



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

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

Signature Set Submission-Planning

Unfolded plans are not accepted, you will be called or emailed to come in and fold plans at your convenience, Mon-Fri 8am-4pm

S/SP# _____ A/P# _____

Subdivision /Site Name _____

Submission Requirements:

Applicant

- Concept Site Plan = 5 copies plans 5 copies of FCPC approval letter (Folded 8-1/2 x 11 & stapled in sets)
- Site Plan = 5 copies (Folded 8-1/2 x 11 & stapled in sets)
- Preliminary Plan = 5 copies (Folded 8-1/2 x 11 & stapled in sets)
- Combined Preliminary /Site Plan = 5 copies (Folded 8-1/2 x 11 & stapled in sets)

Signed Plans to be:

- Mailed to Name and Address:**

File #:
A/P #:
Due Date:

- Picked up @ 30N. Market Street after notified by Planner**

Printed name of Owner or Agent

Signature of Owner or Agent

****Internal Use******Concept Site Plan = 5 plan copies** (Applicant submits)

Approval Letter – Planner prepares

- Planning (file folder) – 2
 - Engineer – 2
 - Addressing, IIT (Christine Graham) -1
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Site Plan = 5 plan copies (Applicant submits)

Approval Letter – Planner prepares

- Planning (file folder) – 2
 - Engineer – 2
 - Addressing, IIT (Christine Graham) -1
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Combined Preliminary Plan / Site plan or Preliminary plan = 5 plan copies (Applicant submits)

Approval Letter – Planner prepares

- Planning (file folder) – 2
- Engineer – 2
- Addressing -1 Christine Graham
- DUSWME – email Dianna Lu and Robert Creighton
- Health – email Alicia Evangelista and Kimberly Dillman
- BOE – email Holly Nelson
- SHA – email Scott Newill
- Housing – email Heather Sutton