



**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>

Subdivision Mylar Submission-Planning

Please allow up to 15 business days for plat recordation after Mylar submission

A/P# _____

Subdivision Name _____

File #:
A/P #:
Due Date:

- All outstanding Fees Paid –
(\$59.00 per sheet for Mylar recordation – Treasury Frederick County)
- 1-cover letter with addressed comments (Hansen)
- 4-Mylar originals or 1 original Mylar & 3 Mylar copies of original
- 2-paper copies (rolled with mylars, not folded)
- \$5.00 per sheet check to – Clerk of the Courts
- Surveyor Certificate signed and sealed:
Surveyor expiration date _____
- Owners Certificate signed: date signed _____
- Notary signed and sealed, signature and printed name:
By State law, all signatures on plats or any other documents to be recorded in
the land records must be notarized
Date signed _____ Notary expiration date _____

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application on behalf of all property owners, 2) That the information is correct, 3) That he/she will comply will all regulations of Frederick County which are applicable hereto.

Printed name of Owner or Agent

Signature of Owner or Agent

2019

****Internal Use only****

**DPDR
Staff -Planner**

_____ All comments for DPDR that have been addressed, expire comments

_____ All comments are addressed – APPROVE in Hansen

_____ Hansen-Add log note, Mylars are ready for health dept for approval
or Mylars going to planning director for signature

_____ Add – NO ROAD GUARANTEE NEEDED- stamp/note if not on plat
Date and put Initials
(Used for a property that is having no public road improvements)

_____ Put in health dept box or goes to planning director for Signature

**DPDR
Staff -Technician**

_____ Prior to planner receiving,
Label on the bottom right of Mylar's
On Original –Example- S1027 (4756)
On Copy – Example- S1027 (4756) File
All others- Example- S1027 (4756)

_____ Public Taking/Addition- planning director for signature , no Planning Commission signature required

_____ When returned from health dept
Planning Commission - Secretary or Chairman needs to sign, in an emergency the Vice-Chair can sign.

_____ Court house for recordation
\$5.00 (per sheet)
3- Copies

_____ DPDR 2- copies
Add date recorded information, pb and pg:
1-original to Surveyor
1-file paper copy (planner)

_____ Notify Client, Zoning Planner/ Health /planner and Transportation Planner if school fees are paid by email or phone call

_____ Close out Hansen/File paper copy with original receipt from courthouse, stapled form

_____ Paper copy of recorded plat, check Hansen to verify recorded info, file and return entire folder to file room