



For Official Use Only

<b>PC Case Number:</b>	
<b>Planner:</b>	
<b>DRC Date:</b>	

Planning Department \*140 W. Patrick Street \* Frederick, Maryland 21701 \* 301-600-1499

## FINAL SITE PLAN CHECKLIST

The following is a checklist which should be followed when preparing a site plan for submittal to the City of Frederick Planning Department. Planning staff will initially review applications using this checklist. A  $\checkmark$  indicates that an item is complete. An **X** indicates an item is incomplete. Staff comments may be provided to further define the incompleteness. This checklist is a general information guide and is not all inclusive of the items required by the Zoning Ordinance or City. For a complete list of items required on a final site plan please refer to Section 6 of the Zoning Ordinance. The Zoning Ordinance may be accessed online at <http://www.cityoffrederick.com/departments/Planning/rules.html>.

<b>PROJECT NAME:</b>
<b>PROJECT LOCATION:</b>
<b>PROPERTY OWNER(S):</b>
<b>SITE PLAN PREPARED BY:</b> (Name, Firm, Address, Phone)

<b>REQUIRED FORMS</b>			
#	REQUIRED ITEM	COMMENTS	X $\checkmark$
1.	Applicant must fill out and submit site plan application.		
2.	Applicant must submit Impact Questionnaire		
<b>GENERAL INFORMATION</b>			
1.	Owner's name, address, and telephone number.		
2.	Developer's name, address, and telephone number.		
3.	Surveyor, engineer or architect name, address, and telephone number.		
4.	Title block containing name of site plan, revisions made, location of the property, scale, sheet number, and street address of property, if applicable.		
5.	Tax map, block, and parcel. If the plan is a resubmittal or section of a PND, please add the Planning Department's previous case file number. Once assigned a case file number, all revisions of the plan & Correspondence should contain that number.		

<b>EXISTING AND PROPOSED CONDITIONS</b>			
<b>#</b>	<b>REQUIRED ITEM</b>	<b>COMMENTS</b>	<b>X    ✓</b>
1.	North Point (identified as true or magnetic).		
2.	Vicinity Plan at 1" = 800' scale (Frederick Zoning Map is recommended). If another scale is necessary, contact Zoning Administrator for approval. Subject site should be shown as well as other sections or development which has occurred in the original lot.		
3.	Existing and proposed topography, 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.		
4.	Limits of the 100 floodplain and FEMA panel number; or other source; limits of nontidal wetlands if present; all streams, ponds, existing trees, significant plants and flora shall be shown. Copy of most current soil map with property boundary. Soil map is not required if property is developed.		
5.	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.		
6.	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference.		
7.	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.		
8.	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).		
9.	Location of existing overhead power and telephone lines.		
10.	Note with required minimum building setbacks, and dimension on plan all setbacks of buildings and parking.		

<b>MINIMUM SITE PLAN DETAILS</b>			
<b>#</b>	<b>REQUIRED ITEM</b>	<b>COMMENTS</b>	<b>X    √</b>
1.	Conditions of frontage road(s) that serve the site, including all existing and proposed sidewalks, streetlights, utilities, fire hydrants, and street trees (if applicable).		
2.	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.		
3.	Dimensions of road widths, entrance widths, islands, curve radii, and parking spaces.		
4.	Parking areas, showing location, angle, dimensions and type of parking spaces and aisles. Parking lots of greater than 20 vehicles must contain additional landscaping [11.5(4)]. Refer to Section 14.04 for parking standards and provide a calculation and tabulation of the number of spaces required and the number of spaces provided. Joint use parking [14.07] and off-site parking [14.13] requirements should be reviewed if applicable. In design of parking lots, note minimum setback requirements from streets or alley rights-of-way [14.09] and any temporary turnarounds with a parking lot.		
5.	Except in the DB and DB-O districts, all sites must show a loading space if the use of the site requires storage or delivery of goods. [14.06(1&2) & 14.11(1&2)].		
6.	Parking lots must be lighted [14.12] 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.		
7.	A landscape plan shall be provided at the same scale and on the same base as the site plan. Landscape plan should show location, type and size of any existing and proposed landscaping and screening materials. If landscaping can be combined on the site plan, the one sheet may be submitted.		
8.	Landscaping and screening requirements [11.05] shall be met for the overall site. In addition, parking lots may require additional landscaping [11.05(4)].		
9.	Street trees shall be provided along roads designated by the Comprehensive Plan as collectors or arterials [11.05 (2)]. All street trees must be listed on the approved City Street Tree List available in the Planning Department.		
10.	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.		

<b>MINIMUM SITE PLAN DETAILS</b>			
#	REQUIRED ITEM	COMMENTS	X    ✓
11.	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.		
12.	Method of stormwater management in accordance with City SWM Ordinance (Adopted 2002). Site plan should include, at a minimum, location and method of practice, including preliminary sizing and grading information. If a stormwater 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.		
13.	Storm sewer system should be shown to an adequate outfall and an easement provided.		
14.	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 feet outside the building, on the property line, and every 75 feet maximum spacing for a 4 inch sanitary sewer line and 100 feet maximum spacing for a 6 inch sanitary sewer line. Any landscaping shown on the landscaping plan should not be placed any closer than 10 feet to a body of water or sewer line.		
15.	All proposed water and sewer lines should be consistent with the City Master Water and Sewer Plan.		
16.	Water and sewer line size shall be labeled and should be tied into existing water and sewer lines in the public right-of-way.		
17.	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.		
18.	Show size, type, height and location of proposed sign(s).		

<b>GENERAL NOTES</b>			
#	REQUIRED ITEM	COMMENTS	X    ✓
1.	Note to identify property by plat book and page and/or deed reference.		
2.	Property's zoning. If property is split by two or more zoning districts, the line of demarcation should be shown.		
3.	Description of the proposed project with breakdown of use if multiple use.		
4.	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. For shopping centers and M-O projects, calculate Floor Area Ratio (F.A.R.).		

<b>GENERAL NOTES (Continued)</b>			
#	REQUIRED ITEM	COMMENTS	X    √
5.	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.		
6.	Notes indicating all work will be done so as to comply with Maryland Handicapped Code. In addition, plan should demonstrate compliance (i.e. dimension and grade of walks etc.)		
7.	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.		
8.	Any modification of the Zoning Ordinance necessary to gain approval of the subject site 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.		
9.	Accessory uses need to be shown on the site plan. These uses include heating and air conditioning units, sheds, garages and outbuildings.		

<b>EASEMENTS</b>			
#	REQUIRED ITEM	COMMENTS	X    √
1.	All easements need to be shown on the site plan and indicate the purpose of the easement.		
2.	All easements need to have the references of the recording location in the Frederick County Courthouse.		
3.	ADDITIONAL STAFF COMMENTS		

<b>SHOPPING CENTERS</b>			
#	REQUIRED ITEM	COMMENTS	X    √
1.	Applicant should refer to Section 4.04 (2) of the Frederick City Zoning Ordinance for additional requirements.		
2.	The applicant will need to provide architectural drawings of the shopping center for Planning Commission review.		
3.	ADDITIONAL STAFF COMMENTS		

<b>INDUSTRIAL PARKS (M-O ZONE)</b>			
<b>#</b>	<b>REQUIRED ITEM</b>	<b>COMMENTS</b>	<b>X    ✓</b>
1.	Applicant should refer to Section 4.04 (2) of the Frederick City Zoning Ordinance for additional requirements.		
2.	The applicant will need to provide architectural drawings for Planning Commission review.		
3.	ADDITIONAL STAFF COMMENTS		