



DIVISION OF PLANNING AND PERMITTING

FREDERICK COUNTY, MARYLAND

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

A/P# _____ Subdivision Name: _____

AFFIDAVIT IN COMPLIANCE WITH FREDERICK COUNTY

SUBDIVISION ORDINANCE – SECTION 1-16-8 OR SECTION 1-16-71

On this _____ day of _____, 20____,
before me the subscriber, Notary Public of the State and County aforesaid, personally
appeared _____ and made oath in due form of law as follows:

That I have posted at least thirty (30) days prior to the Frederick County Planning Commission
meeting scheduled for _____ on the above captioned case those sign(s)

(Meeting Date)

given to me by the Planning Staff, and that said sign(s) were erected on the subject property in accordance
with the required distances and positioning as set out in the above Ordinance. The signs are affixed in
accordance with County guidelines and will be maintained at all times by the Applicant until the Planning
Commission meeting is held. I understand that the Planning Commission hearing on this case may be
postponed if the sign(s) are not properly maintained. Photos of the posted placard(s) are provided with
this signed affidavit.

For minor subdivision applications proposing the creation of more than one new lot, the signs were placed
on the property within ten (10) business days after the date on which the first agency review comments
are sent to the applicant. Sign(s) were posted in accordance with the required distances and positioning
as set out in the above Ordinance. The signs are affixed in accordance with County guidelines and shall be
maintained at all times by the Applicant for at least 30 days. Failure to maintain the sign(s) may result in
additional posting requirements

_____ (Signature)

Subscribed and sworn to before me the day and year from above written.

_____ NOTARY PUBLIC – printed name

_____ NOTARY PUBLIC – signature

SEAL

My Commission Expires: _____

ATTENTION! **Subdivision**

Posting Requirements:

Affidavit and photos:

- Staff will provide Applicant with a parcel-based vicinity map/aerial photo (in addition to affidavit) that shall be returned to the project planner with the location of the posted placards clearly identified.
- Affidavit and photos certifying the posting of the required placard must be returned to the project planner within **5** business days of the property posting.
- The project planner will then review posting locations for concurrency with Code requirements and the intent of providing for citizen awareness of the project. The responsibility of meeting Code posting requirements remains with the Applicant.

Sign posting:

- Placard must be posted a minimum of thirty (30) days prior to the Planning Commission public meeting date
- Signs must be erected in accordance with County guidelines:
<https://www.frederickcountymd.gov/DocumentCenter/View/328293/Placard-Installation-Guidelines-2020>
- Placard must be placed on the property within ten (10) feet of all property lines which abut a public road.
- Placard must be posted in conspicuous manner, not over six (6) feet above the ground level and affixed to a sturdy frame where it will be clearly visible and legible to the public.
- Placard shall be maintained at all times by the Applicant until after the public meeting. If a new placard is needed or required please contact 301-600-1138. Applicant must document when the placard was removed or destroyed.
- If the required signage is not maintained, THE HEARING MAY BE RE-SCHEDULED.
- Photographs submitted with the intent of verifying placard posting shall include enough of the surrounding landscape to understand the context of the area where the placards have been placed, rather than merely showing the placard itself.