



DIVISION OF PLANNING AND PERMITTING

FREDERICK COUNTY, MARYLAND

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

PUBLIC TAKING

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

Required for Submission: FRO Application. Please provide existing subdivision number in the comments field.

PLANNING (requiring staff review only)	\$767.00
HEALTH DEPT.	\$150.00
DUSWM (if Water/Sewer)	\$50.00

Minimum information for plat submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission.

Sheet Composition Requirements

1. Note to the Clerk of the Court must be above Director's signature block
2. Director's signature block must be placed in lower left corner
3. Vicinity Map must be in upper right corner – Scale 1"=2000', with Tax Map, Parcel, and Property account # shown beneath map
4. Surveyor's Certification must be below vicinity map
5. Owner's Certification & Dedication must be below Surveyor's Certification
6. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region.
7. Legend is preferred along the bottom of the plat, or as remaining space allows
8. The [Development Review Routing Stamp](#) (located bottom right above title block)

Standard General Notes for Public Taking Plat

1. The site is zoned ____.
2. The comprehensive land use designation is ____.
3. A 6-foot drainage and utility easement is to be reserved along all resulting lot lines.
4. Minimum building restriction lines: ____ front, ____ rear, ____ sides.
5. Future development of this property may require road layback work to be done along previously dedicated road right-of-way.
6. Future access to this property shall be in accordance with regulations in effect at the time of development.
7. Forest Resource Ordinance notes and plan references.
8. This is a lot of record because of public taking.

Additional Plat Requirements

1. Drawing: 18" x 24" landscape orientation Digital Submission (PDF) uploaded per [Electronic Plan Submission Guide](#)
2. Scale, Date, North Arrow
3. Horizontal and Vertical Datum
4. Accordance with Preliminary Plan approvals
5. Plat Boundary In Heavy Outline
6. Acreage: Lots, R/W, Reserve Total
7. Monuments – Location, Coordinates
8. Coordinates of Boundary
9. Adjoining Subdivision name, Liber/Folio
10. Adjoining Roads-Names, R/W width
11. Bearing, dimension of all lines
12. Building Setback
13. Lots: Block & Lot Numbers, Table of usable area
14. Parcels to be conveyed/reserved

15. Appropriate Notes and Lot Numbers
16. Easements: Width/Use/Deeds provided (when required)
17. Existing Buildings
18. Floodplain, flooding soils and setbacks
19. Water and Sewer classification and notes
20. Well and septic locations

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.