



For Official Use Only	
PC Case Number:	
Hearing Date:	
Ad Date:	
Amount Paid: \$200	\$
Date Paid:	

Planning Department * 140 W. Patrick Street * Frederick, Maryland 21701 * 301.600.1499

PLANNING COMMISSION OFF-SITE PARKING APPLICATION

Please legibly print or type the following application in its entirety. Incomplete applications will not be accepted. **Submit the twelve (12) copies** of this application, and any supporting information, along with appropriate fees, by 3:00 pm of the application deadline date.

APPLICANT INFORMATION - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

PROJECT INFORMATION	
Project Location: (Street Address)	Project Name and site plan case number:
Total number of parking spaces required:	Number of spaces proposed off-site:
Location of off-site parking:	Distance from project site:
Current Zoning:	
Current Use:	Proposed Use:
CRITERIA FOR APPROVAL OF OFF-SITE PARKING	
Subsection 309(m)(4) states: <i>"No modification may be granted unless the Planning Commission or Department finds that:</i>	
A. The modification will not be contrary to the purpose and intent of the Code; and	

<p>B. The modification is consistent with the Comprehensive Plan; and</p>
<p>C. The application includes compensating design or architectural features so as to meet overall objectives of the particular requirement.</p>
<p>Subsection 607(c)(5) states: <i>“Off-street and off-site parking may be authorized by the Planning Commission provided all the following conditions are met:”</i> <i>(Please respond to each condition statement in the area provided - use additional paper if necessary.)</i></p>
<p>1. Off-site parking areas may be no more than 1,320 feet from a site as measured from the nearest point of the off-premise parking lot to the nearest point of the building, structure or use served by such parking lot. <i>(Please attach a scale rendering of the proposed off-site parking in relation to the subject site).</i></p>
<p>2. Except in the DR, DB or DBO districts, such off-premise parking spaces shall not exceed fifty (50) percent of the required parking.</p>
<p>C. The off-site parking property owner must have sufficient parking for all uses on the off-site lot in addition to the subject site.</p>
<p>D. If such off-premise parking spaces are not in the same ownership as the use being served by said parking spaces, then a duly executed and acknowledged written agreement between the owner of the off-site parking area and the owner of the use shall be submitted to the Planning Department. Said agreement shall assure the continued availability and usability of the off-premise parking for as long as required by the use and shall be recorded at the expense of the applicant with the Frederick County Register of Deeds.</p>
<p>E. Loss of the minimal number of committed off-site or on-site parking spaces will void any applicable zoning or occupancy certificate.</p>

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

I hereby attest that the information provided on and attached to this application is complete and correct.

Signature of Applicant/Agent

Date

AGENT AUTHORIZATION LETTER

I / WE, _____, representing
(Individual's name -- please type or print in ink)

(Corporate name, if applicable)

being the current owner(s) of the property legally described as follows:

do hereby designate and authorize _____
(Individual's name -- please type or print in ink)

representing, _____
(Corporate name, if applicable)

to act as my / our agent in applying to the City of Frederick for _____

_____ approval in conjunction with the

_____ project involving the property described above, and
to sign on my / our behalf all application forms and other documents which may be necessary for this purpose.

(Signature of property owner)

(Type or print name of signatory)

(Title and corporate name, if applicable)

State of _____, County of _____

The foregoing indenture was acknowledged before me this

_____ day of _____, 19 _____

by _____,
who is personally known to me, or who has produced

_____ as identification, and who did / did not take an oath.

_____, Notary Public, State of _____
(Notary's signature)

Commission No. _____ My Commission Expires: _____

Name of notary *(typed, printed, or stamped)* _____