entrances, and curve radii along with existing ROW and any proposed ROW dedication.		
*	Existing and/or proposed utilities such as sewer, water, and/or drainage. Specify sewer service jurisdiction (City or County)		
*	Conditions of frontage road(s) that serve the site, including all existing and proposed sidewalks, streetlights, utilities, fire hydrants, and street trees.		
	Location of freestanding signage and site distance triangles		
	Landscaping in accordance with <a href="#">Section 605</a>		
	Location of existing and proposed stormwater management		