



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>

Request for Subdivision Potential Verification Letter (Phase 4, DRVERLTR)

An official Potential Subdivision verification letter from the Department of Development Review is available upon request. Submit all the information that is outlined below along with a cover letter and a check payable to Treasure of Frederick County. Please note that in some cases, additional information may be requested from the applicant before an official determination can be made.

Your request must include the following:

1. Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. The zoning of the subject parcel as determined by the Department of Planning and Zoning.
3. A **complete recorded** deed history from 1965 to present (available at the Frederick County Land Records Office).

Please note that the County will keep all materials provided.

Your requested letter will include the following information:

1. A staff review of the applicant-supplied deeds to verify the origin of the subject parcel.
2. A review of County files to determine past subdivision activity that may affect the number of potential subdivision that remains with the subject parcel.
3. A review to determine whether new subdivision activity will require minor subdivision or major subdivision requirements (design criteria, road adequacy, APFO, FRO, etc).
4. An examination of soils on the subject property to help determine percolation testing seasons.
5. Identification of possible floodplain and waterways that may affect development.
6. Identify possible Agricultural Preservation, forest, or utility easements.

NOTICE/DISCLAIMER

The information contained in this letter does not constitute legal advice and is not binding on Frederick County in any respect. It is based solely on the documents and information you have provided. The information provided in this letter is general in nature and the conclusions reached in this letter are general, and subject to being modified by other documents or information that was not provided.

Additionally, any subdivision or development of the property is subject to many regulations and requirements—including but not limited to – Frederick County Subdivision Regulations, Frederick County Zoning Ordinance, Health Department Regulations, and site plan approval process before the Frederick County Planning Commission. There may also be other laws and regulations (federal, state and local), which apply to any development or subdivision of the property.



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APPLICATION FORM

Prior to, (at least 2 business days) your submission, email DevelopmentReviewIntake@FrederickCountyMD.gov or fax 301-600-1645

Completed application for processing and fees generated, to be paid upon initial submission.

Questions: contact Development Review at 301-600-1138

Only complete submissions will be credited on the date received

- Recorded Deeds Submitted back to 1965 (Not considered a complete application if deeds are missing.)
- A Boundary survey or sketch by a Maryland Licensed surveyor, if available, and / or a copy of the Tax Map with property highlighted

Applicant Name _____

Address _____ Phone _____

Printed name

Signature of Applicant

Location of Property _____

Tax Map _____ Parcel _____

Acreage _____

Well/Septic or Public water/sewer

Tax ID # _____

Commercial or Residential Property

(A separate application is needed for each Tax ID)

Y N Property Located *ON* or *Along* a State Highway

Y N Exist. Structure on Property

File #:
A/P #:
Due Date:

Determination letter mailed or emailed:

(check one)

Name _____

Address _____

email address _____ Phone _____

FEES

Checks made payable to Frederick County Treasurer, Additional fees may be due per fee schedule FY2020

1. Planning	\$215.00
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