



**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>

**COMBINED PRELIMINARY PLAT/FINAL PLAT- 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/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)

FRO Application

CIP (capital improvement project, No fees)

Exist. Frederick County Subdivision/Site Plan \_\_\_\_\_

**Major Subdivision(6 Lots or more since 1965)**

1 Copy of Letter of Understanding (LOU)

Y  N APFO roads obligation per attached Letter of Understanding (LOU)

Y  N School obligation per attached Letter of Understanding (LOU)

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

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**

- 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. FRO and or APFO Applications may be required by staff at a later date  
 4. Checks made payable to Treasurer of Frederick County- Additional fees may be due per fee schedule FY2019

## FEES

(PRE-FINAL)

1. Planning (requiring staff review only)	\$1,664.00
2. Health Dept.	\$150.00
3. Water/Sewer (Community only)	\$540.00
4. Engineering	\$288.00
Total =	

### Internal Use Only (DRTE)

<u>Fails</u>	ELEMENTARY	MIDDLE	HIGH
Single Family - # Lots	_____	_____	_____
Townhouse - # Lots	_____	_____	_____
Other Residential - # Lots	_____	_____	_____

## Plat Requirements

### 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  
 Minimum information for plat submittal

### EXISTING/PROPOSED (con't.)

Acreage: 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 #