



# DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701 • (301) 600-1138

## ADMINISTRATIVE CONCEPT SITE PLAN

Application is made on the Application Portal <https://planningandpermitting.frederickcountymd.gov/>

Required for Submission: FRO Application and approval letter or email from Project Planner or Department Director to use the Administrative application

PLANNING (requiring staff review only)

\$269.00

Minimum information for plat submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission.

### Concept Plan Requirements

#### § 1-19-3.300.2 CONCEPT PLAN.

- (A) Where specified within the Zoning Ordinance, concept approval shall be required as the first step in the development approval process (§ [1-19-7.500\(D\)](#)).
- (B) Unless otherwise approved by the Zoning Administrator, the concept plan shall include the following elements:
  - (1) An application in a form acceptable to the Community Development Division;
  - (2) A map drawn at 1 inch equals 100 feet or greater scale showing property lines, all existing natural and man-made features, and a vicinity map;
  - (3) A map identifying the type and location of all proposed uses including:
    - (a) The generalized location, footprint, and exterior elevation of all proposed buildings including height, number of stories, number of attached units, and the location of doors and windows;
    - (b) All proposed parking locations and generalized information regarding the use of an alternate parking plan including shared, joint, community, or other means;
    - (c) The generalized location of all roadways, sidewalks, and other public or private facilities adjacent to and necessary for development of the site;
  - (4) Existing structures on all lots facing and adjacent to the proposed development including the height, setbacks;
  - (5) Photographs of the subject parcel and all facing and adjacent lots and structures used to determine height and setbacks.

### Sheet Composition Requirements

1. Vicinity Map (located top right) – Scale 1"=2000', with Tax Map, Parcel and Property Account # shown beneath Map
2. Title Block – Plan Type (Concept), Plan Title, Project Name, previous names in brackets, Type of Project, situated along..., Election District, Frederick County, and Planning Region (located bottom right corner)
3. Required Certifications (located along bottom if possible)
4. North Arrow, General Note(s) and Legend(s) (located far right)
5. Owner /Applicant address and phone # (located bottom left)
6. A 4"x4" space (located upper left corner of each sheet)
7. The [Development Review Routing Stamp](#) (located bottom right above title block)
8. Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more

### Standard General Notes for Concept Plan

1. Purpose Statement
2. Existing and Proposed use(s) as defined in 1-19-5.300 of the Zoning Ordinance
3. Property Address, Plat Book and Page #, Deed Liber Folio, Zoning District, Comprehensive Plan Land Use Designation, Planning Region
4. Total square footage of existing and proposed gross floor area and building footprint of each existing and proposed land use
5. Total area and lot dimensions, building restriction line – Required vs. proposed

6. Height and number of stories - Required vs. proposed
7. Dimensions and calculations of all loading, parking, and bicycle parking spaces – Existing, Required, and Proposed
8. FRO Easements and notes – Proposed and existing
9. Ag Preservation Easements and notes – Proposed and existing
10. Historic Resources
11. APFO notes, Trip Generation Table, and Traffic Impact Study counts, if applicable
12. Office of Life Safety notes, ADA notes, if applicable
13. DUSWM Notes - Sewer and Water Classification, Utility Demands
14. Health Department Notes (If applicable)
15. SWM Notes, Narrative
16. Environmental Notes, Soils Table
17. Summary of any Modification Requests
18. Previous FCPC Approval History

### Additional Plat Requirements

1. Digital Submission (PDF) uploaded per [Electronic Plan Submission Guide](#)
2. Plan Scale – min. 1"= 100', Sheet size – 24"x 36" landscape orientation unless approved by Staff
3. Soil Types denoted on plan on proposed site and 100' beyond the property line
4. Map of all land holdings involved in the application
5. Match line shown and labeled per Plan view sheet – for a 2 or more plan view sheet submittal
6. Board of Appeals case # is applicable w/ conditions – scanned
7. Joint or shared parking must be noted, if applicable
8. Existing information labeled and shown as dashed lines, extended 100' beyond the property line
9. Proposed information labeled and shown as solid lines
10. Existing and proposed topography labeled (elevations)
11. Existing natural features – steep slopes, rock outcrops, wooded areas, including specimen trees
12. Floodplain, wetlands, streams, and all applicable setbacks
13. Total number of residential units – by type and bedrooms for each type, if applicable
14. Location, type, and size of proposed common areas/green space/recreation facilities, if required
15. Location and paved width of ingress/egress to site, and all roadways to, from, and within site
16. Existing and proposed pedestrian connections – to and from, and within the site
17. Location and dimensions of all loading, parking and bicycle parking spaces – Required and Proposed
18. Parking drive aisle dimensions
19. Existing structures of lots facing and adjacent to proposed development showing average height and setbacks in table
20. Photographs of existing conditions of subject parcel and all lots facing and adjacent structures used in table

PAYMENTS: Payment may be made online using the Application Portal. You may also mail a check to the Department of Development Review and Planning, 30 North Market Street, Frederick, Maryland, 21701 or in person. Please make check payable to Frederick County and reference the Project Number. Fees may not be paid until notice to pay fees is received.