



DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND

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

SITE PLAN – TYPE 3

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

Required for Submission: Copy of email from Project Planner or Department Director. Completed NID required prior to submission.

PLANNING \$269.00

Minimum information for submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission. (Frederick County Code 1-19-3,300)

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 (Type 1), 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) 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) [Development Review Routing Stamp](#)
- 8) Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more

Standard General Notes for Type 3 Site 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 and Proposed
- 6) Height and number of stories - Required and 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) Landscaping Notes
- 18) Lighting Notes – Existing, Required, and Proposed
- 19) Signage Notes - Calculations and setback minimums of all signage - Existing, Required, and Proposed
- 20) Summary of any Modification Requests
- 21) Previous FCPC Approval History

Additional Plan Requirements

Minimum information for Type 3 Site Plan Submittal

- 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) Photometric Plan – showing foot candles, fixture, pole and base details, standard lighting notes
- 8) Location, design, number, and height of all outdoor lighting facilities – building mounted and pole mounted
- 9) Landscape Plan – street trees, parking area buffering, screening and landscaping, 20% canopy calculation
- 10) Landscape Plan – type and number of each species, emphasize native species and no invasive/exotic species
- 11) Signage calculations, location(s), and detail(s)
- 12) Existing information labeled and shown as dashed lines, extended 100' beyond the property line
- 13) Proposed information labeled and shown as solid lines
- 14) Existing and proposed topography labeled (elevations)
- 15) Existing natural features – steep slopes, rock outcrops, wooded areas, including specimen trees
- 16) Floodplain, wetlands, streams, and all applicable setbacks
- 17) Total number of residential units – by type and bedrooms for each type, if applicable
- 18) Location, type, and size of proposed common areas/green space/recreation facilities, if required
- 19) Location and paved width of ingress/egress to site, and all roadways to, from, and within site
- 20) Existing and proposed pedestrian connections – to and from, and within the site
- 21) Location and dimensions of all loading, parking and bicycle parking spaces – Required and Proposed
- 22) Parking drive aisle dimensions
- 23) All changes to previously approved site plan shown in red

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.