



DIVISION OF PLANNING & PERMITTING FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-1138 • Fax (301) 600-1645 <http://www.frederickcountymd.gov>

SITE PLAN - Type 3

Required for Submission: Copy of email from Project Planner of Division Director

PLANNING \$215.00

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

Submittal Checklist

- 1) Plan Scale – min. 1"=100', Sheet size –24"x36" unless approved by Zoning Administrator, plan must be clear and legible
- 2) Vicinity Map (located top right) – Scale 1"=2000', with Tax Map, Parcel and Property Account # shown beneath Vicinity Map
- 3) North Arrow
- 4) Title Block – Plan Title, Project Name, previous names in brackets, Type of Project, situated along..., Town/City of... with Election District, Frederick County, Maryland
- 5) Board of Appeals case # if applicable w/conditions (scanned/sticky)
- 6) Soil Types denoted on plan on proposed site and 100' beyond property line, Per Frederick County May 23, 2002 soil survey
- 7) Soil Map with Soil Legend (located top right near Vicinity Map) –Scale 1"=1000 or more
- 8) Match line shown and Labeled per Plan view sheet – For 2 or more plan view sheet submittal
- 9) Existing information labeled and shown as dashed lines, extended 100' beyond property line
- 10) Proposed information labeled and shown as solid lines
- 11) Existing and Proposed Topography shown - 2' or 5' intervals
- 12) Existing and Proposed Topography labeled (elevations)
- 13) Required Certification's - bottom right of plan if possible
- 14) General Note(s) and Legend(s) - far right side of plan if possible
- 15) Owner /Applicant address and phone # - bottom left of plan if possible

PAYMENTS: Payment may be made online on the Rhythm for Civics Portal, mailed to 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. Additional fees may be due per fee schedule FY2020