



**DIVISION OF PLANNING & PERMITTING
FREDERICK COUNTY, MARYLAND**

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-1138 • Fax (301) 600-1645 <http://www.frederickcountymd.gov>

WATER and SEWERAGE PLAN AMENDMENT APPLICATION

Prior to, (at least 2 business days) your submission, email DevelopmentReviewIntake@FrederickCountyMD.gov or fax to 301-600-1645, a completed/signed application for processing, fees generated, to be paid upon initial submission.

Questions: contact Development Review at 301-600-1138

Cycle -
Case #
A/P #
Reviewer- Tim Goodfellow

Required Application Material:
Original plus **25 copies** and **PDF / CD** of all application material

Attached Zoning and Planning Public Ethics Law – [Applicant Disclosure Form](#)

Property Information

Tax Map(s) _____ Parcel(s) _____ Tax ID(s) _____ Acreage _____

Location: _____

Text Amendment

Description of request (attach additional sheets if necessary): _____

Property Classification Amendment

Current Comprehensive Plan Designation: _____ Current Zoning: _____

Current Water Classification: _____ Requested Change: _____

Current Sewer Classification: _____ Requested Change: _____

Reason for Change _____

Infrastructure Amendment

Description of request: _____

Property Owner _____

Address _____

Phone _____

Contract Purchaser (property owner letter of consent) _____

Address _____

Phone _____

Check one for Comments:

Mail Email _____

Engineer/Surveyor/Attorney

Address _____

Phone _____

Check one for Comments:

Mail Email _____

Notes:

1. The County reserves the right to reject applications that are not complete.
2. Documents which demonstrate satisfaction of all criteria for the classification requested must accompany application.
3. Fees to be submitted with application, upon acceptance of application, fee will be paid to the treasury office.

Printed name

Signature of Owner / Agent

FEES

Checks made payable to Treasurer of Frederick County-Additional fees may be due per fee schedule FY2019

phase 1, wsplan

1. Planning	\$1262.00
2. DUSWM	\$207.00
Total	

Water & Sewerage Plan Amendment Application Instructions

Applications for Water & Sewerage Plan map and text amendments will be accepted in the following months:
March – Spring Cycle
July – Summer Cycle November – Fall Cycle

1. **Application:** Completed and signed by the property owner or contract purchaser. If contract purchaser, letter of consent from property owner must be included. **Please note the choice to have all correspondence e-mailed to the property owner or agent.**
2. **Amendment Criteria:** Effective with the March 2015 Spring Cycle all criteria for a particular classification amendment **must be met at the time of application.**
3. **Description of Property:** Provide an 8 1/2 x 11 or other appropriately sized copy of tax map marked to delineate all subject parcels, with the tax map and parcel/lot numbers labeled. These tax map and parcel/lot numbers must match the information on the application. Include a State Assessment Data listing for each parcel for which a classification change is being requested. www.dat.state.md.us.
4. **Municipal Letter:** For properties within municipalities, applications must include a letter from a designated official in that municipality certifying the amount of water supply and wastewater system capacities, and the intent to provide the available capacity to the property, or how sufficient capacity will be provided.
5. **Development Approval Letter(s):** Applications for changes to property classifications must provide approval letters from all appropriate municipal or county agencies for site plan, subdivision, and/or improvement plan approvals.
6. **Justification Statement:** Include a written explanation of how the criteria for the requested classification is met. Any other relevant material the applicant wishes to be considered may be submitted.
7. **Public Ethics Law** – Fill out and sign Applicant Disclosure Form.