



# DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

## Development Rights and Responsibilities Agreement (DRRA)

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

### FEES: **Part 1**

Petition Processing Fee \$516.00

### **Part 2**

Petition Filing Fee (If petition is accepted by the County Executive) \$2,926.00 + \$25/per acre

Please note, the DRRA processing/filing fees and procedures are separate from, and do not replace, any other normal and customary fees and procedures required for development approvals that may accompany a DRRA request (i.e., Phase 1 map amendment and/or an APFO review).

## Application Instructions

### Submission Instructions and Review Procedures

#### Part 1

**Submission:** Upload required documents in the attachments section under the electronic application.

1. Applicant Disclosure Form
2. Petition: The petition will be processed in accordance with § 1-25-3 of the Frederick County Code. It must identify the applicant and the subject property/development. The petition shall also include the following items:
  - a. Draft DRRA and any exhibits. The initial draft of the DRRA shall contain all contents as described in §1-25-4 of the County Code.
  - b. The names of all persons, with their signature(s), having an equitable or legal interest in the property, including lien holders.
  - c. A justification statement outlining the status of the subject development and the general responsibilities of the proposed DRRA. Justification for the term of the agreement should be explained.

#### **Review Procedures:**

1. Petition Completeness Review: Staff will review the petition submission to determine if all required material for the petition is provided. The applicant will be notified regarding the need for additional material or if the petition is complete.
2. County Executive's Review of Petition: Once the petition is deemed complete it will be forwarded to the County Executive, who will determine whether to accept the petition and initiate the DRRA process per §1-25-3.

## **Part 2**

### **Submission:**

1. Pay petition filing fee

### **Review Procedures:**

1. Review of Draft DRRRA: If the petition is accepted, and the filing fee is paid, the draft DRRRA will be reviewed and negotiated. Initial public work sessions with the County Executive or the County Council may occur prior to any required public hearings noted below.
2. Planning Commission Referral: Once the Draft DRRRA has been negotiated and completed, the Frederick County Planning Commission will review the Draft DRRRA for a determination of whether the DRRRA is consistent with the County Comprehensive Plan.
3. County Council Public Hearing: The County Council will hold a public hearing or hearings on the Draft DRRRA in accordance with §1-25-6 of the Frederick County Code.
4. Decision/Execution: If approved by resolution of the County Council and signed (executed) by the County Executive, the DRRRA shall be recorded in the land records of Frederick County in accordance with § 1-25-10 of the Frederick County Code.

**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.