



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

POM DISTRICT USE AND DESIGN STANDARDS

Schedule P

(Last Revised: January 1, 2021)

Submittal Requirements:

Case No. ZS – 20__ – ____

Office Use Only

- Attach this form to the original site plan or development plan application.
- Include electronic copy of this schedule with the electronic site plan or subdivision application.
- No additional copies are required beyond those required for the plan application itself.
- Filing fee is included in the site plan or development plan fee.

Name and Description of Project: _____

Location of Property: _____ Zoning District: _____
 (Please include street address, if known)

Engineering/Survey Company Name: _____

Contact Person: _____ Email: _____

Telephone: _____ Fax: _____

This Chart for Staff Use Only	1 st Review	2 nd Review	3 rd Review
Date Accepted for Processing			
Review Date			
Returned to Design Firm			

Article 4, Section F.2b(5) of the Land Management Code sets limitations on uses in the POM (Planned Office Mixed) Zoning District specifically identified in the Land Use Chart in order to maintain the hybrid office/commercial intent of the district.

Exemption: None.

Instructions to Engineer/Surveyor: In the column marked “Engineer/Surveyor,” identify each page which the required item appears on the plan. For items that appear on each page of the plan, use “All.” If the item is not applicable, address as not applicable in a note on the plan and reference the page of the plan on which the note appears in the column below. Only addressing the issue as “not applicable” in this checklist is insufficient.

LMC Section	Ordinance Requirements	Engineer/Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK 0 = Incomplete N/A = Not Applicable
4.Z	Zoning District: POM (not applicable in other districts).					
4.F.2.b(5)(a)	Uses identified with reference to this in the use chart, except restaurants, shall not exceed 25% of the GFA of the building.					

LMC Section	Ordinance Requirements	Engineer/ Surveyor	1 st Review	2 nd Review	3 rd Review	Review Key ✓ = OK O = Incomplete N/A = Not Applicable
4.F.2.b(5)(b)	Not exceed in the aggregate 20% of the gross floor area of a group of adjacent buildings under common ownership or a group of buildings designed and approved as a unified development or business park, as designated on the approved site plan(s) or development plan.					
4.F.2.b(5)(c)	Gasoline service stations are not permitted in the POM District, including incidental sales associated with a convenience store.					
4.F.2.b(5)(d)	Retail uses shall not be the sole occupant of a structure.					
4.F.2.b(5)(e) and 5.1.9	When a property that is located in the POM district is the subject of a development plan for subdivision that was approved prior to January 1, 2009, the design standards found in the chart in Subsection 6.b. shall be applied on a lot-by-lot basis. Site plans submitted for developments with multiple buildings on one lot shall be subject to these standards. All other general design guidelines relating to materials, outdoor uses, location of parking and other standards shall continue to apply.					

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