



For Planning Department Use Only

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

The City of Frederick Planning Department 140 W Patrick Street Frederick, MD 21701

Master Plan Checklist

The following information shall be included as part of a master plan application when submitting to the Planning Division. For additional information regarding master plan requirements, see Section 310 and 1115 of the Land Management Code. 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>
Related Documents			
*	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@cityoffrederick.com .		
*	Adequate Public Facilities Ordinance Application or exemption form as well as supporting analysis including Traffic Impact Studies and water and sewer analysis.		
*	Master Plan (28 copies) Max sheet size 24"x36" folded into 8 1/2" x 11"		
*	Phasing schedule per Section 410(c)		
*	Stormwater Management Concept Plan		
*	Design Standards per Section 407 & 604		
*	Justification Statement per Section 1115(h)		
*	Modification Justification Letter and related fees		
*	Forest Stand Delineation Plan		
*	Notice to Proceed from pre-application process		
*	Conditional Rezoning Application		
*	Copy of Annexation Resolution		
Details to include on Master Land Use Plan			
*	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.		
*	Generalized land use plan including proposed dedication of parks, roads, infrastructure, etc		
*	Tabulation of type, acreage and density of all proposed land uses		

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*	Dimensional regulations as required by Euclidean zoning (Table 405-1) and proposed modifications where applicable		
*	Existing and proposed topography at five-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, etc		
*	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference. An accurate field boundary line survey.		
*	Location and dimension of all proposed and existing structures, and label structures to be demolished.		
*	Existing road(s) on which the property fronts: name, location, centerline, the Comprehensive Plan designation. Show proposed road network connections to existing roads and entrances within 600 feet.		
*	Existing and/or proposed utilities such as sewer, water, and/or drainage. Specify sewer service jurisdiction (City or County)		
	Any required dedication or development as required by annexation conditions		