



For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid:	\$
Date Paid:	

## MIXED-USE/PLANNED DEVELOPMENT APPLICATION

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to [drcdigital@cityoffrederickmd.gov](mailto:drcdigital@cityoffrederickmd.gov) on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. One digital plan must be submitted to [sparker@cityoffrederickmd.gov](mailto:sparker@cityoffrederickmd.gov). Please make sure all files submitted are legible. Incomplete applications will not be accepted.

\*Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Questions, please contact Jess Murphy at [jmurphy@cityoffrederickmd.gov](mailto:jmurphy@cityoffrederickmd.gov).

<b>APPLICANT INFORMATION - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.</b>	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>OWNER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>DEVELOPER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

<b>PROJECT INFORMATION (See Table 1102-1 of the LMC)</b>	
Project Name:	Tax ID:
Project Location:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing Zoning:	Existing Land Use:
Existing # of Lots:	Proposed Number of Lots:

<b>Project Description:</b>

**FOREST CONSERVATION INFORMATION**

Please answer the following yes or no questions (provide additional information where requested):

1. This project is exempt from Forest Conservation requirements per Section 721 (7) of the LMC?  
 (Please indicate if an exemption request has been submitted, and approval date if already approved.)

2. This project is not exempt from Forest Conservation requirements and the appropriate Forest Conservation Plan has been submitted.  
 (Please indicate FC - Case Number & approval date if already approved.)

**FLOODPLAIN & WETLANDS INFORMATION**

Please answer the following yes or no questions (provide additional information where requested):

1. Does the lot contain any non-tidal wetlands?  
 \*Note source of the information.

2. If yes, will there be any wetland disturbance?

3. Does the lot contain any 100-year floodplain areas?  
 \*\* Note source of the information.

4. If yes, will there be any floodplain disturbance?

5. Has a floodplain permit application been submitted to MDE? Note Application No.

**FEES**

Type of Review	Base Fee	Fee per Acre & Unit	Number of Units or acres	Total Unit or Acre Fee	Total Fee
PND/MXE/Master Plan (Greater than 25 acres) Nonresidential portion Residential portion	\$3,500.00	+\$20.00/acre +\$20.00/unit			
Master Plan (Less than 25 acres) Nonresidential portion Residential portion	\$1,500.00	+\$20.00/acre +\$20.00/unit			
Master Plan Revisions Nonresidential portion  Residential portion	\$1,500.00	+\$10.00/acre of changed area only +\$10.00/unit of changed area only			
Mixed-Use Employment (MXE) Phase I: Concept Plan Phase	\$3,200.00	+\$20.00 acre			
Phase II: Execution Phase	\$1,700.00	+\$20.00 acre			
MXE Concept Plan Revision P.C. and M&B approval required  P.C. approval only required	\$1,500.00  \$800.00	+\$10.00/acre of changed area only  +\$10.00/acre of changed area only			

MXE Execution Phase Revision					
P.C. Approval of Design Standards/Notes Changes	\$700.00				
Staff Approval of Minor Modifications	\$600.00				
Master Plan Revision					
Changes to Phasing, Design, Standards, or Notes	\$800.00				
Staff Approval for Minor Modifications	\$700.00				
Modifications Requests	\$150.00				

**\*The Fish and Wildlife maps are not an adequate source.**

**\*\*Cite the appropriate floodplain study performed on site.**

I hereby attest that the information provided on and attached to this application is complete and correct.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Date