



DIVISION OF PLANNING AND PERMITTING

FREDERICK COUNTY, MARYLAND

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

OPEN SPACE

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

Required for Submission: Provide existing subdivision number in comments field, if applicable.

PLANNING	\$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. 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 Certification & Dedication
4. Owner's/Applicant's information (name, address, phone number) provided in lower left corner if possible.
5. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region
6. North Arrow, legend, and general notes are preferred along the bottom of the plat, or as remaining space allows
7. The Development Review Routing Stamp (located bottom right above title block) [Development Review Routing Stamp](#)
8. Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more
9. Signature Block FcPc Secretary/Chairman
10. Signature Block of Health Officer (approving authority) (lower left corner)

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. Forest Resource Ordinance notes and plan references
8. Purpose statement
9. Water and Sewer Classification and Notes

Additional Plat Requirements

1. Drawing: Size 18" x 24" landscape orientation
2. Digital Submission (PDF) uploaded per the [Electronic Plan Submission Guide](#)
3. Horizontal and Vertical Datum
4. Preliminary Plan, and/or Site Plan (date, file number, project #)
5. Curve Data Required
6. Building Setback
7. Easements: Width/Use/Deeds provided (when necessary)
8. Lots: Block & Lot Numbers, Table of usable area
9. Parcels to be conveyed/reserved

10. Appropriate Notes and Lot Numbers
11. Floodplain and Setback
12. Existing Buildings
13. Bearing, dimension of all lines
14. Adjoining Roads-Names, R/W width
15. Plat Boundary In Heavy Outline
16. Acreage: Lots, R/W, Reserve, Total
17. Monuments-Location, Coordinates
18. Coordinates of Boundary
19. Adjoining Subdivision name, Liber/Folio

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.