



DIVISION OF PLANNING AND PERMITTING

FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701 • (301) 600-1138

ADDITION PLAT

Application is made on the Application Portal <https://planningandpermitting.frederickcountymd.gov/>

Required for Submission: Provide existing subdivision number in the comments field, if applicable

PLANNING (requiring staff review only)	\$767.00
HEALTH DEPT.	\$150.00
DUSWM (if Water/Sewer)	\$214.00

Minimum information for plat submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission.

Sheet Composition Requirements

1. Note to the Clerk of the Court must be above Director's signature block
2. Director's signature block must be placed in lower left corner
3. Vicinity Map must be in upper right corner – Scale 1"=2000', with Tax Map, Parcel, and Property account # shown beneath map
4. Surveyor's Certification must be below vicinity map
5. Owner's Certification & Dedication must be below Surveyor's Certification
6. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region.
7. The [Development Review Routing Stamp](#) (located bottom right above title block)

Standard General Notes for Addition Plat

1. The site is zoned ____.
2. The comprehensive land use designation is ____.
3. A 6-foot drainage and utility easement is to be reserved along all resulting lot lines.
4. Minimum building restriction lines: ____ front, ____ rear, ____ sides.
5. Future development of this property may require road layback work to be done along previously dedicated road right-of-way.
6. Future access to this property shall be in accordance with regulations in effect at the time of development.
7. Forest Resource Ordinance notes and plan references.
8. Land transfer note per 1-16-7(D)(13)
9. Confirmatory deed note per 1-16-7(D)(18)

Additional Plat Requirements

1. Drawing: 18" x24" landscape orientation Digital Submission (PDF) uploaded per [Electronic Plan Submission Guide](#)
2. Scale, Date, North Arrow
3. Horizontal and Vertical Datum
4. Plat Boundary In Heavy Outline
5. Acreage: Lots, R/W, Reserve Total
6. Monuments – Location, Coordinates
7. Coordinates of Boundary
8. Adjoining Subdivision name, Liber/Folio
9. Adjoining Roads-Names, R/W width
10. Bearing, dimension of all lines
11. Floodplain, flooding soils and setback
12. Existing Buildings
13. Water and Sewer classification. Locations of existing well and septic

PAYMENTS: Payment may be made online using the Application Portal. You may also mail a check to the Department of Development Review and Planning, 30 North Market Street, Frederick, Maryland, 21701 or in person. Please make check payable to Frederick County and reference the Project Number. Fees may not be paid until notice to pay fees is received.