ARTICLE 11 - SUBMISSION REQUIREMENTS

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Sec. 1101 SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

(a) No application shall be processed or accepted as complete unless it includes all information required by this Article 11 and any other submittal requirements for the application established in this Code.

(b) The Planning Department shall prescribe applications forms for each application required by this Code. The required number of copies is shown on each application form on display in the Planning Department or on the City's Planning Department web site. Revisions for previously

approved plans require the same number of copies as a new application and a Mylar of the previous approval for the staff's review in addition to a letter stating the nature of the revision. Plans that are submitted with multiple sheets must have all sheets drawn at the same scale.

Applicants should refer to the Planning Commission's Deadline Schedule for dates of Development Review Conference and Public Hearings.

Sec. 1102 TABLE OF SUBMITTAL REQUIREMENTS

The following information shall be provided with any Rezoning Amendment, Site Master, Sketch, or Area Plans, and Subdivision applications. Additional processing and advertising requirements for these plans may be found in Articles 3 and 5 of this Code.

[5]Table 1102-1 SUBMITTAL REQUIREMENTS

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
1	Applicant must complete and submit plan application with fees and agent authorization form. Health Department fees must be included with each application.	M	M	M	M	M	M	M		M	M	M
2	Applicant must submit Impact Questionnaire			M		M	M	M		M		M
3	Applicant's name, address and telephone number	M	M	M	M	M	M	M	M	M	M	M
4	Owner's name, address, and telephone number.	A	A	A	A	A	A	A	A	A	A	A
5	Developer's name, address, and telephone number.	A	A	A	A	A	A	A	A	A	A	A
6	Contract Purchaser's name, address, and telephone number	A	A	A	A	A	A	A	A	A	A	A

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
7	Surveyor, attorney, engineer or architect name, address, and telephone number.	M	M	M	M	M	M	M	M	M	M	M
8	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.	*	M	M	M	M	M	M	*	M	M	M
9	Justification statement addressing relationship to relative to Change or Mistake; Comprehensive Plan compatibility; or Proposed Text underlined and deleted text shown in brackets. .	M	M	M					M			M
10	If the plan is a re-submittal of a previous approved application, the case number must be noted on the plan. Once a new case or section of a file number is assigned, all revisions of the plan & correspondence should contain that number. Previously approved submittal applications for revision must be accompanied with the previously approved Mylar and letters in the same number of copies as the new application that is being submitted.	A	A	A	M	M	M	M		M	M	M
11	Revision block for dates	M	M	M	M	M	M	M	*	M	M	M
12	Property plan history should be provided in note form, i.e. previous plan applications, including waivers or modifications	M	M	M	A	A	M	M		M	M	A

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
13	Requires forest conservation plans if property or project equals or greater than 40,000 s.f. (at minimum required a Forest Stand Delineation)			M		M	M	M		M	M	M
14	Zoning and proposed use of property. If property is split by two or more zoning districts, the line of demarcation should be shown and description of the proposed project with breakdown of use if multiple uses.		M	M	M	M	M	M	M	M	M	M
15	North Arrow (IN MD STATE PLAN GRID).		M	M	M	M	M	M	M	M	M	M
16	Vicinity Map at 1" =800' scale (Frederick Zoning Map is recommended). If another scale is necessary, contact case planner for approval. Any lots that have been subdivided within the total property should be illustrated and labeled with plat case numbers.		M	M	M	M	M	M	M	M	M	M
17	Existing and proposed topography at two (2) 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.			A	M	M	M	M		M		M
18	Adjoining property information within 100 feet of property and show these areas with dashed lines and shadowing.		M	M	M	M	M	M	M	M	M	M

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
19	Limits of the 100 floodplain and FEMA panel number; or other source; limits of nontidal wetlands if present; all streams, ponds, existing trees, significant plans and flora shall be shown. Copy of most current soil map with property boundary. Soil map is not required if property is developed. Requirements for Forest Conservation.		M	M	M	A	M	M	A	M	A	M
20	Location of all proposed and existing structures. Dimension of buildings. Building height must be noted. Note finished floor elevations. Add locations of doors, if known.			A	A	A	M	M		A		M
21	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference. An accurate field boundary line survey.		M	M		M	M	M	M	M	M	M
22	Approximate property boundaries and/or different use boundaries within a project.				M	M						M
23	Road(s) on which the property fronts: name, location, centerline, and the Comprehensive Plan designated right-of-way, if applicable. Existing and proposed streets, driveways, and entrances within 600 feet. Centerline should be shown on streets, drives, and entrances.		M	M	A	M	M	M	M	M		M
24	Street Profiles in accordance with Section 507.b _____				**A**	M	M		M	M		M
25	Location and widths of any easements or rights-of-way over property, including existing or proposed underground utilities such as electric, telephone, sewer, water, gas lines, or drainage).		A	A	A	M	M	M	M	M	M	M
26	Location of existing overhead power and telephone lines.		A	A	A	M	M	M		M	A	M
27	Provide density calculation and number of units and types, plus breakdown per average lot distribution, if applicable.			A	**A**	M	M	M		M		M

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
28	Note with required minimum building setbacks. Show distances on plan for buildings and/or parking, if applicable.			A	**A**	M	M	M		M	M	M
29	Conditions of frontage road(s) that serve the site, including all existing and proposed sidewalks, streetlights, utilities, fire hydrants, and street trees (if applicable).			M	**A**	M	M	M	M	M	M	M
30	Phasing Plan for either Infrastructure and/or Units			M	A	M	M	M	A	M		M
31	Proposed on-site improvements. Necessary modifications of the entrance road/roads to provide access to the site. All site circulation and parking features; both vehicular and pedestrian.			A	**A**	M	M	M	*	M		M
32	Dimensions of road widths, entrance widths, islands, curve radii.			M	**A**	**A**	M	M		M	M	M
33	Parking areas, showing location, angle, dimensions and type of parking spaces and aisles. Parking lots of greater than 20 vehicles must contain additional landscaping Refer to Section 607-1 for parking standards and provide a calculation and tabulation of the number of spaces required and the number of spaces provided. Joint use parking 607-c.4 and off-site parking 607-c.5 requirements should be reviewed if applicable. In design of parking lots, note minimum setback requirements from streets or alley rights-of-way 607-f.1 and any temporary turnarounds with a parking lot. Parking lots must be lighted 607-d.2 and a note should be placed in the note section that all lights will be placed in a manner which eliminates glare into the streets or adjacent properties.			M	**A**		M	M		A		M

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
34	Except in the DB and DBO districts, all sites must show a loading space if the use of the site requires storage or delivery of goods. 607-a.1-3.			A	**A**		M	M				A
35	A landscape plan (under separate sheet) shall be provided at the same scale as the site plan. Landscaping must be 10 feet away from utility lines. Landscape plan should show location, type and size of any existing and proposed landscaping and screening materials.			M	**A**	**A**	M	M		M		**A**
36	Landscaping and screening requirements shall be met for the overall site. In addition, parking lots may require additional landscaping			M	M	A	M	M		M		M
37	Street trees shall be provided along roads designated by the Comprehensive Plan as Collectors or Arterials All street trees must be listed on the approved City Street Tree List available in the Planning Department.			M	A	A	M	M		M		M
38	All site plans must show that the site is handicapped accessible. Site plan should detail location and dimensions of handicapped parking spaces, signs, and ramps. A handicap accessible route to the building from the adjacent street should be shown. Provide enough topographic information to show that accessible routes conform to ANSI A117-1-1980.			A	M		M	M		A		A
39	A screened dumpster location, if required, shall be shown and a note placed in the note section which states whether pickup by a public or private hauler. Curbside pickup may be shown for low trash generators.			A	A		M	M		A		A

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
40	Method of storm water management in accordance with City SWM Section. Site plan should include, at a minimum, location and method of practice, including preliminary sizing and grading information. If a storm water management waiver is required, a note should be placed on the site plan that specifies what section of the ordinance that is the basis for the request and a letter shall be included with request.			A	A	**A**	M	M	M	M		**A**
41	Storm sewer system should be shown to an adequate outfall and an easement provided or how the property will be sewered should be explained in a letter.			A	A	**A**	M	M	M	M		**A**
42	Water and sanitary sewer lateral locations (one each per lot). A 10 foot separation distance must be maintained between water and sewer lines. Indicate cleanouts 5 ft outside the building, on the property line, and every 75 ft. maximum spacing for a 4 " sanitary sewer line and 100 ft maximum spacing for a 6 " sanitary sewer line. Any landscaping shown on the landscaping plan should not be placed any closer than 10 ft to a body of water or sewer line.			A	A		M	M		M	A	
43	All proposed water and sewer lines should be consistent with the City Master Water and Sewer Plan; provide County water and sewer classification			M	M	M	M	M	M	M		M
44	Water and sewer line size shall be labeled and should be tied into existing water and sewer lines in the public right-of-way.					**A**	M	M		M		**A**
45	Fire hydrant locations shall be shown on the site plan. If hydrants to serve the property are located off-site, they shall be shown with the distance noted.			A	A		M	M		**A**		A

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
46	Show size, type, height and location of proposed sign(s). Site Plans should have a sign detail in the architectural.					A	M	M				A
47	Note to identify property by plat book and page and/or deed reference.					M	M			M	M	M
48	Tabulations which include total site area, total building footprint, and total building floor area if multiple stories, total paved area, percent landscaping of the total parking lot, and required parking spaces. Where calculations are required, provide entire calculation formula. Provide separate calculations for each separate use on the site.		A	M	A	**A**	M	M		M	A	**A**
49	Note indicating any waivers such as SWM, multi-water and sewer service per lot. Indicate if waiver has been granted, if so provide date or if requested.						M	M		M	M	
50	Provide an electronic (digital) file for applications, including final approved versions of the plans/plats	M	M	M	**A**	M	M	M	M	M	M	M
51	Notes should not include notes that are generally required and associated with Improvement Plans reviewed by the City Engineer, and/or Soil Conservation Service but should instead contain information that applies to site plan review by the Planning Commission.			M		M	M	M	M	M	M	M
52	Any modification of the Land Management Code necessary to gain approval of the subject plan should be noted on the plan; however, the actual request of the modification should be made in a separate letter submitted with the application.	M	M	M	A	M	M	M	*	M	M	M
53	Accessory uses need to be shown on the site plan. These uses include heating and air conditioning units, sheds, garages and outbuildings.			A	A		M	M		**A**		M

#	SUBMITTAL ITEMS	Text Amendment	Rezoning Map Amendment	Conditional Rezoning	Sketch Plan	Master Plan	Final Major Site Plan	Final Minor Site Plan	Annexation	Preliminary Subdivision	Final Plat	Area Plan
54	All easements need to be shown on the plan and indicate the purpose of the easement.			M	A	**A**	M	M		M	M	**A**
55	All existing easements need to have the references of the recording location in the Frederick County Courthouse.			M	A	**A**	M	M		M	M	**A**
56	Applicant should refer to Article 3 & 5 of Frederick City LMC for additional requirements.						M	M		A		
57	The applicant will need to provide architectural elevations when required by this code or design booklet in conformance with a master plan.					M	M	M				M
58	May require a Traffic Study or analysis of project transportation system.			**A**		M	M	**A**	M	M		M
59	Lots numbered in numerical order.				M	M	M	**A**		M	M	M
60	Established Street Grades and proposed final grades						M	M		M		
61	If any buildings are to be demolished, the site plan shall show the building or structure to be demolished and the location and of existing structures and construction to remain on the site.			**A**	A	M	M	M		M		M
62	Title Report			A			A		M	A	M	
63	1":50' Scale for plan or less					M	M	M	M	M	M	M
64[1]	Homeowner Association Documents (Draft)				A					M		
65	Homeowner Association Documents (Final)						A			A	M	

Rules of Interpretation for Table 1102-1:

Items coded with an "M" show the mandatory information that is required before an application will be considered to be complete for a specific application listed in the table. The requirements in this table will be checked before an application is accepted for processing. If information is not complete, the applicant will be notified by mail that the plan will not be processed and should be resubmitted after revisions are made.

Items coded with an "A" show the information that must be provided if the applicant believes that the feature in this table applies to the subject project. If a feature is not present, it does not have to be added to the plan. In some cases, the applicant may want to add the feature to the sketch plan for preapplication meetings, or Master plans so that they can receive additional input on this feature during an early review stage of the project review.

Items with an * indicate special requirements which may be found in Article 3 or 5. Additional information may be provided by Planning Staff.

These requirements are the minimum required. This table should be used in conjunction with Articles 3 and 5 and other sections in Article 11.

Sec. 1103 FEE SCHEDULE

(a) Applicability

(1) Fees for the above-referenced shall be paid at the time of application. No Application shall be considered to be complete until application fees are paid in full and will not transmitted to the review agencies.

(2) Application fees shall not exceed an amount necessary to cover the cost of examining and checking the application, advertising costs, recordkeeping related to the application, and any other costs attributable to the application.

(b) Fees Determined by Board of Aldermen

Fees shall be established annually by the Board of Aldermen by resolution.

(c) Notice of Fees, Fee Increases

(1) A notice of current fees shall be posted in the Planning Department office and on the City Current Planning web site.

(2) Proposed changes to fees shall be publicly announced at a regular Planning Commission meeting prior to the adoption of the annual budget.

Sec. 1104 ANNEXATION APPLICATIONS

(a) In addition to all requirements of state law, each annexation petition shall be either typewritten or legibly printed.

(b) An annexation petition shall include the following:

(1) The address of each person signing the application. If there is more than one applicant, the application shall also contain the name, address and telephone number of a designated representative of the applicants who shall serve as a contact person for the purpose of receiving notices from the City and requests for further information concerning the petition.

A metes and bounds description of the property to be annexed. It shall be described in a clockwise manner and will include all calls to monuments found and set in the conduct of the boundary survey. Additionally, a separate metes and bounds description shall be prepared that will define the new limits of the Corporate Boundary where the annexation of this parcel intersects with the existing limits.

(2) **Survey Control**. The applicant must provide the following control for the project:

A minimum of three permanent monuments (30" Feno type or 36" Concrete monument with brass disk affixed) that:

A. are tied into the Maryland Coordinate System by Global Positioning System or sufficient conventional methods to achieve a relative error of 1:100,000;

B. have at least two (three preferable) of said monuments (set out of area of future disturbance) a minimum distance of seven hundred (700) feet apart, inter-visible, and with grid azimuth determined by acceptable methods; and

C. provide recovery sheets to the City Surveyor that have a sketch that references the control monuments with ties to permanent or semi-permanent witness points and gives all appropriate geodetic data (grid coordinates, elevation, grid factor, elevation factor, combined factor, convergence angle, etc.) with observed grid ties to at least two existing City control monuments.

From this control the boundary survey shall be conducted.

(3) **Annexation Boundary Survey**-- The survey shall minimally comply with the "Minimum Standards of Practice for Professional Land Surveyors" as current COMAR regulations specify (COMAR 09.13.06 and as amended). The petitioner shall provide the surveyor with a thorough title report. Additionally, the paper and electronic copy of the boundary survey and plat shall:

A. Be in the Maryland Coordinate System by Global Positioning System or sufficient conventional methods to achieve a relative error of 1:100,000;

B. Be drawn at a scale appropriate to show all required features clearly;

C. Include field mathematical grid ties from the point at the intersection of the proposed annexation with the Corporate Boundary to the previous line into and away from the new annexation;

D. Show the monumentation found and set for the entire property (all corners to be set with markers in compliance with COMAR 09.13.03) Show the boundaries of the entire parcel as well as the proposed areas to be annexed if they are not the same;

E. Have a table of coordinates of all property corners and provide recovery sheets to the City Surveyor that have a sketch that references the control monuments with ties to permanent or semi-permanent witness points and gives all appropriate geodetic data (grid coordinates, elevation, grid factor, elevation factor, combined factor, convergence angle, etc.) with observed grid ties to at least two existing City control monuments;

F. Locate all public and private easements and rights-of-ways of record affecting the parcel including the public roads adjoining or serving the parcel. For roads, if no record exists or is found among files of Frederick County government, Maryland State Highway, City of Frederick, or among the Frederick County Land Records, state the rights of the public are prescriptive, if applicable;

G. Be certified (signed and sealed) as correct by a Registered Professional or Property Line Surveyor licensed to practice in Maryland;

H. Show the tax map, parcel number, owner's name, and legal reference for all properties adjoining the proposed annexation. This to include all owners across public roads from the site;

I. Show all major physical features and improvement on the site including buildings, roads, stream, utilities, statutory floodplains, etc.;

J. Show all topographical features of the annexation with two foot contours in NAVD88 vertical datum with a minimum of 100 feet overlap from parcel(s) boundaries.

K. A digital copy of the annexation plat in a suitable format to the City is to be provided to the City Surveyor.

L. Show all existing utilities available to service the annexed property;

(4) **Annexation Plat**. A plat of the property to be annexed shall be provided for recordation in the plat records of Frederick County Land Records. They shall include all items defined in the boundary survey except that topographic features and utilities are not required. If multiple sheets are used for the plat, they shall be oriented to each other by match lines with each sheet shown in its proper relationship on the vicinity map. It is also acceptable to show the entire property to be annexed on the first plat with supplemental plats showing any details needed to clarify elements not able to be shown appropriately on the first plat.

(5) **Public Roads.** Upon approval of the annexation, applicant shall prepare and submit any and all documents or drawings required for the transfer of jurisdiction of all public roads from Frederick County to the City of Frederick including any maintenance agreements that might be required. Copies of any road plans and profiles that Frederick County Engineering maintains of the subject roads shall be provided to the City.

(6) **Existing subdivisions**. Upon approval of the annexation, applicant shall provide the City with any subdivision plats from Frederick County Land Records that may be contained within annexation boundaries.

(7) **Traffic Modeling**. Provide travel demand and operational models to project future traffic generation of the proposed annexation areas when developed based on the requested zoning

categories, if proposed annexation would potentially generate more than 500 daily trips.

(8) **Water and Sewer Projections**. Provide water and sewer projections and analysis of system impact based on the proposed annexation areas when developed based on the requested zoning categories.

(9) **Impact Analysis Report.** The applicant shall prepare and submit an analysis of the effect of the propose annexation pursuant to §322 on the following:

A. Water and Sewer facilities
B. Public School Facilities
C. Roads
D. Historic and Cultural Resources
E. Fiscal Impact Analysis
F. Consistency with the adopted Comprehensive Plan

Sec. 1105 ARCHITECTURAL ELEVATIONS

Architectural elevations required by this Code shall conform to the following specifications:

(a) The information and data required in subsection (b) shall be shown graphically and by note on architectural elevations. The information may be provided on sheets drawn at an architectural scale of at least one-fourth inches equals one foot (1/4" = 1'). The graphical information shall be provided on drawings measuring twenty-four inches by thirty-six inches (24" x 36").

(b) The application shall include sufficient detail to convey the architectural intent for all proposed buildings and structures, including:

A. Building and structure height.
B. Pitch of roof.
C. All proposed building materials.
D. Primary architectural elements, such as roof, windows, and doors.
E. Proposed color scheme.
F. Samples of building materials and colors.

(c) The application shall include a written narrative describing how the proposed architectural treatment addresses compatibility with existing buildings and structures shall be provided.

Sec. 1106 COMPREHENSIVE PLAN AMENDMENT APPLICATION

(a) The Comprehensive Plan Amendment applications shall provide sufficient information about the property, applicant, and documentation on how the application meets the provisions in Section 305 related to the specific request. The Planning Department shall generate application forms to clearly elicit from the applicant the necessary information to evaluate the request.

Sec. 1107 CONDITIONAL USE PERMIT / CONDITIONAL USE APPLICATION

(a) The Conditional Use applications shall provide sufficient information about the property, applicant, and documentation on how the application meets the provisions in Articles 3 and 8 related to the specific request. The Planning Department shall generate application forms to clearly elicit from the applicant the necessary information to evaluate the request. A site plan of sufficient detail to document the activities associated with the proposed Conditional Use shall be included with the application submission.

Sec. 1108 DEDICATION FORMS AND SURVEYOR'S CERTIFICATE

The following are forms for dedication and surveyor's certificate.

DEDICATION FOR INDIVIDUALS
We, _____ and _____, owners of the property shown and described hereon, hereby adopt this plan of subdivision, establish the minimum building restriction lines, and dedicate the streets, alleys, walks and parks to public use, however, excepting from this dedication any lands designated "Two Foot Reservation," such lands to be deemed to be dedicated automatically at such times as street extensions thereto are dedicated in adjoining property.
The requirements of Chapter 1016, Acts of 1945, as far as it concerns the making of this subdivision plat and setting of the monuments, has been complied with.
There are no suits of action, leases, liens, or trusts on the property included in this plan of subdivision, except the following:

_____
_____
And all the lienors and other parties in interest thereto have below indicated their assent to this plan of subdivision.

Witnessed:	Date:
_____	LS _____ _____
_____	LS _____ _____

We assent to this plan of subdivision.

Witnessed:	Date:
_____	LS
	_____
	_____
_____	LS
	_____
	_____

Note: Omit any wording which may not apply.

DEDICATION FOR CORPORATIONS

(Same as foregoing form for individual except as indicated below)
We, (insert name of corporation), a (name of state) corporation, by (insert name), President and (insert name), Secretary, owners of the property, etc., etc.

Date:

_____
Name of Corporation

By _____
President

Attest: _____
Secretary

SURVEYOR'S CERTIFICATE

I hereby certify that the plan shown hereon is correct; that it is a subdivision of (part of or all of) the lands conveyed by (insert name of former owner) by deed dated _____, and recorded in the Land Records of Frederick County, State of Maryland, in Liber ____ at Folio _____; and that monuments marked thus: _, and iron pipe marked thus: ¡, have been placed as indicated to the approved finish grade.
Signature
_____(SEAL)
Registered Land Surveyor
Address: _____
Date: _____

[2]Sec. 1109 RESERVED

Sec. 1110 FINAL SUBDIVISION PLAT

(a) The final subdivision plat shall be clearly drawn and the size of the sheets shall be eighteen (18) inches wide by twenty-four (24) inches long, including a margin of one-half (1/2) inch outside ruled border lines. The drawing shall be upon a scale of not less than one inch to one hundred (100) feet.

(b) The final subdivision plat shall provide the following in addition to the submittal requirements in Table 1102-1:

(1) The street and alley lines, lots, building lines, reservations, public and private easements (existing and proposed), ownership of easements, legal references, and areas to be dedicated to public use.

(2) The length of radii, arcs, tangents and chords with chord bearings and central angles of street curves referenced to a curve table. In computing curves the arc method shall be used rather than the chord method since the arc method gives the true length of the curve, is simpler and leads to no confusion when dealing with short radius curves. By the arc method is meant the angle at the center subtended by an arc of one hundred (100) feet to obtain the degree of curve. The relation 100:2×3.1416×R=D° :360° is meant by the arc method for curves for which

R (Radius) =5729.58'

D (degree of curve)

(3) A properly executed dedication form, approval form and registered land surveyor's and/or registered professional engineer's certificate, seal and address, in accordance with forms on file in the office of the Engineering Department..

(4) Lots numbered in numerical order. In tracts containing more than one block, the blocks shall be lettered in alphabetical order. In case there is a resubdivision of lots in any block, such subdivided lots shall be numbered numerically beginning with the number following the highest lot number in the block.

(5) Permanent reference monuments shown thus: _·_, shall be placed not less than two (2) to each block nor not less than four to a subdivision containing two (2) or less blocks. They shall be set in convenient places, preferably at corners of the subdivision, in such manner that from the position of one permanent reference monument the position of one other permanent reference monument will be visible. Such permanent reference monuments shall be made of hard durable stone or reinforced concrete, at least thirty-six (36) inches in length and six (6) inches square at its top which shall be its least dimension, with suitable center point and shall be set flush with the ground and to approved finish grade.

(6) The location of metal monuments, three-quarters (3/4) of an inch in diameter and eighteen (18) inches in length, shown thus: , and located in the ground at all intersections of streets, intersections of streets and alleys with plat boundary lines and at all points on street, alley and boundary lines where there is a change in direction or curvature and at all lot corners. All monuments shall be properly set in the ground and to approved finish grade before the final plat is approved when finished grading is accomplished.

(7) In order to secure uniformity and prevent duplication of street names, the applicant is required to validate the names of streets and subdivision names that they are proposing to use with the Frederick County Planning Department before they submit their Preliminary Plan.

(8) Abstract of title to the land within the proposed subdivision setting forth all legal or equitable interests there in. Title research submitted to the Planning Department shall reflect a property research for the past 60 years to identify any encumbrances on the land. A note on the plat shall state the owner of the property certifies possession of an abstract of title or a title insurance commitment as of the date of execution, and that such abstract/commitment establishes the owner executing the plat as the record owner of the property, and further that all easements, rights of ways or other matters of record which affect the property subject to the plat are depicted on the plat.

(9) The total area dedicated to public use and in private easements.

(10) All distances shown on the final subdivision plat shall be horizontal measurements and shall be shown to the nearest 0.01 foot. No distance on the plat shall be marked more or less except on lines which begin or terminate or bind on a marsh, stream or any body of water.

[6]Sec. 1111 RESERVED

Sec. 1112 FOREST CONSERVATION APPLICATIONS

(a) Forest Conservation provisions are specified in Article 7 and may be required in addition to the landscaping requirements of this Code. All applications for the Forest Conservation Program can be found on the Planning Department web page and are available in the Planning Department. The template application forms that appear here are examples of the information needed by an applicant to process and fully evaluate a request for each Forest Conservation application.

FOREST STAND DELINEATION CHECK LIST

Applicant's Name				
Project Name:		Tax Identification		
Location:				
Tax Map	**Block**			**Parcel**
MD Coordinates	N			E
Total area	100 year floodplain	❑ Yes	❑No	Area undeveloped/Ag
Net tract area	Non-tidal wetlands	❑ Yes	❑No	Existing Forest (in acres)

<u>ALL</u> information requested above must be completed before acceptance of this application.
<u>PLEASE SUBMIT 7 COPIES</u> OF ALL MATERIALS: Plans, Narrative, Etc.

OK	NO	GENERAL INFORMATION	OK	NO	FSD STAND SUMMARY SHEETS & DATA COLLECTION SHEETS
		Drawing Clear & Legible			Dominant Species, Forest Association
		Location Map, TM/Parcel, scale 1”=2000			Size, Class, Dominant Trees, Specimen Trees
		Scale, Date, North			Total Number of Tree Species
		Owner-Name, Address, Phone			Industry Species, Exotic or Invasive
		Preparer-Name, Address, Phone			Forest Structure Rating
		Certification of Boundary			

OK	NO	**FSD MAP** (Sec 3.2B Ordinance & Sec 2 Manual)	OK	NO	FSD NARRATIVE
		Topo, steep slope, streams			Stand Structure
		Soils, hydric, erodible, prime agriculture			Forest Structure
		Floodplain, wetland, stream buffers			Retention Potential
		Forest Stand Map-Current forested/unforested species, location, seize, dominant/co dominant			Address environmental features: (floodplain, hydric soils, wetlands, buffers, habitat, slopes, steep erodible soil, cultural features, historic sites adjacent use).
		Adjacent use, cultural, historic			
		Tree lines extending off site			
		Critical habitat (Requires letter from State)			

The Fee Structure for the Forest Stand Delineation may be found on the Current Planning Web page..

COMMENTS:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box: ❑

Project Name:	
Owner/Developer*	
Name:	
Address:	
Phone:	**email:**

I am the owner or authorized agent for the owner(s) of the property for which this Forest Stand Delineation and/or Forest Conservation Plan has been submitted for review and approval to the appropriate approving authority of the City of Frederick. I hereby grant permission to the City of Frederick Planning Director and/or City Engineer and/or their authorized representative to come upon my property during normal business hours for the purpose of verifying that the material on the Forest Stand Delineation and/or Forest Conservation Plan is accurate and complete.

Signed

_____

Date:

_____

If not owner, attach "Agent Authorization" letter.

FSD/FCP Prepared By:

Name:	
Address:	
Phone:	email:

I certify I am a licensed forester, licensed landscape architect, or have been approved by the Maryland Department of Natural Resources as a qualified professional and, therefore, am qualified to prepare the attached Forest Stand Delineation and/or Forest Conservation Plan. I further certify that this plan was prepared by me or under my supervision and that I have used the methods provided for by the Frederick City Forest Conservation Ordinance and Frederick City Forest Conservation Technical Manual to prepare the Forest Stand Delineation and/or Forest Conservation Plan.

Signed:

_____

Date:

_____

MD Regulation # _____

Approved as Qualified Professional by DNR on _____

**** If there is an owner and a contract purchaser, the application must be signed by each party. The owner's affidavit must accompany this application.***

PRELIMINARY CONSERVATION FPC APPLICATION AND CHECKLIST

APPLICANT INFORMATION		
Project Name:	Tax ID:	
Location:		
Tax Map	**Block**	**Parcel**
MD Grid Coordinates	N	E
Land Use Category:	Afforestation Threshold:	
Area of Disturbance:	Conservation Threshold:	
Area of Forest Retained:		
Conservation Requirement:	Reforestation:	Afforestation:
Forest Conservation: On Site: ❑	Off Site: ❑	Fee in Lieu: ❑
Wetland Mitigation Required:		

<u>ALL</u> information requested above must be completed before acceptance of this application. <u>PLEASE SUBMIT 7 COPIES</u> OF ALL MATERIALS: Plans, Narrative, Etc. A draft Forest Conservation Agreement should also accompany this application.

OK	**NO**	**GENERAL INFORMATION**	**OK**	**NO**	**PLAN NARRATIVE**
		Approved FSD			Worksheet
		Drawing clear & legible			Address Sec. 3.3 Ordinance
		Vicinity map 1" = 2000'			Construction timetable
		Scale, date, north arrow			Retention plan
		Owner's name, address, phone			Reforestation/afforestation plan
		Preparer's name, address, phone			
		Surveyor's certification of boundary			
OK	**NO**	**Preliminary FCP Map (see Section 3.4 Ordinance & Section 3.1 Manual)**	**OK**	**NO**	
		Retention area (priority renderings)			Protective devices
		Reforestation area (on/off site)			Limits of disturbance
		Afforestation area (on/off site)			Stockpile areas

The Fee Structure for Forest Conservation Plans is available on the Current Planning Web page or in the Planning Department.

Comments:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box: ❑

Project Name:	
Owner/Developer*	
Name:	
Address:	
Phone:	email:

I am the owner or authorized agent for the owner(s) of the property for which this Forest Stand Delineation and/or Forest Conservation Plan has been submitted for review and approval to the appropriate approving authority of the City of Frederick. I hereby grant permission to the City of Frederick Planning Director and/or City Engineer and/or their authorized representative to come upon my property during normal business hours for the purpose of verifying that the material on the Forest Stand Delineation and/or Forest Conservation Plan is accurate and complete.

Signed _____

Date: _____

If not owner, attach "Agent Authorization" letter.

FSD/FCP Prepared By:

Name:
Address:
Phone:
Email:

I certify I am a licensed forester, licensed landscape architect, or have been approved by the Maryland Department of Natural Resources as a qualified professional and, therefore, am qualified to prepare the attached Forest Stand Delineation and/or Forest Conservation Plan. I further certify that this plan was prepared by me or under my supervision and that I have used the methods provided for by the Frederick City Forest Conservation Ordinance and Frederick City Forest Conservation Technical Manual to prepare the Forest Stand Delineation and/or Forest Conservation Plan.

Signed: _____

Date: _____

MD Regulation # _____

Approved as Qualified Professional by DNR on _____

**** If there is an owner and a contract purchaser, the application must be signed by each party. The owner's affidavit must accompany this application.***

FOREST CONSERVATION
SHORT TERM MAINTENANCE AGREEMENT

This Forest Conservation Short Term Maintenance Agreement, hereinafter referred to as "Agreement" is entered into this ____ day of _____, year by and between _____, hereinafter "Owner", and the City of Frederick, a municipal corporation of the State of Maryland, hereinafter "City", and is entered into and made pursuant to Section 3.5 of the Frederick City Forest Conservation Ordinance.

This Agreement constitutes the two-year maintenance and management plan specified by the City Forest Conservation Ordinance, for _____ acres of reforestation/afforestation and forest retention areas at the _____ project as referenced in the approved Final Forest Conservation Plan, file number _____, approved on _____, hereinafter referred to as the "Plan".

The Owner agrees to conduct reforestation and/or afforestation of the property in accordance with the Final Forest Conservation Plan. The forestation shall be planted by _____ *(Owner/Agent name)*, in accordance with the final specification of the approved Plan. If the party responsible for the forestation is not identified in this Agreement, the Owner agrees to notify the Permits and Inspections Department in writing of the identity of the responsible party prior to beginning construction.

The Owner/Agent intends to construct *(describe in detail the forest conservation areas, i.e. upland acres or wetland acres or both)*
_____

_____

_____

The Owner/Agent who is named responsible for planting shall be the responsible party for tree care. The Owner/Agent shall be responsible for maintenance of protective fencing during construction, maintenance of signage, and the implementation of provisions of this Agreement. This Agreement will continue for a period of two (2) years or two (2) growing seasons after planting, whichever is greater.

The Owner/Agent shall maintain and manage the forest plantings in accordance with the approved Plan. This may include:

- Reinforce plantings may be required;
- Watering, fertilizing, controlling competing vegetation, and protecting plants from disease, pest and mechanical injury during the initial planting and maintenance;
- Removal of protection fencing, signage and tree protection shelters prior to release of guarantee.

Prior to project construction, edges of protected forest areas shall be identified in the field and clearly delineated with a four (4) foot high turkey wire mesh fence or a material acceptable to the City. Six-foot anchor posts shall be driven two (2) feet into the earth on eight (8) foot spacing. This fencing shall be placed outside the critical root zones of the tree line. In addition, protective signs for specimen trees and/or forest areas shall be installed prior to construction. Locations for the protective fence and signs are shown on the approved Final Forest Conservation Plan. The protective devices shall remain in place for the duration of the two-year maintenance agreement period or until final stabilization of adjacent soil is completed, whichever is longer.

Owner shall maintain access to all such areas of the afforestation or reforestation areas by way of covenants placed on the property, deed restrictions and/or easements. The City shall be provided with a reasonable access to the areas of afforestation or reforestation for the purpose of inspection or for purposes of maintenance should the Owner/Agent default.

The Owner shall monitor the afforestation/reforestation sites for the two years and shall replace any dead plantings to a minimum standard of _____ percent, so as to ensure compliance with survival requirements stated in the Plan.

The Owner is solely responsible for the required survival rate of the plantings prior to release of posted guarantee.

Owner covenants to indemnify the City harmless from and against any and all claims, actions, damages, liability, and expense of any nature, including reasonable attorney's fees and the City's cost of defense, in connection with the loss of life, personal injury and/or damage to or loss of property that arises from the performance of the construction and maintenance of the owners, agents, employees, or other involved persons in, on or about, or impacting on, the forest conservation areas, i.e. easements, open space, park land, or dedicated property, leased or licensed to or owned or occupied by the City.

SURETY

The Owner shall provide financial security as required in Section 2.8 in the Frederick City Forest Conservation Ordinance in the form of a irrevocable letter of credit in the amount of $_____, estimated to cover the cost of plantings and installation and maintenance for two years/two growing seasons. The security must be posted prior to or coincide with approval of associated improvement plans.

If after the second growing season, the City determines the survival requirements have been met and this Agreement has been followed in good faith by the Owner, the surety shall be released upon final inspection and approval of the planted areas by the Department of Permits and Inspections.

Before signing of this document, the Owner shall provide verification of a legal permanent protection mechanism approved by the Engineering Department, Planning and Community Development Department and the Office of Legal Services for all forestation areas in the form of a Long-Term Protective Agreement.

WITNESS:
BY: _____

Owner_____
_____ (Seal)

Address of Owner

_____

WITNESS:
BY: _____

CITY OF FREDERICK
BY: _____
Mayor

This instrument has been prepared under the supervision of the undersigned, an attorney duly licensed to practice before the Court of Appeals of Maryland.

_____
Office of Legal Services

FOREST CONSERVATION ORDINANCE MODIFICATION REQUEST

Project Name:		Tax Identification
Location:		
Tax Map	**Block**	**Parcel**
MD Coordinates	N	E

ALL information requested above must be completed by the applicant before this application will be accepted.

Demonstrate how enforcement of this ordinance would result in unwarranted hardship.
Describe the special conditions peculiar to the property which would cause the unwarranted hardship.
Describe how enforcement of these rules will deprive you of rights commonly enjoyed by others in similar areas.
Verify that the granting of a modification will not confer on you a special privilege that would be denied to other applicants.

Verify that the modification request is not based upon conditions or circumstances which are the result of your own actions.
Verify that the granting of a modification will not adversely affect water quality.
The Planning Commission/City Engineer may grant a modification upon a finding that all requirements of Section 2.3A & B of the Frederick City Forest Conservation Ordinance are met.

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box: ❑

This application will be submitted to the Maryland Department of Natural Resources which has the right and authority to initiate or intervene in any administrative, judicial, or other original proceeding or appeal concerning the approval of this modification.

Applicant's Name:*

_____

If not owner, attach "Agent Authorization" letter.

Address:

_____

Phone: Email:

_____

Signature:

_____

Referred to DNR (date)

_____

Scheduled for PC Mtg. on (date) _____

Sec. 1113 LANDSCAPING PLAN

(a) Generally

Where landscaping or screening is required by this Code, a plan shall be submitted to the Planning Department or Commission that conforms to the following requirements.

(1) The landscaping plan shall be drawn to the same scale as the associated site plan or other application to which it relates.

(2) The landscaping plan shall accurately depict the location, type, and size of any existing and proposed landscaping or screening materials.

(3) The landscaping plan must show the utilities proposed or existing on the site.

(4) Species of Street shall be in conformance with the Approved Street Tree list in Article 12, Table 12-02.

(5) Trees that will be accepted into the City inventory of Parkland must be on the list maintained by the Department of Public Works in Article 12 , Table 12-01.

(6) All landscaping material shown on any approved plan must be maintained in good health for a two year period before a surety will be released.

(7) At least one deciduous tree must be planted on each residential lot unless modified by the Planning Commission. The species selection should be commensurate with the size and scale of the lot and dwelling unit.

(8) Landscaping of the interior of a parking lot shall consist of a proportionate amount of trees, shrubs, ground, cover and grasses.

(9) The landscaping plan must be signed and sealed by a registered Landscape Architect.

(b) Approved Plant Lists

See Article 12 for Table 12-01: City of Frederick Plant List and Table 12-02: City of Frederick Street Tree List.

[3]Sec. 1114 LIGHTING PLAN

Exterior lighting is regulated to eliminate light spillover and glare on motor vehicle operators, pedestrians and land uses within the light sources range. A lighting plan containing the following standards shall be submitted as specified in this Code.

(a) The plan must indicate the light location on the premises and the type of illuminating devices, fixtures, lamps, supports, reflectors, and other devices;

(b) A description of the illuminating devices, fixtures, lamps, supports, reflectors and other devices shall be provided, and the description shall include, but is not limited to, catalog cuts by manufacturers and drawings (including sections where required); and

(c) Photometric data, such as that furnished by manufacturers, or similar, showing the angle of cut off of light emissions shall be included in the submittal.

(d) The lighting plan shall document illumination at a minimum of 50 feet off-site.

(e) The photometric plan shall demonstrate a maximum to minimum ratio for light difference on site of 6 to 1.

Sec. 1115 MASTER PLAN

All applications for an approval of a Master Plan shall include but is not limited to the following:

(a) A map of the subject land of the Master Plan at a readable scale.

(b) A vicinity map at a scale of one (1) inch equals two thousand (2,000) feet or more to the inch, indicating the location of the property with respect to surrounding property and streets. The map will show all streets and highways within one (1) mile of the applicant's property.

(c) A topographic map of the property, at a minimum of five (5) foot contour intervals, unless otherwise specified, showing the existing surface of the land and the location of natural features, such as streams, rock outcrops and wooded areas.

(d) A generalized overall land use plan showing the type, location, acreage and density of all proposed land uses as well as the general street layout and circulation pattern.

(e) A phasing schedule describing the timing and sequence of development.

(f) A forest stand delineation as provided for in § 621 (Forest Conservation Ordinance). Subsequent approvals of site plans or final plats for sections of the Master Plan shall be accompanied by a forest conservation plan as required by the Forest Conservation Ordinance.

(g) The approximate boundaries of any areas proposed for dedication of parks or open space pursuant to Section 608, including the park category, features and facilities.

(h) A justification statement addressing each of the following:

(1) Relationship to Comprehensive Plan other development regulations of this Code.

(2) Integration and relationship of uses within the project and with existing uses in the neighborhood of the project.

(3) Long-term implications on local development patterns, facilities and services.

(4) Topography and relationship to on-site and off-site natural and man-made features.

(5) The timing of the construction of the project as it relates to the provision of facilities and services.

(6) Water and sewer facilities and capacity availability, and any proposal to supply them. The County water and sewer service area classifications must be provided.

(7) Preservation and integration into the project of any existing historic structures on the site.

(8) Relationships of buildings to the planned streets.

(9) Justification of the lot size and diversity of the project.

(10) General details of the proposed street network including any Comprehensive Plan streets.

(11) General location of pedestrian walkways and recreation paths including the relationship of pedestrian connectivity with common areas and commercial development.

(12) General written and graphic details of the streetscape.

(13) General written and graphic details relative to lot and block design.

In addition to the above, the plan shall show the information referenced in Table 1102-1 Submittal Requirements.

Sec. 1116 PRELIMINARY SUBDIVISION PLATS

(a) The preliminary subdivision plat shall be prepared at a scale not smaller than one inch equals one hundred (100) feet.

(b) The preliminary plat shall show the information referenced in Table 1102-1 Submittal Requirements.

(c) The preliminary plat must be approved concurrently with a preliminary forest conservation plan as specified in Article 7, §721.

(d) The preliminary subdivision plat should not be fully engineered or staked out, although it should be based on a reliable boundary survey or record plat prepared by a registered land surveyor. The preliminary plat shall be prepared signed, and sealed by a registered land surveyor.

Sec. 1117 RESTRICTIONS AND COVENANTS

(a) No final subdivision plat shall be approved until a copy of all restrictions and covenants proposed for the land within the subdivision has been filed with the commission and such restrictions and covenants have been found by it to be adequate for the protection of public health, safety, morals, and welfare, and the commission has received adequate assurance that such restrictions and covenants, and no others, will be included in all sale contracts or deeds to the land within the subdivision.

(b) Restrictions and covenants should be so written that they may be amended to meet changed conditions after approval by a majority of the front foot ownership within the portion of the subdivision affected, subject to the approval of the commission.

Sec. 1118 REZONING APPLICATION

(a) The purpose of a rezoning or zoning map amendment application is to change the land use classification or zone of a parcel or lot. The rezoning of property can be a complex process. State law places a heavy burden of proof on the rezoning applicant. The applicant must prove that there has been:

(1) a substantial change in the character of the neighborhood since the last Comprehensive rezoning; or that

(2) there was a mistake made in the zoning classification when it was rezoned.

If there has been a change in the character of the neighborhood, the burden is on the applicant to provide a map with his neighborhood and a justification statement describing the substantial change in the character of that neighborhood.

The Planning Commission and ultimately the Mayor and Board of Aldermen can except the proposed neighborhood or provide a neighborhood area of their own.

A justification statement is, also, required for a claim that there was a mistake made in the zoning of the property; however, map of the neighborhood is not necessary.

In either a change in the neighborhood or a mistake having been made, the applicant is required to submit a metes and bounds description of the property and a vicinity map of the area.

(b) The Map Amendment application shall provide sufficient information about the property, applicant, and documentation to document on how the application meets the provisions in Articles 3 related to the specific request. The Planning Department shall generate application forms to clearly elicit from the applicant the necessary information to evaluate the request. The application shall include a boundary description, and associated maps documenting the location, extent of the proposed change, and adjacent properties affected. The burden of providing a reasonable argument that there was a mistake made or change in character of the area when the subject land was zoned is the burden of the applicant.

(c) The Text Amendment application shall provide sufficient information about the requested change, reasoning for the change, and the effect the change would have upon the City if adopted. The application shall document and address all provisions required by Article 3 related to the specific request. The Planning Department shall generate application

forms to clearly elicit from the applicant the necessary information to evaluate the request

Table 1102-1 Submittal Requirements provides additional information required for a map or text amendment.

Sec. 1119 SITE PLANS

The information required by Table 1102-1 shall be provided with a site plan, based upon the site plan classification as established in Article 3, §309.

(a) The Site Plan applications shall provide sufficient information about the property, applicant, and documentation on how the application meets the provisions of this Code related to the specific request. The Planning Department shall generate application forms to clearly elicit from the applicant the necessary information to evaluate the request.

(b) The following is a template of a Site Plan Enforcement Agreement:

SITE PLAN ENFORCEMENT AGREEMENT

This Agreement by and between _____, ("Property Owner"), and the City of Frederick, a municipal corporation of the State of Maryland ("City"), is effective the date signed by the City.

WHEREAS, §309(q) of the City of Frederick Land Management Code ("Code") requires the Property Owner to enter into a formal agreement with the City prior to the issuance of a building permit; and

WHEREAS, the purpose of this Agreement is to require the Property Owner and successors and assigns to execute and maintain all the features of the approved site plan.

NOW, THEREFORE, in consideration of the mutual promises and stipulations set forth herein and pursuant to the requirements of §309(q) of the Code, the parties hereto agree as follows:

1. The Property Owner agrees to comply with all of the conditions set forth in the Planning Commission's approval dated _____ and to execute and maintain all of the features of approved Site Plan No. _____ ("Site Plan"), as described on Exhibit "A" which is attached hereto and incorporated herein by reference.

2. This Agreement is binding on the Property Owner, its successors and assigns, and on the land and improvements in perpetuity or until amended or released in writing by the City of Frederick.

3. This Agreement shall be recorded among the land records of Frederick County, Maryland.

IN WITNESS WHEREOF, the parties hereto have set our hands and seals as of the date and year set forth below.

City of Frederick

By_____

Date

(Mayor)

Property Owner:_____

By_____
(Name)

Date

EXAMPLE

<u>EXHIBIT "A": DEVELOPMENT PROGRAM</u>

Site Plan No. _____
Site Plan Name: _____

(Reduced copy of approved site plan will be Attachment "A")

(Additional support information may be required to adequately describe the improvement of the property)

[7]Sec. 1120 RESERVED

Page 1156 ***RESERVED***

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Sec. 1121 STREET PROFILES

(a) Wherever street profiles are required, a preliminary study of street grades shall be filed with the commission when the preliminary subdivision plat for the same area is presented for approval. The preliminary street profiles shall show existing center line and property line grades and proposed center line grade, grade per cent, location and length of vertical curves and elevations of street intersections. All elevations shall be based on U.S.G.S. datum as used by the city.

(b) Upon tentative approval of the preliminary street profiles, with or without amendment, the final street profiles shall be prepared.

(c) In case the grades are satisfactory to the commission, the street profiles will be returned to the subdivider or his engineer to make any changes required.

Note: The establishment of street grades is an important and inseparable part of every subdivision development project. It is most important that a study of grades, surface drainage and quantity and disposal of earth excavation be made at the time the subdivision design is being formulated. In case steep street grades, imperfect drainage or excessive excavation are shown by the street profiles it would indicate that a revision should be made of the street layout. The street grade should be established before the street is graded or paved, sidewalks built or water, sewer or gas mains laid. As the pavement elevation has an important bearing on floor grades and private drive entrance it is also important that the street be established in advance of any building construction.

(d) The final street profile plans should conform as to size, form and information with specimen plans on display in the Engineering Department.

Sec. 1122 IMPROVEMENT PLANS

[RESERVED]

Sec. 1123 ZONING VARIANCE OR APPEALS APPLICATION

(a) The Zoning Variance and Appeals applications shall provide sufficient information about the property, applicant, and documentation on how the application meets the provisions in Articles 3 related to the specific request. The Planning Department shall generate application forms to clearly elicit from the applicant the necessary information to evaluate the request. A site plan of sufficient detail to document the activities associated with the proposed Zoning Variance or Appeal may be required with the application submission.

Sec. 1124 HISTORIC PRESERVATION COMMISSION APPLICATION

(a) Applications for Historic Preservation Commission shall provide sufficient information about the property, applicant, and documentation on how the application meets the provisions in Section 423 related to the specific request. The Planning Department shall generate application forms consistent with the Historic Preservation Commission Guidelines to clearly elicit from the applicant the necessary information to evaluate the request. A site plan of sufficient detail to document the activities associated with the proposed HDO exterior alteration or construction may be required with the application submission. Specific submission provisions shall be based on the adopted guidelines for the HDO.

[4]Sec. 1125 FENCE MODIFICATION

All applications for modifications to §821, fences, wall, and hedges for existing structures must include the following:

(a) A completed application and required fees.

(b) A scaled drawing of the property documenting the following:

1. All structures on the property and within 50 feet of the property;

2. The proposed fence/wall/hedge location;

3. All adjoining right-of-ways, private driveways, and pedestrian travel ways; and

4. The sight triangle in accordance with §611(t).

(c) Architectural depiction of the proposed fence/hedge/wall to include the height and building materials.

(d) Public notice of the requested modifications must be in accordance with Major Site Plan requirements outlined in Section 301-2.

End Notes:

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[5] Supp. No. 5, Ord. No. G-07-22, § 31, 10-18-07
[1] Supp. No. 3, Ord. No. G-06-26, § 41, 9-7-05
[2] Supp. No. 8, Ord. No. G-09-22, §VII, 12-14-09
[6] Supp. No. 8, Ord. No. G-09-23, §II, 12-14-09
[3] Supp. No. 3, Ord. No. G-06-26, § 42, 9-7-05
[7] Supp. No. 8, Ord. No. G-09-24, §II, 12-14-09
[4] Supp. No. 4, Ord. No. G-07-2, § 4, 1-4-07

Pages 1161-1200 RESERVED.