



FREDERICK PLANNING

Planning Commission 2023-2024 DEADLINE SCHEDULE

STANDARD TRACK

Applicable to All Final Site Plans, Preliminary Plats for Residential or Mixed-Use projects of 10 or fewer lots, Preliminary Plats for Nonresidential projects, Final Subdivision Plats*, Forest Conservation Plans, Zoning Map Amendments, and Text Amendments***

<u>Initial Submittal</u> (1)	<u>DRC Meeting</u> (2)	<u>First Resubmittal</u> <u>Deadline</u> (3)	<u>PC Workshop</u> (4)	<u>Second Resubmittal</u> <u>Deadline</u> (5)	<u>Pre-Planning</u> <u>Commission</u> <u>Meeting</u> (6)	<u>PC Hearing</u> (7)
01-23-2023	02-27-2023	03-27-2023	04-17-2023	05-01-2023	06-09-2023	06-12-2023
02-27-2023	03-27-2023	04-24-2023	05-15-2023	Tues. 05-30-2023	07-07-2023	07-10-2023
03-27-2023	04-24-2023	05-22-2023	Tues. 06-20-2023	07-03-2023	08-11-2023	08-14-2023
04-24-2023	05-22-2023	06-26-2023	07-17-2023	07-31-2023	09-08-2023	09-11-2023
05-22-2023	06-26-2023	07-24-2023	08-21-2023	Tues. 09-05-2023	10-06-2023	10-09-2023
06-26-2023	07-24-2023	08-28-2023	09-18-2023	10-02-2023	Thurs. 11-09-2023	11-13-2023
07-24-2023	08-28-2023	09-25-2023	10-16-2023	10-30-2023	12-08-2023	12-11-2023
08-28-2023	09-25-2023	10-23-2023	11-20-2023	12-04-2023	01-05-2024	01-08-2024
09-25-2023	10-23-2023	11-27-2023	12-18-2023	Tues. 01-02-2024	02-09-2024	02-12-2024
10-23-2023	11-27-2023	Tues. 12-26-2023	Tues. 01-16-2024	01-29-2024	03-08-2024	03-11-2024
11-27-2023	Tues. 12-26-2023	01-22-2024	Tues. 02-20-2024	03-04-2024	04-05-2024	04-08-2024
Tues. 12-26-2023	01-22-2024	02-26-2024	03-18-2024	04-01-2024	05-10-2024	05-13-2024

Important Information

- 1) **Initial Submittal:** Complete applications, including all fees, must be filed by no later than 3 pm on the date in the Initial Submittal column (1) above in accordance with the procedures established on the Planning Department's webpage.

Development Review Conference (DRC) Meeting: Meeting with staff to discuss the outstanding issues associated with the plan. The DRC schedule will be published on the Planning Commission's webpage and Applicants will be notified one week in advance of the date in the DRC Meeting column (2).

- 2) **First Resubmittal Deadline:** Deadline date for submitting revised plans addressing staff DRC comments.
- 3) **Planning Commission Workshop:** Pending the completion and resolution of all DRC comments, the application will be scheduled for a workshop with the Planning Commission. Workshops are held at City Hall located at 101 N Court Street beginning at 2:00pm unless otherwise noted on the monthly agenda.
- 4) **Second Resubmittal Deadline:** Deadline date for submitting revised plans after PC Workshop meeting for presentation at the PC hearing.
- 5) **Pre-Planning Commission Meeting:** The Friday before the public hearing, a Pre-Planning Commission meeting will be held virtually beginning at 3:00pm unless otherwise noted on the monthly agenda.
- 6) **PC Hearing:** All Planning Commission hearings are held at City Hall located at 101 N Court Street, beginning at 6:00pm unless otherwise noted on the monthly agenda. Please note that some application types require two public hearings. If two public hearings are required, the second will be scheduled for the subsequent month unless otherwise noted.

PUBLIC NOTICE: All applications are subject to the public notice requirements provided in Section 301, Tables 301-1 of the Land Management Code.

All meeting agendas are published one week in advance of the meeting and can be found on the City's website at <http://www.cityoffrederick.com/index.aspx?NID=348>

***Minor site plans in accordance with Section 309 of the LMC and final plats reviewed by the Department in accordance with Section 505 of the LMC must be submitted in accordance with the initial submittal deadlines and will follow the schedule through the DRC meeting. Resubmissions of staff level applications must be made in accordance with the monthly submittal deadline date.**

****Individual project timelines may vary. For update scheduling information, please contact the Case Planner assigned to the project.**