



## DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

### WATER and SEWERAGE PLAN AMENDMENT

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

Applications for Water & Sewerage Plan map and text amendments are accepted continuously. The filing deadline for each amendment cycle is the last business day of the months listed below.

March - Spring Cycle  
July – Summer Cycle  
November – Fall Cycle

FEES:	Phase I, Water Sewerage Plan	
	Planning	\$1,613.00
	DUSWM Water/Sewer	\$451.00

#### Application Instructions

1. Application is made on the [Application Portal](#). If the applicant is a contract purchaser, a letter of consent from property owner must be provided when the application is made.
2. Description of Property: Provide a copy of a 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 in the application. Include a State Assessment Data listing for each parcel for which a classification change is being requested. [www.dat.state.md.us](http://www.dat.state.md.us).
3. Description of Request:  
Text Amendment – Include existing text and proposed text.  
Property Reclassification Amendment – Include Current Comprehensive Plan Designation; Current Zoning District; Current Water Classification and Requested Water Classification; Current Sewer Classification and Requested Sewer Classification; Reason for Change.  
Infrastructure Amendment – Include details on specific infrastructure item (i.e., booster pump station, well, etc.).
4. Municipal Letter: For properties served by a municipal system, applications must include a letter from a designated official in that municipality certifying the amount of available water supply and wastewater system capacities, the municipality's intent to provide the available capacity to the property, or identifying 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: Complete and sign [Applicant Disclosure Form](#).

8. Payment: Payment is made at the time of application via the [Application Portal](#).

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.