



FREDERICK

PARKS & RECREATION

PARKS & RECREATION COMMISSION APPLICATION

Submit application and all backup information (optimized to reduce file size) to ssstamper@cityoffrederickmd.gov by 11 a.m. on deadline date.

Application Date:

List Organization & complete mailing address including zip code:

Applicant Contact Name:

Applicant Phone/Email address:

List names, organization, and emails for other representatives you would like to receive a meeting invite:

Describe request:

If applicable to the request, please provide:

Name of event:

Date of Event:

Event location:

Hours/time period:

**Complete only the portion of the application on the following pages that pertain to your request.

PUBLIC ART INSTALLATION REQUEST:

If applicable, date this project was presented to the Public Art Commission (PAC):
What was the PAC recommendation?:

If applicable, date this project was presented to the Historic Preservation Commission (HPC), and the HPC recommendation:

Is this project fully funded?

How will maintenance be addressed/City maintenance requested?

ALCOHOL SERVICE REQUEST:

What type/s of alcohol are you requesting to serve (circle)? Beer only Wine only
Beer & Wine Beer, Wine, Spirits

Has this event been held in the past? If yes, list dates and locations:

How will you address TIPS requirements?:

Will there be additional security?

Will there be a specific area for alcohol? If yes, list details.

Will the alcohol listed above be SOLD? (circle one) YES* No

*If yes, A vendor/peddler permit from the Building Department must be obtained.
Other restrictions/licenses may pertain to this request.

FEE WAIVER REQUEST:

Must be 501(3)(c) nonprofit. Attach waiver application packet to this submittal.

Provide details regarding request:

List which specific dates and times, and rental fees you are requesting to have waived:

Have you received a fee waiver for this event in the past? If yes, explain date and fees waived:

PARK/LAND MANAGEMENT CODE REQUEST:

Describe request and the recommendation you are seeking:

What City maintenance will be required:

MEMORANDUM OF UNDERSTANDING (MOU) OR OTHER REQUEST:

Describe request/Recommendation You are Seeking:

END OF OFFICIAL APPLICATION. The remaining pages are for applicant information only.

PARKS & RECREATION COMMISSION APPLICANT INFORMATION:

The Parks & Recreation Commission makes recommendations to the Historic Preservation Commission, Planning Commission, and/or Mayor and Board of Aldermen. The Office Manager for Parks & Recreation will be your contact to guide this project through the remaining process which may necessitate attendance at other meetings, and/or obtaining additional permits/licenses. [sstamper@cityoffrederickmd.gov](mailto:ssstamper@cityoffrederickmd.gov).

Requests for alcohol service must meet the following criteria:

Pursuant to Section 6-19 of the City Code, the Board of Aldermen may authorize the consumption of alcoholic beverages in a park or on any other public property: (A) in connection with a special event determined by the Board of Aldermen to be of significance to the City or (B) if, in the judgment of the Board of Aldermen, the consumption would not be contrary to the public interest.

Requests for fee waivers must meet the following criteria:

Pursuant to Section 6-13 of the City Code, the Board of Aldermen may, at the request of a non-profit organization, waive or reduce a fee for use of a park or other recreational facility after considering: (1) the benefit to the public and the City, and (2) the effect on and fairness to other users.

Requests for Parkland Requirement Waiver

Section 608(a)(3), The Parks and Recreation Commission and Planning Commission may recommend a waiver of the parkland requirements of Section 608 after considering the following:

- The existing parkland in the vicinity of the proposed development.
- For requests associated with townhouse and multifamily developments, the proposed private open space to determine if it is reasonably functional to serve the development; and
- If the area is identified in the Comprehensive Plan as locations for future parks.

Requests for fee in lieu of parkland must meet the following criteria:

Section 608(f)(1), the proposed parkland dedication is unsuitable for public recreation purposes based on the criteria of 608(c) through 608(e).

Requests for park dedication must meet the following criteria:

Section 608(b) Parkland Standards

- Parkland dedications in the amount of:
 - 1,000 square feet each new residential unit
 - 500 square feet for infill projects, Accessory Dwelling Units, and retirement communities.
- Parkland design shall be of neighborhood or community parks and will conform to standards in Table 608-1: Parkland Standards in the LMC.

Section 608(c) Location

- Parks shall be located such that:
 - Not less than 75% of the lots are within a ¼ mile.
 - No lot or dwelling is located further than ½ mile.

Section 608(d) Minimum Standards of Park or Open Space Land Dedicated

- Areas excluded from the parkland dedication requirements and not be counted towards meeting public or private parkland requirements:
 - Areas devoted to streets, drives, overhead utilities, or private yards.
 - Stormwater management pond unless explicitly approved by the Parks and Recreation Commission and Planning Commission.
 - Narrow strips of parkland without substantial demonstration as to its purpose and function to serve the general public.

Section 608(e) Review of Proposed Park Dedication

- No more than 70% of the required parkland to be dedicated shall be within the 100 year floodplain or have an average slope in excess of 8%.
- No more than 25% of the required parkland shall be within the 25 year floodplain or have an average slope in excess of 8%.
- For the purpose of meeting the minimum parkland requirement, nontidal wetlands shall not be counted.
- Areas in forest or proposed for afforestation/reforestation may be found suitable by the Planning Commission with the approval of the Mayor and Board.