

Department of Development Review and Planning
2025 Submittal Schedule for Frederick County Planning Commission

Submittal review items including but not limited to: Site Plans, Preliminary Plats, Preliminary Plat Extension, APFO, FRO, and Concept Plans

Initial submittals may be submitted at any time. The initial submission date is the last day to submit to be on track for the associated FCPC meeting.

It is the applicant's responsibility to submit materials as provided below to enable the project to stay on schedule.

Initial Submission ^{1,3} (Submit by 1st Thursday 12:00pm)	Staff Comments Due 3 week review (Thursday)	1st TAC Meeting ^{2,5} (Mon-Wed)	2nd Submission 2 week review Thursday 12:00pm ^{3,4,5,7} (2 weeks from 1st comments due)	2nd Submission Staff Comments Due ⁷ (2 week review)	2nd TAC Meeting ^{2,4,5} (Mon-Wed)	3rd Submission 2 week review, Thursday 12:00pm ^{3,7} (2 weeks from 2nd comments due)	3rd Submission Staff Comments Due (2 week review)	4th Submission 1 Week Review Thursday 12:00pm ^{3,7} (1 week from 3rd comments due)	4th Submission Staff Comments Due (1 week review)	Sign Posting ⁸ 30 Days before Planning Commision (Monday)	FCPC Submittal Materials and Project Renderings ^{6,7} (Monday)	FCPC MEETING ⁹ (2nd Wed)
January 2, 2025	January 23	January 27	February 6	February 20	February 24	March 6	March 20	March 27	April 3	April 14	April 21	May 14
February 6, 2025	February 27	March 3	March 13	March 27	March 31	April 10	April 24	May 1	May 8	May 12	May 19	June 11
March 6, 2025	March 27	March 31	April 10	April 24	April 28	May 8	May 22	May 29	June 5	June 9	June 16	July 9
April 3, 2025	April 24	April 28	May 8	May 22	May 27	June 5	June 18	June 26	July 3	July 14	July 21	August 13
May 1, 2025	May 22	May 27	June 5	June 18	June 23	July 3	July 17	July 24	July 31	August 11	August 18	September 10
June 5, 2025	June 26	June 30	July 10	July 24	July 28	August 7	August 21	August 28	September 4	September 8	September 15	October 8
July 3, 2025	July 24	July 28	August 7	August 21	August 25	September 4	September 18	September 25	October 2	October 13	October 20	November 12
August 7, 2025	August 28	September 2	September 11	September 25	September 29	October 9	October 23	October 30	November 6	November 10	November 17	December 10
September 4, 2025	September 25	September 29	October 9	October 23	October 27	November 6	November 20	November 26	December 4	December 15	December 22	January 14, 2026
October 2, 2025	October 23	October 27	November 6	November 20	November 24	December 4	December 18	December 26	January 2	January 12	January 20	February 11
November 6, 2025	November 26	December 1	December 11	December 26	December 29	January 8	January 22	January 29	February 5	February 9	February 16	March 11
December 4, 2025	December 26	December 29	January 8	January 22	January 26	February 5	February 19	February 26	March 5	March 9	March 16	April 8
2026												
January 2, 2026	January 22	January 26	February 5	February 19	February 23	March 5	March 19	March 26	April 2	April 13	April 20	May 13

- 1 - Initial submissions and/or resubmission submittals will not be accepted after 12:00 pm (noon) of the date of submittal. Initial submissions and/or resubmissions submitted after 12:00 pm (noon) on the submittal date will be placed on the subsequent or appropriate submittal schedule. Submissions that do not meet the submittal requirements, which are 1) minimum submission requirements per the Zoning Ordinance, Subdivision Ordinance, and relevant submission checklists, 2) payment of all appropriate fees (see fee ordinance), and 3) include appropriate APFO and FRO applications, will be deemed incomplete and will not be accepted for review. At such time all minimum submission requirements are met, the application will be placed on the subsequent or appropriate submittal schedule.
- 2 - Meeting dates can vary but should be scheduled within this timeframe, excluding weekends. Applicant will be notified of the date and time of the TAC meeting.
- 3 - Unless otherwise specified, submission dates falling on a date upon which County offices are closed will be due the following business day.
- 4 - After the 2nd TAC meeting a decision will be made whether an application may be placed on a shorter review cycle. If the application meets all initial submittal requirements (see item 1), no review agency is in resubmit, and the plan is satisfactory to the planner and his/her supervisor assigned to the application this may be considered.
- 5 - The TAC meeting will be scheduled, unless the applicant notifies the project planner that the TAC meeting is not desired.
- 6 - Planning Commission submission materials are due from the applicant and/or applicant's representative by this date. See Planning Commission Submission transmittal for requirements.
- 7 - Plans and unpaid fees that are not submitted by the required resubmittal deadline may not be accepted and application may be placed on the subsequent Initial Submittal schedule by the department.
- 8 - Signs may be withheld if the planner assigned the application, or his/her supervisor determines there are substantial remaining conditions of approval, or outstanding comments/approval from a review agency. APFO LOU must be signed by the applicant and returned to the County prior to this date for signs to be issued.
- 9 - Applications may be withheld from FCPC meeting if the planner assigned the application, or his/her supervisor determines there are substantial remaining conditions of approval, or outstanding comments/approval from a review agency.
- *Dates highlighted in gray are to alert the applicant to a shift in the standard schedule due to a holiday.