



CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

CAR SALES/RENTAL DESIGN STANDARDS

Schedule B

(Last Revised: January 1, 2021)

Submittal Requirements:

Case No. ZS – 20__ – ____

- Attach this form to the original site plan or development plan application.
- Include an 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.

Office Use Only

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			

The introduction of an automobile and/or truck sales and/or rental facility to a property requires compliance with specific development and design standards. Motor vehicle sales and rental facilities are often some of the most highly visible commercial uses in commercially zoned corridors, and oftentimes existing developed properties are secured with the intention to adaptively reuse them for this use. Frequently, previously developed properties do not comply with current parking and landscaping standards, access is uncontrolled, and identified parking is limited or non-existent.

Article 4 (Zoning) of the Land Management Code, Section F.2.B(8) sets specific design standards for car and/or truck sales and/or rental facilities. For a raw-land new construction, these standards will be mostly duplicative of current parking standards. This checklist is provided to ensure the site plan you provide meets all of those requirements.

Exemption:

Has this property been used legally (in compliance with zoning, licensing, building permits and all other legal requirements) for a motor vehicle sales and/or rental facility within the last five years? Has there been an intervening use of the property other than motor vehicle sales or rental, since the sales or rental facility was last conducted at this location? If the answer is yes to the first question and no to the second, then this property is exempt from the design standards, per Section F.2.B(8)(f).

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: _____ Is this use permitted in this zoning district by right, by special exception or enumerated use in an approved overlay district? If a special exception or zoning overlay is required, has it been secured?					
4.F.2.b(8)(a) and (d), and Article 5, Section I	Provide landscaped buffers for all parking and inventory display or storage areas in accordance with the requirements of Article 5 of the Land Management Code, both in required minimum buffer widths and required landscape plantings. Typically this requires 10 feet of landscaped buffer along public street frontages and property lines. The Planning Commission may entertain requests to reduce the landscaping requirements (see below).					Show on the landscaping plan required by the site plan or minor site plan this is attached to. The Landscaping Plan will require completion and inclusion of Schedule A.
4.F.2.b(8)(b)	Provide sufficient employee and customer parking and install signage identifying parking for customers and employees, and provide adequate on-site traffic circulation for safe and orderly egress from and ingress to the site.					
4.F.2.b(8)(c)	All on-premise business signs shall be professionally designed and constructed for long-term use.					Embed illustrations in the site plan.
4.F.2.b(8)(d)	A site plan is required, and will be reviewed and approved by the Planning Commission in accordance with the provisions of Article 5. A minor site plan will be required for disturbance under 5,000 square feet and A standard site plan is required over 5,000 square feet.					Attach this schedule to the site plan or minor site plan application form.
4.F.2.b(8)(d)	The Planning Commission may reduce or waive provisions of the landscaping and design requirements based on unique site conditions, practical difficulties, or presentation of an alternate plan that achieves the intent of the Ordinance requirements. The property cannot be used for the motor vehicle sales or rental use until the site plan is approved and any required improvements are completed. Vehicles will not be stored or displayed in buffer areas.					Provide narrative explaining the necessity of the requested reductions/waivers.
4.F.2.b(8)(d)	Vehicles will not be stored or displayed in buffer areas.					Acknowledge in notes.
4.F.2.b(8)(e)	Is the property in the CL (Commercial Local) Zoning District? If so, all for-sale inventory, vehicles awaiting preparation for sale or on site for service must be stored indoors. Only employee and transient sales/rental customer parking is permitted outdoors. Warehousing of motor vehicles is not permitted in the CL District, automobile and truck rental is prohibited in the CL District, and the rental or sale of recreational vehicles and/or boats are not permitted in the CL District.					Address compliance in the site plan notes.

City of Hagerstown, Maryland
Planning and Code Administration Department

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