



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>

Development Rights and Responsibilities Agreement (DRRA) **Submission Instructions and Review Procedures**

Prior to, **at least 2 business days**, the full submission please provide Development Review either by fax 301-600-1645 or email DevelopmentReviewIntake@FrederickCountyMD.gov the **application form only** to verify the correct fees. For any questions contact Development Review at 301-600-1138.

All submissions should be made to the Planning & Permitting Division, 30 N. Market St. Frederick, Maryland.

Part 1 Submission: submit an original, **2 copies, and a PDF** of all material

1. Application Form:
2. Applicant Disclosure Form: need only submit one (1) original
3. Processing Fee: \$403 made payable to *Treasurer of Frederick County*
4. Petition: The petition will be processed in accordance with §1-25-3 of the 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. List of all persons, **with their signature(s)**, with a lien interest in the property to authorize the petition
 - 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.

Part 2 Submission: If the petition is accepted by the County Executive

1. Draft DRRA: Provide an electronic version, in Word, of the DRRA and the exhibits
2. Filing Fee: **\$2,289 plus \$20/acre**, made payable to *Treasurer of Frederick County*.

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).

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(E).
3. Review of Draft DRRA: If the petition is accepted, and the Filing Fee is paid, staff will work with the applicant to prepare a complete DRRA for review by the County Planning Commission and the County Council. Depending on direction from the County Executive, and the complexity of the DRRA, initial public worksessions with the County Executive or the County Council may occur prior to any required public hearings noted below.
4. Planning Commission Referral: Once the Draft DRRA has been negotiated and completed, the County Planning Commission will review the Draft DRRA for a determination of whether the DRRA is consistent with the County Comprehensive Plan.
5. County Council Public Hearing: The County Council will hold a public hearing or hearings on the Draft DRRA in accordance with §1-25-6 of the County Code.
6. Decision/Execution: If approved by resolution of the County Council and signed (executed) by the County Executive, the DRRA shall be recorded in the land records of the County in accordance with § 1-25-10 of the County Code.

Development Rights and Responsibilities Agreement (DRRA)

APPLICATION

(Phase 1)

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

Questions: contact Development Review at 301-600-1138

2 copies (plus one PDF) of the petition and all materials required per 1-25-3 of the County Code.

See DRRA Submission Instructions and Procedures, DRRA processing/filing fees and procedures are a 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, APFO approval, etc...).

Existing County Subdivision/Site Plan # _____ Parent Project A/P # _____

Tax Map(s) _____ Parcel(s) _____ Total Site Area _____ Acres

Tax ID#(s) _____ # of Lots _____

Subdivision /Site Name _____

Address /Location _____

Description of Petition Request _____

Owner/Applicant _____
Address _____

Phone _____

Check one for Review Comments:

Mail Email _____

Owner Representative/Attorney _____
Address _____

Phone _____

Check one for Review Comments:

Mail Email _____

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

Signature of Owner or Agent

1. Review comments Frederick County Web Site: <http://www.frederickcountymd.gov/index.aspx?nid=2532>
2. Only complete submissions will be credited on the date received
3. Upon acceptance of the petition by the County Executive, a DRRA Filing Fee will be required
4. Checks made payable to Treasurer of Frederick County-Additional fees may be due per fee schedule FY2019

(DRRA)

1. Petition Processing Fee	\$403.00
Total=	

File #:
A/P #:
Due Date: