



For Planning Department Use Only

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

Preliminary Subdivision Plat Checklist

The following information shall be included as part of a preliminary subdivision plat 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>
Related Documents			
*	Complete site plan 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 DRCDigital@cityoffrederickmd.gov		
*	Adequate Public Facilities Ordinance Application or exemption form as well as supporting analysis including Impact Questionnaire Traffic Impact Studies and water and sewer analysis.		
*	Preliminary Subdivision Plat (28 copies) Max sheet size 24"x36" folded into 8 1/2" x 11"		
*	Landscape Plan (28 copies) See Section 1113		
*	Homeowners Association Documents (Draft)		
	Phasing Plan		
*	Forest Stand Delineation (FSD) approval letter and Preliminary Forest Conservation Plan or combined FSD/PFCP. See Section 721		
*	Stormwater Management Concept Plan		
*	Archeological Assessment Request as applicable per Section 603		
	Modification Justification Letter and related fees, if applicable		
	Request for Demolition Review		
*	Notice to Proceed		
Details to include on Preliminary Subdivision Plat			
*	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.		

*	Item Description	Provided (✓)	Applicant comments <i>(attach sheet for additional comments)</i>
*	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. Identify any overlays on the property.		
*	Project data table that total site area, total building footprint, building setbacks, building floor area, building height, number of lots, dedication, 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.		
*	Location and dimension of all proposed and existing structures, and any structures proposed for demolition.		
*	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 should be shown on streets, drives, and entrances along with existing ROW and any proposed ROW dedication		
*	Dimensions of road widths, entrance widths, islands, curve radii.		
*	Existing and/or proposed utilities such as electric, telephone, sewer, water, gas lines, 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.		
	If new free-standing signage is proposed, show size, type, height and location of existing and proposed sign(s) and sight triangles.		
	Location of existing and proposed stormwater management, if applicable		
*	Parking areas, showing location, angle, dimensions and type of parking spaces and aisles.		
*	Street Profiles in accordance with Section 507 (b). Establish Street Grades and proposed final grades.		
	Listing of proposed street names		