



# DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

## ROAD DEDICATION & ROAD ALIGNMENT

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

Required for Submission: Please provide existing subdivision number in the comments field, if applicable.

PLANNING (requiring staff review only)	\$767.00
HEALTH DEPT.	\$75.00
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. Road Dedication Plat- Note to the Clerk of the Court must be above Director's signature block
2. Road Dedication Plat - Director's signature block must be placed in lower left corner
3. Road Alignment Plat – Signature Block FcPc Secretary/Chairman  
Signature Block of Health Officer (approving authority) (lower left corner)
4. Vicinity Map must be in upper right corner – Scale 1"=2000', with Tax Map, Parcel, and Property account # shown beneath map
5. Surveyor's Certification must be below vicinity map
6. Owner's Certification & Dedication must be below Surveyor's Certification
7. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region.
8. Legend is preferred along the bottom of the plat, or as remaining space allows
9. 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.

### 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. Location Map, Scale, Tax Map, & Overall Property
4. Horizontal and Vertical Datum
5. Improvement Plans and Guarantees
6. Plat Boundary In Heavy Outline
7. Acreage: Lots, R/W, Reserve, Total
8. Monuments – Location, Coordinates
9. Coordinates of Boundary
10. Adjoining Subdivision name, Liber/Folio
11. Adjoining Roads-Names, R/W width
12. Curve Data Required
13. Building Setback

14. Lots: Block & Lot Numbers, Table of usable area
15. Parcels to be conveyed
16. Appropriate Notes and Lot Numbers
17. Easements: Width/Use/Deeds provided (when required)
18. Floodplain, flooding soils and setbacks
19. Existing and proposed buildings
20. Water Sewer Classification
21. Well and Septic locations
22. Preliminary Plan, and/or Site Plan (date, file number project number)

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.