



**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>

OPEN SPACE APPLICATION (Phase 4)

Prior to, (at least 2 business days) your submission, email DevelopmentReviewIntake@FrederickCountyMD.gov or fax 301-600-1645, completed/signed application for processing, fees generated, to be paid upon initial submission. Questions: contact Development Review at 301-600-1138

Required for Submission

- 9 Copies of Plans (folded 8-1/2 x 11)
- Municipality CIP (capital improvement project, No fees)
- Exist. Frederick County Subdivision/Site Plan # _____

File #:
A/P #:
Due Date:

Check one Adamstown Brunswick Frederick Middletown New Market Thurmont Urbana Walkersville

Tax Map(s) _____ Parcel(s) _____ Number of Lots _____

Acreage _____ Remainder #of Acres _____ Well/Septic or Public water/sewer

Tax ID#(s) _____ Commercial or Residential Property

Y N Property Located *ON* or *Along* a State Highway Y N Exist. Structure on Property

Subdivision /Site Name _____

Address / Location _____

Description of Request _____

Owner/Applicant _____
Address _____

Phone _____
Check one for Review Comments:

Mail Email _____

Engineer/Surveyor _____
Address _____

Phone _____
Check one for Review Comments:

Mail Email _____

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application on behalf of all property owners, 2) That the information is correct, 3) That he/she will comply will all regulations of Frederick County which are applicable hereto.

Printed name

Signature of Owner or Agent

FEES

- 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
 3. Checks made payable to Treasurer of Frederick County- Additional fees may be due per fee schedule FY2019

(Misc, OPENSF)

1. Planning	\$600.00
2. Health Dept.	\$75.00
3. Water/Sewer (Community only)	\$75.00
4. Engineering	\$115.00
Total=	

Plat Requirements

Minimum information for plat submittal

GENERAL

Drawing: Size, Material, Ink, Legible
 Title Information: Name & Section,
 Election Distr. & No., County & State
 Name, Address, Phone # of Owner
 Scale, Date, North Arrow
 Location Map, Scale, Tax Map, &
 Overall Property
 Owner's Certification & Dedication
 Surveyor's Certification & Seal
 Signature Block FcPc
 Secretary/Chairman
 Signature Block of Health Officer
 (approving auth)
 Horizontal and Vertical Datum

EXISTING & PROPOSED

Improvement Plans and Guarantees
 Public Works Comments
 Accordance with Preliminary
 Health Department Comments
 State Highway Comments
 Engineering Comments
 Health Department Comments
 State Highway Comments

 Plat Boundary In Heavy Outline

EXISTING/PROPOSED (con't.)

Acreeage: Lots, R/W, Reserve, Total

 Monuments-Location, Coordinates
 Coordinates of Boundary
 Adjoining Subdivision name, Liber/Folio

 Adjoining Roads-Names, R/W width
 Bearing, dimension of all lines
 Curve Data Required

 Building Setback

 Lots: Block & Lot Numbers, Table of usable area
 Parcels to be conveyed/reserved
 Appropriate Notes and Lot Numbers
 Easements: Width/Use/Deeds provided (when
 necessary)
 Floodplain and Setback
 Historic Buildings/Landscape
 Demolition Permit
 Water and Sewer Classification and Notes
 Final FRO Plans
 FRO Easement Recordation
 FRO Notes
 Preliminary Plan, and/or Site Plan (date, file number,
 project #