



# 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>

## OUTLOT APPLICATION (Phase 4)

Prior to, (at least 2 business days) your submission, email [DevelopmentReviewIntake@FrederickCountyMD.gov](mailto: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

<b>File #:</b>
<b>A/P #:</b>
<b>Due Date:</b>

### Required for Submission

- 9 Copies of Plans (folded 8-1/2 x 11)
- FRO Application
- Municipality CIP (capital improvement project, No fees)
- Existing Frederick County Subdivision/Site Plan # \_\_\_\_\_

Check one  Adamstown  Brunswick  Frederick  Middletown  New Market  Thurmont  Urbana  Walkersville

Tax Map(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_ Number of Lots \_\_\_\_\_

Acreage \_\_\_\_\_ Remainder #of Acres \_\_\_\_\_  Well/Septic or  Public water/sewer

Tax ID#(s) \_\_\_\_\_  Commercial or  Residential Property

Y  N Property Located *ON* or *Along* a State Highway  Y  N Exist. Structure on Property

Subdivision /Site Name \_\_\_\_\_

Address / Location \_\_\_\_\_

Description of Request \_\_\_\_\_

Owner/Applicant \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

Check one for Review Comments:

Mail  Email \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_  
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**

## FEES

- Notes: 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 receive  
 3. Checks made payable to Treasurer of Frederick County-Additional fees may be due per fee schedule FY2019

(Misc, OUTLOT)

1. Planning	\$600.00
2. Health Dept.	\$75.00
3. Water/Sewer (Community only)	\$75.00
4. Engineering	\$115.00
Total=	

## Plat Requirements

Minimum information for plat submittal

### **GENERAL**

Drawing: Size, Material, Ink, Legible  
 Title Information: Name & Section,  
 Election Distr. & No., County & State  
 Name, Address, Phone # of Owner  
 Scale, Date, North Arrow  
 Location Map, Scale, Tax Map, &  
 Overall Property  
 Owner's Certification & Dedication  
 Surveyor's Certification & Seal  
 Signature Block FcPc  
 Secretary/Chairman  
 Signature Block of Health Officer  
 (approving auth)  
 Horizontal and Vertical Datum

### **EXISTING & PROPOSED**

Improvement Plans and Guarantees  
 Public Works Comments  
 Accordance with Preliminary  
 Health Department Comments  
 State Highway Comments  
 Engineering Comments  
 Health Department Comments  
 State Highway Comments  
  
 Plat Boundary In Heavy Outline

### **EXISTING/PROPOSED (con't.)**

Acreage: Lots, R/W, Reserve, Total  
  
 Monuments-Location, Coordinates  
 Coordinates of Boundary  
 Adjoining Subdivision name, Liber/Folio  
  
 Adjoining Roads-Names, R/W width  
 Bearing, dimension of all lines  
 Curve Data Required  
  
 Building Setback  
  
 Lots: Block & Lot Numbers, Table of usable area  
 Parcels to be conveyed/reserved  
 Appropriate Notes and Lot Numbers  
 Easements: Width/Use/Deeds provided (when  
 necessary)  
 Floodplain and Setback  
 Historic Buildings/Landscape  
 Demolition Permit  
 Water and Sewer Classification and Notes  
 Final FRO Plans  
 FRO Easement Recordation  
 FRO Notes  
 Preliminary Plan, and/or Site Plan (date, file number,  
 project #