



# DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

## SKETCH

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

PLANNING	\$767.00
ENGINEERING	\$147.00
DUSWM Water/Sewer	\$130.00
HEALTH DEPT.	\$150.00

Minimum information for submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission. (Frederick County Code 1-16-59)

### Sheet Composition Requirements

1. Vicinity Map must be in upper right corner – Scale 1"=2000', with Tax Map, Parcel, and Property account # shown beneath map
2. Surveyor's Certification must be below vicinity map.
3. Owner's/Applicant's information (name, address, phone number) provided in lower left corner if possible.
4. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region.
5. North Arrow, legend, and general notes are preferred along the bottom of the plat, or as remaining space allows.
6. A 4"x4" space left blank in the upper left corner of each sheet.
7. The Development Review Routing Stamp (located bottom right above title block) [Development Review Routing Stamp](#) that includes county file and A/P number
8. Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more

### Standard General Notes

- 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) Purpose statement.
- 8) Water and Sewer Classification and Notes and/or well and septic locations

### Additional Plat Requirements

1. Drawing: Clear and Legible Plat, Sheet Size minimum 24" x 36" landscape orientation
2. Digital Submission (PDF) uploaded per the [Electronic Plan Submission Guide](#)
3. Scale (min. 1" = 100'), Date, North Arrow
4. Location Map, Scale, Tax Map & Overall Property
5. Surveyor's Certification & Seal on every sheet
6. Existing and Proposed drainage systems, including the type of structures
7. Total number of lots, area of lots, total area and type of ROW dedicated and total areas of subdivision
8. Existing and Proposed Topography shown – 2' or 5' intervals-100 feet beyond subdivision boundary line
9. Plat Boundary In Heavy Outline
10. Total number of lots subdivided from the original parcel with references
11. All streams, forests, wet soils, steep slopes, floodplains (soils and FEMA, along with community panel number), and wetlands, as well as required setbacks

12. Soil types and boundaries denoted on plan on proposed site and 100' beyond property line
13. Proposed/required setbacks or BRLs
14. Existing information labeled and shown as dashed lines, extended 100' beyond the property line
15. Proposed information labeled and shown as solid lines
16. Matchline shown and labeled per Plan view sheer – For 2 more Plan view sheet submittals
17. Adjoining Subdivision name, Liber/Folio, PB/PG
18. Adjoining property owners
19. Location, widths and names of all streets, common driveways, alley, ROWs and pedestrian ways on or adjoining subdivision
20. Lots: Block & Lot Numbers, Table of usable area
21. Parcel to be conveyed/reserved for public use or to be used by all property owners
22. Appropriate Notes and Lot Numbers
23. Easements: Width/Use/Deeds provided (when necessary)
24. Sensitive areas including steep slopes, waterbodies, etc. including required buffers
25. Historic Buildings/Landscape
26. Locations of 10,000 sqft septic reserve area and proposed wells, when applicable
27. Locations of Proposed water and sewer mains and service lines, when applicable
28. Water and Sewer Classification and Notes
29. Locations of existing or planned facilities shown in the Comprehensive Plan on proposed site (roads, trails, transit lines, and parks)
30. Condominium or multi-family projects (apartments, townhouse, etc.) shall show:
  - Location of each building, setbacks from all streets, property lines, & distance between buildings
  - Numbers and types of units in each building
  - Total # of units and subtotals of each type and square feet of each
  - Number of parking spaces in each off street parking area and total
  - Interior road/street access, public & private and total area of each

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.