



**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>

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**ADMINISTRATIVE CONCEPT SITE PLAN**

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

PLANNING \$215.00

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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.

**Additional Plan Requirements:**

- 1) Vicinity Map (located top right) – Scale 1"=2000', with Tax Map, Parcel and Property Account # shown beneath Map
- 2) North Arrow
- 3) Title Block – Plan Title, Project Name, previous names in brackets, Type of Project, situated along..., Town/City of... with Election District, Frederick County, Maryland
- 4) Board of Appeals case # if applicable w/conditions (scanned/sticky)
- 5) Match line shown and Labeled per Plan view sheet – For a 2 or more plan view sheet submittal
- 6) Existing information labeled and shown as dashed lines, extended 100' beyond property line
- 7) Proposed information labeled and shown as solid lines
- 8) Existing and Proposed Topography shown and labeled- 2' or 5' intervals
- 9) Required Certifications - bottom right
- 10) General Note(s) and Legend(s) - far right
- 11) Owner /Applicant address and phone # - bottom left
- 12) Sheet size –24"x36"

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