

Table A-1: Required Application Packages for Major Development Applications
“X” means item is required unless waived

	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Land Use application	X	X	X	X	X	X	X	X	X
Application fees and deposit	X	X	X	X	X	X	X	X	X
Agreement for Payment	X	X	X	X	X	X	X	X	X
Pre-application conference form	X	X	X	X	X	X		X	X
Petition	X					X			
Title commitment	X	X	X	X	X	X			
Notice of Application:									
a. Surrounding and interested property ownership report	X	X	X	X	X	X		X	X
b. Stamped/addressed envelopes for all property owners within required notice distance of the perimeter of the subject property	X	X	X	X	X	X		X	X
Written summary of neighborhood meeting	X	X	X	X	X	X		X	X
Concept plan	X								
Impact report	X								
Letter of Intent	X	X	X	X	X	X	X	X	X
Review criteria analysis	X	X	X	X	X	X		X	X
Utility capacity needs statement				X					
Utility letters of commitment to serve				X					
Property tax statement	X								

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Assessment report	X								
24” x 36” plan sets–folded to 9”x 12”	X	X	X	X	X	X	X	X	X
Transportation impact study				X					
Preliminary grading plan				X					
Preliminary drainage plan				X					
Master utility plan				X					
Storm water management plan				X					
Landscape Plan				X					
Phase 1 Environmental assessment	X			X					
Market and/or land supply analysis									X
Statement of mineral rights disposition	X	X	X	X	X				
Statement of Historical Use of Water Rights	X								
Historical survey of structures 50 years and older	X		X	X					
Covenants and/or design guidelines				X	X				
Flood Plain Study				X					
Water model for fire flow requirement – Contact Town of Frederick Engineering Department				X					

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	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Supplemental Notice of Public Hearing: a. Mailing list and envelopes for County and special districts	X								X
Notice of Public Hearing: a. Mailing list and envelopes for mineral interest owners		X	X	X	X	X	X		X
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X	X	X	X		X
c. Adjacent property owners	X	X	X	X	X	X	X		X
Notice of Referral: a. Mailing list and envelopes for mineral interest owners		X	X	X	X	X			X
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X	X	X			X
c. Mailing list and envelopes for referral agencies as identified in pre-application conference		X	X	X	X	X			X
CD-Rom containing all application documents	X	X	X	X	X	X	X	X	X
CD-ROM containing all legal descriptions – text to be in uppercase	X	X	X	X	X	X	X		X

Table A-2: Required Plan Information for Major Applications
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	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Project title	X	X	X	X	X	X			X
North arrow	X	X	X	X	X	X			X
Scale	X	X	X	X	X	X			X
Identify owners and consultants working on project	X	X	X	X	X	X	X		X
Signature blocks	X	X							
Vicinity map w/ 1.5 mile radius	X	X	X	X		X			X
Legal description	X	X	X	X	X	X			X
Legend	X	X	X	X	X	X			X
Basis for establishing bearing	X	X	X	X	X	X			
Total acreage of the property	X	X	X	X	X	X	X		X
Project boundary	X	X	X	X	X	X			X
Town boundaries	X								X
Label land uses on and adjacent to the property	X				X				X
Existing/proposed ROW on and adjacent to the property	X	X	X	X	X	X			X
Existing/ proposed street names for all streets on and adjacent to the property	X	X	X	X	X	X			X

Table A-2: Required Plan Information for Major Applications
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	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Existing/proposed easements on and adjacent to property labeled and dimensioned			X	X	X	X			
Existing/proposed water lines				X		X			
Existing/proposed sewer lines				X		X			
Existing/proposed fire hydrants				X		X			
Lot and block layout with dimensions and square footage for each lot				X	X	X	X		
Open space/trail connections			X	X	X				X
Ditches/bodies of water	X		X	X	X	X			X
Adjacent properties identified by subdivision name/zoning district	X	X	X	X	X	X			X
2' existing USGS topographic contours			X	X					
Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements	X [#]			X ^{##}					

[#] Accuracy of 1:50,000 minimum for linear and angular bearings closure for the boundary. All internal lots, tracts, or parcels shall have a closure accuracy of 0.01. Dimensions shall be shown to the nearest 0.01 inches or in the case of degrees nearest second.

^{##} Accuracy of 1:10,000 minimum.

Table A-2: Required Plan Information for Major Applications
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	Annexation	Zoning	Sketch Plan	Preliminary Plat	Preliminary Development Plan	ROW or Easement Vacation	Waiver/Variance	Code Amendment	Comp. Plan Amendment
Location and approximate acreage of proposed land uses			X		X				X
Location of existing surface improvements			X	X					
Existing/proposed curb cuts on and adjacent to property			X	X	X				
Floodplain boundary	X		X	X	X				
Geologic hazards			X	X	X				
Location and acreage of sites to be dedicated for parks, schools, or other public uses			X	X	X				X
Existing/proposed zoning on and around the property	X	X	X		X				X
Land use table	X		X	X	X				X
Total number of lots				X	X				
Number of each type of dwelling unit proposed				X	X				
Master utility plan				X					
Preliminary landscape plan				X	X				
Mineral rights ownership	X		X	X					

Table A-3: Required Application Packages for Minor Development and Administrative Applications
“X” means item is required unless waived

	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Land Use application	X	X	X	X	X	X	X	X	X
Application fees and deposit	X	X	X	X	X	X	X	X	X
Agreement for Payment	X	X	X	X	X	X	X	X	X
Pre-application conference form	X	X	X	X	X	X	X	X	X
Title commitment	X	X	X	X	X	X	X	X	
Notice of Application:									
a. Surrounding and interested property ownership report	X	X	X	X	X	X		X	X
b. Stamped/addressed envelopes for all property owners within required notice distance of the perimeter of the subject property	X	X	X	X	X	X		X	X
Written summary of neighborhood meeting	X	X	X	X	X	X			X
Letter of Intent	X	X	X	X	X	X		X	X
Review criteria analysis	X	X	X	X	X	X		X	X
Utility capacity needs statement				X					
Utility letters of commitment to serve				X					
24" x 36" plan sets–folded to 9"x 12"	X	X	X	X	X	X	X	X	X
Transportation impact study	X		X	X	X				
Final grading plan	X		X	X	X				
Final drainage plan	X		X	X	X		X		

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	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Soils report	X		X	X	X				
Master utility plan	X		X	X	X				
Storm water management plan	X		X	X	X				
Landscape Plan	X	X	X	X	X				
Statement of mineral rights disposition	X	X	X	X		X			
Photometric lighting analysis				X	X				
Acoustical analysis				X	X				
Elevations/Material Board				X	X				
Covenants and/or design guidelines	X	X	X	X		X			
Flood Plain Study	X		X	X					
Water model for fire flow requirement – Contact Town of Frederick Engineering Department	X		X	X	X				
Notice of Public Hearing:									
a. Mailing list and envelopes for mineral interest owners	X	X	X	X		X			
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X					
c. Adjacent property owners	X	X	X	X					

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	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Notice of Referral:									
a. Mailing list and envelopes for mineral interest owners	X	X	X	X	X	X			X
b. Mailing list and envelopes for irrigation ditch companies	X	X	X	X	X	X			X
c. Mailing list and envelopes for referral agencies as identified in pre-application conference	X	X	X	X	X	X			X
CD-Rom containing all application documents	X	X	X	X	X	X			X
CD-ROM containing all legal descriptions – text to be in uppercase	X	X	X	X	X	X			

Table A-4: Required Plan Information for Minor Development and Administrative Applications
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	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Project title	X	X	X	X	X	X	X	X	X
North arrow	X	X	X	X	X	X	X	X	X
Scale	X	X	X	X	X	X	X	X	X
Identify owners and consultants working on project	X	X	X	X	X	X	X	X	X
Signature blocks	X		X	X	X	X			
Vicinity map w/ 1.5 mile radius	X	X	X	X	X	X			X
Legal description	X	X	X	X	X	X	X	X	X
Legend	X	X	X	X	X	X	X	X	X
Basis for establishing bearing	X	X	X	X	X	X			
Total acreage of the property	X	X	X	X	X	X			X
Label land uses on and adjacent to the property		X		X	X				X
Existing/proposed ROW on and adjacent to the property	X		X	X	X	X			X
Existing/ proposed street names for all streets on and adjacent to the property	X	X	X	X	X	X			X
Existing/proposed easements on and adjacent to property labeled and dimensioned	X		X	X	X	X	X	X	X

Table A-4: Required Plan Information for Minor Development and Administrative Applications
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	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Existing/proposed water lines	X		X	X	X	X	X	X	X
Existing/proposed sewer lines	X		X	X	X	X	X	X	X
Existing/proposed fire hydrants	X		X	X	X	X	X	X	X
Location of backflow prevention devices				X	X				
Location of electric service and meter				X	X				
Lot and block layout with dimensions and square footage for each lot	X	X	X	X	X	X	X		X
Open space/trail connections	X	X	X	X	X	X			
Adjacent properties identified by subdivision name/zoning district	X	X	X	X	X	X			X
Location and approximate acreage of proposed land uses		X							
Monument location and description	X		X	X	X	X	X		X
Bearings, distances, chords, radii, central angles and tangent links for the perimeter and all lots, blocks, rights-of-way and easements	X^{##}		X	X	X	X	X		X

^{##} Accuracy of 1:10,000 minimum.

Table A-4: Required Plan Information for Minor Development and Administrative Applications
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	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Ditches/bodies of water	X	X	X	X	X	X			
Floodplain boundary	X	X	X	X	X	X			
Location of existing surface improvements		X	X	X	X	X	X		X
Existing/proposed curb cuts on and adjacent to property		X	X	X	X	X	X		X
Geologic hazards	X	X	X	X	X	X			
Location and acreage of sites to be dedicated for parks, schools, or other public uses		X							
Existing/proposed zoning on and around the property	X	X	X		X	X			
Land use table	X	X	X	X	X	X			X
Total number of lots	X	X	X	X		X			
Number of each type of dwelling unit proposed		X							
Final landscape plan				X	X				
Mineral rights ownership	X		X			X			

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	Final Plat	Final Development Plan	Minor Subdivision	Conditional Use	Site Plan	Subdivision Amendment	Plot Plan	Minor Modification	Temporary Use
Footprint (including roof overhangs, eaves, decks, balconies, outside stairs and landings) of all proposed structures				X	X		X	X	X
Location and specifications of all signs		X		X	X				X
Trash enclosure location and details				X	X				X
Traffic controls and striping				X	X				X