

MASTER DEVELOPMENT PLAN APPLICATION PACKAGE



Frederick County, Virginia

Department of Planning and Development
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Please read all instructions carefully.

*If you have any questions regarding this application, please feel free to
contact us at (540) 665-5651.*

MASTER DEVELOPMENT PLAN PROCESS

What is a Master Development Plan?

A master development plan (MDP) is a conceptual layout to promote orderly and planned subdivision and development of property within Frederick County. It is the purpose of the MDP to ensure that such development occurs in a manner that suits the characteristics of the land, is harmonious with adjoining property and is in the best interest of the general public. The MDP shall be used to illustrate the characteristics of the property proposed for subdivision and/or development and of surrounding properties and ensure that the requirements of the County Code have been satisfied.

When is a Master Development Plan Required?

In accordance with [§165-801](#) of the Frederick County Zoning Ordinance, a MDP may be required before land is developed or subdivided. A MDP should be approved by Frederick County before the development or subdivision of any land in any zoning districts except the RA (Rural Areas) Zoning District. The MDP shall include all contiguous land under single or common ownership.

The Director of Planning and Development may waive the requirement for master development approval in certain limited circumstances ([165-801.03](#)). Requests for a waiver of the MDP requirement should use page 18 as applicable.

INSTRUCTIONS AND STEPS FOR APPROVAL

1. Pre-Application Conference and Technical Review Committee:

Prior to the official submission or preparation of an MDP, the applicant may schedule a meeting with the Planning and Development staff to discuss the plan proposal. The purpose of the pre-application conference is to discuss the nature of the proposal in relation to the requirements of the Code of Frederick County and to discuss the preparation of an MDP.

Following a pre-application meeting, the applicant may attend a Technical Review Committee (TRC) meeting. The TRC is composed of representatives from the County, local utilities, and other outside agencies (such as VDOT) and allows applicants to discuss the concepts and design issues with all relevant review agencies prior to a formal submission of an MDP. Applicants are not required to meet with the TRC, however, the TRC serves as a mechanism that helps streamline the master development plan review process by providing instant feedback on potential design issues.

The Technical Review Committee meets every first and third Thursday of each month. Applicants should contact Planning and Development to understand the TRC submission requirements and be placed on the first available agenda.

3. Review Agency Comments and Application Submission:

Planning and Development will determine which agency review comments are required after receiving the MDP application and supporting materials (digitally). Planning staff will distribute digital copies of all application materials and a comment sheet to the required review agencies for comments electronically. Comments are to be returned to Planning electronically, and will be compiled with other agency comments, including Planning and Development, and distributed to the applicant within 30 days. It is the responsibility of the applicant to fully engage with the agencies and understand the requirements and/or possible improvements to the site that are being required by the responding agencies.

Typical Review Agencies (varies based on scope and location):

- Frederick County (FC) Public Works
- FC Building Inspections
- FC Fire Marshal
- FC Parks and Recreation
- Frederick Water
- Virginia Department of Transportation (VDOT)
- Winchester Regional Airport
- City of Winchester
- Town of Middletown
- Town of Stephens City
- Frederick County Public Schools (FCPS)

Each applicable review agency will review the MDP to determine if it has all the necessary information. If information is missing or incomplete, the review agency will contact the applicant directly and copy Planning and Development staff. The MDP checklist included in this package specifies the information required to be shown on or attached to an MDP. Subsequent reviews may be required to ensure agency comments are fully addressed. Resubmissions will be provided to all agencies regardless of comment status to ensure agency approval remains "valid."

Plans which do not address all checklist items may not be distributed for comments until the applicant addresses completeness.

4. Final Master Development Plan:

Following review of the MDP by Planning and Development and applicable review agencies, the applicant must submit three (3) hard copies of the final MDP to be signed by the Planning Director and the County Administrator. A digital (PDF) copy of the plans is also required. The applicant will be notified by letter of the final approval and one (1) copy of the signed final master development plan will be returned to the applicant.

MDP APPLICATION CHECKLIST

The checklist shown below specifies the information which is required to be submitted as part of the MDP application. The Department of Planning & Development will review the application to ensure that it is complete prior to accepting it. If any portion of the application is not complete, it will be returned to the applicant(s).

- _____ (1) Digital copy of all application materials. Electronical materials may be provided on a flash drive, client FTP site, or email.
 - Application form with signature
 - MDP set
- _____ (2) Four (4) hard copies of the plan for review with sign and seal. Three (3) full size plan set shall be provided to Planning and Development and one (1) full size plan set should be provided to VDOT (2275 Northwestern Pike Winchester, Virginia, 22603).
- _____ (3) MDP review fee (check) made out to the Treasurer of Frederick County.



MASTER DEVELOPMENT PLAN APPLICATION
FREDERICK COUNTY, VIRGINIA

- Department of Planning & Development Use Only -

Application # _____ Date Application Received: _____

Fee Amount Paid \$ _____ Initials: _____ Receipt # _____

1. Project Title: _____

2. Applicant/Designer:

Name: _____ Telephone: _____

Address: _____

Email: _____

3. Property Owner (if different than above):

Name: _____ Telephone: _____

Address: _____

Email: _____

4. Other Interested Parties (such as a contract purchaser) (please attach additional page(s) if necessary):

Name: _____

Specific Contact Person if Other than Above: _____

Address: _____

Telephone: _____ Email: _____

5. Please list names of all owners, principals, and/or majority stockholders:

6. Property Location:_____

(Give State Route # and name, distance and direction from intersection)

7. Is this an original or amended Master Development Plan?

Original _____ Amended _____, Previous MDP# _____

8. Property Information:

Property Identification Number(s):	
Total acreage of the parcel(s):	
Total acreage of the parcel(s) to-be-developed (disturbed area):	
Current zoning designation(s) and acreage(s) in each designation:	
Proposed Use(s):	
Magisterial District(s):	

9. If residential uses are proposed, provide the following:

Density:	
Housing Type(s):	
Number of Units/Housing Type(s):	

10. Adjoining Property use and zoning:

	Zoning:	Use:
North:		
South:		
East:		
West:		

I have read the material included in this package and understand what is required by the Frederick County Department of Planning and Development. I also understand that the

master development plan shall include all contiguous land under single or common ownership. All required material will be complete prior to the submission of my master development plan application.

I (we) hereby certify that this application and its accompanying materials are true and accurate to the best of my (our) knowledge.

Applicant(s): _____ Date: _____

_____ Date: _____

Owner(s): _____ Date: _____

_____ Date: _____

If additional signature lines are necessary, such as if more than two people are owners, please use additional copies of this page.

**A signed Power of Attorney form is required if someone is signing on the owner(s) behalf.*

MASTER DEVELOPMENT PLAN CONTENTS CHECKLIST

The MDP Checklist ([§165-801.05](#)), as outlined in the Zoning Ordinance and shown below, lists the information which is required to be on each MDP. MDP's that are incomplete or missing information will be returned to the applicant (s) for revision.

Administrative Information Checklist

- _____ 1. Name of proposed development.
- _____ 2. Name, address, email, and telephone number of owner.
- _____ 3. Name, address, email, and telephone number of developer.
- _____ 4. Name, address, email, and telephone number of designer.
- _____ 5. Signed certificate of surveyor, engineer, or architect.
- _____ 6. Date plan prepared and date of revisions.
- _____ 7. A listing of all conditions placed on the site as a result of a conditional zoning approval. Rezoning file number should be cited.
- _____ 8. A space labeled "Approved by the Director of Planning and Development" for the approval signature and date of approval.
- _____ 9. A space labeled "Approved by the County Administrator" for the approval signature and date of approval.
- _____ 10. Magisterial District.
- _____ 11. Sheet size less than 42 inches.
- _____ 12. Description of any changes made since approval of any prior MDP's.
- _____ 13. A conceptual plan, showing the location and arrangement and approximate boundaries of all proposed land uses

General Information Checklist

- _____ 1. Location map (scale 1:2000).
- _____ 2. Scale of the MDP is not to exceed 1:100.
- _____ 3. North Arrow.
- _____ 4. Legend describing all symbols.
- _____ 5. Surveyed boundaries of all lots and parcels, certified by a certified Virginia surveyor, architect or engineer, with all dimensions in feet and decimals of feet.
- _____ 6. Acreage of all parcels included in the MDP.
- _____ 7. Topography contour lines at acceptable intervals.
- _____ 8. A schedule of phases, boundary of phases, and order of development.
- _____ 9. Use, zoning, and property owner of all adjoining properties, including parcels across road right of ways.
- _____ 10. Location of proposed uses (location, boundaries, arrangement).
- _____ 11. The location and treatment proposed for all historical structures and sites recognized as significant by the Frederick County Board of Supervisors or as identified on the Virginia Historical Landmarks Commission Survey for Frederick County.
- _____ 12. History of all land divisions in relation to this tract.
- _____ 13. Acreage, Location and boundaries of environmental features: floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, woodlands.
- _____ 14. Amount and percentage of disturbed and protected land in common open space.

Residential Development Information Checklist

- _____ 1. The location and approximate boundaries of proposed housing types

conceptually shown in accord with residential performance dimensional requirements. Residential Performance (RP) dimensional requirements should be indicated.

- _____ 2. The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided.
- _____ 3. The approximate acreage in common open space, in each use and housing type and in roads, streets or rights-of-way for each phase and the total development.
- _____ 4. The proposed number of dwelling units of each type in each phase and in the total development.
- _____ 5. The location and general configuration of recreational facilities, with a general statement of the types of recreational facilities to be provided.
- _____ 6. Calculations describing all proposed TDR bonus factors with the location of and specifications for bonus improvements, when proposed.

Infrastructure Information Checklist

- _____ 1. Location of adjoining streets and utilities.
- _____ 2. Location, arrangements, and right-of-way widths of roads and property access. The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels, shall be in accordance with § 165-202.04.
- _____ 3. Location and arrangement of street entrances, driveways, and parking areas.
- _____ 4. All existing, approved or planned public roads, streets or rights-of-way on the project or within 2,000 feet of the boundaries of the project.
- _____ 5. Location of entrances to the development from public streets.
- _____ 6. Type of road design (rural or urban).
- _____ 7. Use of inter-parcel connectors.

- _____ 8. Location of sewer and water mains with statements concerning the connection with and availability of facilities.
- _____ 9. Location and arrangement of electric and gas utilities.

Other Design Information Checklist

- _____ 1. The location and extent of proposed buffers required by this Chapter, with statements, profiles, cross sections or examples clearly specifying the screening to be provided.
- _____ 2. Plan for stormwater management. Location of stormwater facilities.
- _____ 3. The location and approximate boundaries of existing environmental features, including floodplains, lakes and ponds, wetlands, natural stormwater detention areas, steep slopes and woodlands, as defined, and the approximate acreage of each type of environmental feature, including the amount and percentage of each type that is to be disturbed and the amount and percentage of each type to be placed in open or landscaped areas (in a table format).
- _____ 4. Location of environmentally protected areas to be included in common open space.
- _____ 5. Amount, boundaries, and location of common open space. (Indicate the percentage of the entire site to be placed in common open space.)
- _____ 6. A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.

Frederick Water and/or Health Department Information Checklist

- _____ 1. Statements and locations pertaining to sewer and water availability.
- _____ 2. Statements and locations concerning any existing pre- or post-water treatment facilities.
- _____ 3. Statements and location of any planned private treatment facilities.

-
4. The approximate location of sewer and water mains with statements concerning the connection with and availability of existing facilities.

MASTER DEVELOPMENT PLAN WAIVER

Project Name:	
Existing Zoning:	
Use (Residential, Industrial, Commercial):	
Magisterial District:	
Previous Approvals (REZ Application Number):	

_____ The applicant seeks a waiver under qualifying criteria outlined in [165-801.03](#).

Supporting documentation is attached in support of the request:

_____ RP, R4, R5 or MH1 District

_____ M1, EM, M2, or TM Districts

_____ B1, B2, B3, MS or HE Districts

_____ The applicant seeks to process a site plan in lieu of an MDP. The site plan must contain all information required on a MDP and a site plan.

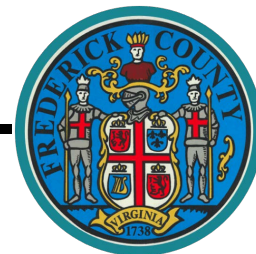
Signature: _____

Name (Printed): _____

Date: _____

<i>Internal Use Only:</i>	
Planning Director Signature:	
Date:	
Notes:	

REQUEST FOR MASTER DEVELOPMENT (MDP) PLAN COMMENTS



Project Name: _____

Acreage (Disturbed Area Acreage): _____

PIN(s): _____

Address (or general location):

Existing Zoning: _____

Proposed Use: _____

Staff Name (Email Address): _____

Agency Name Completing Comments (select one):

- ☐ Frederick Water
- ☐ Virginia Department of Transportation
- ☐ Winchester Regional Airport
- ☐ Virginia Department of Health
- ☐ Historic Resources Advisory Board
- ☐ Frederick County (FC) Public Schools
- ☐ FC Public Works
- ☐ FC Inspections
- ☐ FC Fire Marshal
- ☐ FC Parks & Recreation
- ☐ FC County Attorney
- ☐ Other (Specify): _____

Reviewer Name (Email Address): _____

Review Agency Comments:

**Comments that may not fit in the box should be attached to the cover sheet on agency or department letterhead.*

Resubmission to address comments requested? Y _____ or N _____

**FREDERICK COUNTY
DEVELOPMENT REVIEW FEES**

Revised - 03/21/2023

COMPREHENSIVE PLAN AMENDMENT

\$3,000 non-refundable

REZONING

\$1,000 – Proffer amendments not requiring a public hearing

\$5,000 base + \$100/acre – 2 acres or less

\$10,000 base + \$100/acre

More than 2, less than 150

\$10,000 base + \$100/acre first 150

+ \$50/acre over 150 acres

SUBDIVISION

Non-Residential \$1,000 base

Design Plan \$200/lot

Plat \$100/lot

Residential (RP, R4, R5)

Design Plan \$2,500/base \$100/lot

Plat \$200/lot to 50 lots

\$100/lot over 50 lots

Rural Areas (RA)

Sketch (Design) \$2,500 base \$200/acre

Plat \$200/lot

Rural Areas (RA)

Minor – 3 lots or less \$200/lot

Lot Consolidation \$200/lot

Boundary Line Adj. \$200/lot

VARIANCE \$400

BZA APPEAL \$250

ZONING CERTIFICATION LETTER \$250

ZONING DETERMINATION LETTER \$100

**SUBDIVISION ORDINANCE
EXCEPTION** \$500

MASTER DEVELOPMENT PLAN

\$3,000 base + \$100/acre for first 150

+\$50/acre over 150 acres

CONDITIONAL USE PERMIT

Cottage Occupation \$75

Telecommunication Tower greater than 50-FT in height \$750

Other \$750

ADMINISTRATIVE TOWERS PER 165-204.19

Up to five facilities/structures \$100

Each additional facility \$50

Small Cell Facilities \$50

Co-location on an existing wireless structure \$50

SITE PLAN

Non-residential: \$2,500 base
\$200/acre to 5 acres
\$100/acre over 5 acres

Residential: \$3,500 base
\$300/unit to 20 units
\$100/unit over 20 units

Minor Site Plan: \$500 for a new site plan that does not exceed 10,000 SF of disturbed area and/or that increases existing structure area by 20% or less.

POSTPONEMENT of any Public Hearing or Public Meeting by Applicant after Advertisement, to include Applicant requests to **TABLE** an agenda item \$750/occurrence.

THIRD & SUBSEQUENT PLAN REVIEWS

(Including County Attorney review) for a single development application \$500/review.

BOND MANAGEMENT

Establishment of bond \$ 500

Reduction/Release \$ 300

Replacement \$ 300

TDR PROGRAM

TDR Application Review \$300

(*Review includes TDR Letter of Intent)

TDR Certificate \$200

Certificate Ownership Transfer \$50

Receiving Property Approval \$200

Review of Sending Property

Deed Covenant \$100

Review of Deed of Transfer (Extinguishment Document)

\$100

CHAPTER 161 FEES

Installation License \$300

Septic Haulers Permit \$200

Residential Pump and Haul \$50

Commercial Pump and Haul \$500

SHORT-TERM LODGING (STL)

Permit \$200

STL Permit Renewals \$100