



## 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 a Lot of Record Determination Letter** (Phase 4)

A Lot of Record is defined in Chapter 1-19 of the Frederick County Code as “Any lot legally recorded in the land records of the county as of January 24, 1977; a lot must satisfy all zoning and subdivision regulations in effect at the time the lot was recorded.”

An official Lot of Record 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 Frederick County.

Your request must include the following:

1. Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. A **complete recorded** deed history from 1965 to present (available at the Frederick County Land Records Office).
3. A boundary survey or sketch by a Maryland licensed surveyor, if available.
4. Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

Please note the County will keep all materials provided.

Your requested letter will include the following information:

1. A determination if the subject lot/parcel is a legal lot of record via the applicant-provided documents and the subdivision history on file with the Frederick County Department of Development Review.
2. A determination if multiple parcels described under one deed are legal lots of record via the applicant-provided documents.

Please note that, in some cases, additional information may be requested from the applicant before an official determination can be made.

### **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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## Lot of Record Determination 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 application for processing and fees generated, to be paid upon initial submission.  
Questions: contact Development Review at 301-600-1138

- Recorded Deeds Submitted back to 1965
- A Boundary survey or sketch by a Maryland Licensed surveyor, if available, and / or a copy of the Tax Map with property highlighted
- Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

Property Owner \_\_\_\_\_

Property Address \_\_\_\_\_

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

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Determination Letter sent to**

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

- 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 received

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Signature of Owner or Agent**

### FEES

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

(Misc, LRDETLTR)

1. Planning \$118.00

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